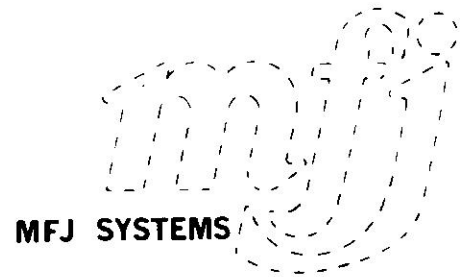


July 1, 2021



Jodi Rudick Executive Director
La Jolla Village Merchants Association
7734 Herschel Ave. #34C
San Diego, CA 92037

The following is an agreement with the La Jolla Village Merchants Association, Inc.,(LJVMA) and MFJ Systems to provide the following financial record keeping:

Scope of Work:

- 1) Enter annual budget of LJVMA in QuickBooks with categories set forth by the City of San Diego and as submitted by the Executive Director.
- 2) Pay invoices (within 15 days of receipt) after required approval of the Executive Director.
- 3) Enter into QuickBooks all deposits made by MFJ Systems. Copy to be filed.
- 4) Maintain the QuickBooks file.
- 5) Process monthly reimbursement report to the City of San Diego. Executive Director must review and approve. Prepare Cover letter.
- 6) Organize and keep financial records as required in compliance with the City of San Diego contract.
- 7) Reconcile bank statements monthly.
- 8) Prepare monthly reports for Executive Director to present at monthly LJVMA Board meetings and make copies for Executive Director files. (e.g. monthly Accounts receivable, Balance Sheet, Profit and Loss statements)
- 9) Assist with annual income tax return and audit.
- 10) Work with the Executive Director preparing annual budget.
- 11) Attend BID related meetings with representatives from the City of San Diego.
- 12) Agree to comply with all applicable city, county, state and federal laws when performing services for LJVMA.
- 13) Process semi-monthly payroll reports.

Fees for these services are \$1,000 monthly. Duties beyond this scope of services will be billed at \$50.00 per hour.

Either party may terminate this agreement in writing with a 30 day notice.

A handwritten signature in cursive script that reads 'Mary Joseph'.

Mary Joseph
MFJ Systems

A handwritten signature in cursive script that reads 'Jodi Rudick'.

Jodi Rudick
Executive Director