

# MEMORANDUM

**TO:** John Clark, Chairman of the Looking Glass Regional Fire Authority and The Board of Directors

**FROM:** Patti Schafer - Countryside Accounting

**DATE:** January 16<sup>th</sup>, 2015

**RE:** Accounting Contract which expires December 31<sup>st</sup>, 2014

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The current accounting contract was accepted for a flat rate of \$3,480 for 1 year.

This memorandum would allow an accounting contract for 2015 at the Flat Rate Price of \$3,600, which is an increase of \$10 a month or \$120 a year.

In addition, I offer Option 1 for an renewal of another 2 year contract effective January 1<sup>st</sup>, 2015 at the following rates:

2015 Flat Rate Price - \$3,600

2016 Flat Rate Price - \$3,600

As requested a flat rate price is to include postage, envelopes, paper, ink cartridges, software, computers, printers, pickup and delivery of documents and travel to/from board/subcommittee meetings. Flat rate price would NOT include blank check stock and the annual payroll tax update.

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Patti Jo Schafer, Owner  
Countryside Accounting

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John Clark, Chairman  
Looking Glass Regional Fire Authority