

CFO Financial Services Agreement

This Agreement is made the ___ day of _____, 2018, by Wichern Arts Services, LLC and ("Company").

A. SERVICES

Wichern Arts Services agrees to provide the following financial services to ("Company") for the period of (the "Fiscal Period"):

- 1) Analysis of company financial reports.
- 2) Creation or maintenance of annual organizational budget including periodic budget vs. actual documents.
- 3) Creation of program budgets for grant writing purposes as necessary.
- 4) Creation and maintenance of annual cash flow documents.
- 5) Reporting to Board of Directors as requested.
- 6) Financial advise regarding the financial decisions of the company including but not limited to grant writing strategies and long-range strategic planning.
- 7) Wichern Arts Services will not prepare non-audited financial statements, audited financial statements, the IRS Form 990 Federal Return of Organization Exempt from Income Tax, or the New York State Form CHAR500 Annual Filing for Charitable Organizations. However, if the Company so desire Wichern Arts Services will work with the accountant and the Company to ensure that they have the necessary financial information to complete the Accountant Documents.

B. FEE SCHEDULE

The Company agrees to pay Wichern Arts Services, according to a mutually agreed upon fee either hourly or at a project based rate.

The charges will be invoiced to the Company by Wichern Arts Services and are due upon receipt.

C. COMPANY OBLIGATIONS

The Company agrees to advise Wichern Arts Services of all activities of the Company, both outstanding and projected, in order that Wichern Arts Services may administer the Company's financial affairs in an efficient, responsible and accurate manner.

D. CREDIT

The Company agrees to credit Wichern Arts Services where possible as follows:

Company receives financial services from Wichern Arts Services LLC. Lynn Wichern, Principal, 75 Broad Street, Suite 304, New York, NY 10004. 917.535.0309. www.wichernartsservices.org.

The Company grants Pentacle a non-exclusive license to use the Company likeness in a photograph, video, or other digital media ("photo") in any and all of its publications for the purpose of identifying its clients, including web-based publications, without payment or other consideration, which license shall continue after the end of the Fiscal Period solely for the purpose stated above.

- 1) Wichern Arts Services, at its sole discretion, has the right to terminate this Agreement and discontinue services at any time and for any reason. The Company may terminate this Agreement with 30 days' written notice.
- 2) The provisions of this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New York.

3) The following individual is authorized to represent the company.

Name	Title
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4) All financial records will be retained by the Company, at their discretion.

Wichern Arts Services:
 Attn: Lynn Wichern
 75 Broad Street, Suite 304
 New York, NY 10004
 917.535.0309

Company:
 [Name, Title]
 [Address]
 [Address]
 [Phone]

Wichern Arts Services

COMPANY

By: _____
 Lynn Wichern

By: _____
 [NAME, TITLE]

Dated: _____

Dated: _____