

AGREEMENT FOR ACCOUNTING COORDINATOR

THIS AGREEMENT, entered into this 29th day of October 2010, is by and between MONTEREY BAY AREA SELF INSURANCE AUTHORITY, a municipal corporation, hereinafter referred to as "MBASIA," and the City of Scotts Valley, a municipal corporation, hereinafter referred to as "Accounting Coordinator."

MBASIA AND ACCOUNTING COORDINATOR AGREE:

A. DUTIES OF ACCOUNTING COORDINATOR

Duties	Deadline
➤ Check <i>writing</i> for administrative expenses;	Ongoing
➤ Reconciliation of all bank account activity monthly;	Within 30 days after end of Month
➤ Preparation of monthly checking account activity statement (check register);	Within 30 days after end of Month
➤ Obtain and File Quarterly Interest Earned reports from LAIF and other Investments;	Within 30 days after end of Quarter
➤ Preparation of cover letters for review of Treasurer on quarterly report of investments;	Within 30 days after end of Quarter
➤ Preparation of quarterly report of investment cover letters for review by Treasurer;	Within 30 days after end of Quarter
➤ Preparation of Balance Sheet, Profit and Loss YTD Budget to Date Comparison, and Profit and Loss;	Within 45 days after end of Quarter
➤ Prepare and track invoices sent to cities for:	Ongoing
• Annual premium;	
• Cities' share of first \$10k per liability claim	
➤ Preparation of reports of financial data to send to Program Administrators for Board of Directors Meetings;	By Agenda Mailing Date
➤ Custodian of financial records;	Ongoing

B. TERM. The term of this Agreement shall commence on July 1, 2010, and continue in full force until cancelled, or unless terminated per Paragraph C.

C. COMPENSATION AND COSTS. Accounting Coordinator shall be compensated for services rendered at the hourly rate of Fifty dollars (\$50) an hour and reimbursed for preapproved expenses. City staff will keep records of time spent on THE ABOVE SERVICES. Billings will be made on a quarterly basis.

D. TERMINATION. This Agreement may be terminated by MBASIA at any time by written notice to the Accounting Coordinator and may be terminated by the Accounting Coordinator by giving sixty days prior written notice to MBASIA.

E. ASSIGNMENT. This Agreement is not assignable either voluntarily or by operation of law.

F. CERTIFICATION OF NON-DISCRIMINATION. By signing this Agreement, the Accounting Coordinator certifies that it does not discriminate in hiring on the basis of race, color, creed, religion, sex, age, marital status, national origin, ancestry, physical handicap or medical conditions.


G. INDEPENDENT CONTRACTOR. The parties agree that the Accounting Coordinator is an independent contractor and not an employee of MBASIA. Therefore, the Accounting Coordinator and its principals or employees are not entitled to the salaries, benefits, or privileges of being an employee of MBASIA including, but not limited to vacation pay, holiday pay, overtime pay, health insurance, disability or retirement benefits, and workers' compensation benefits.

H. INSURANCE. Accounting Coordinator will be covered under MBASIA's Fidelity policy while performing duties as outlined in this contract for MBASIA.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date written above.

MONTEREY BAY AREA
SELF INSURANCE AUTHORITY

CITY OF SCOTTS VALLEY

By 

Rene Mendez, Chair

By 

Steve Ando, Accounting Coordinator