

THE CATALYST GROUP

Payroll and Business Services

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PROPOSAL

DATE: 5/14/19

To:
Union School District # 81
1661 Cherry Hill Road
Joliet, IL 60433

For:
Bookkeeping and Payroll Services
Coordination, Training, and Supervision
4 Year Agreement

| DESCRIPTION | AMOUNT |
|---|--|
| <p style="text-align: center;">JULY 2019 through June 2023</p> <p style="text-align: center;">BOOKKEEPING and PAYROLL SERVICES – COORDINATION, TRAINING AND SUPERVISION</p> <p>All Bookkeeping Services; Accounts Payable; Lunch Invoicing, Financial Statement Preparation: Reconciliation of Bank Statements; Board of Education Reports; State and Federal Reporting; Receipts; Budget Assistance; Audit Coordination; Computerization of Payroll and Bookkeeping Records; Direct Deposit of Payroll, Weekly Video Conferencing With Bookkeeper at Union SD.</p> <p style="text-align: right;"><i>TOTAL MONTHLY INVOICE:</i></p> | <p style="text-align: center;">\$ 3000.00</p> |

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THANK YOU!