Eagan & Associates, Inc.

Certified Public Accountants

December 7, 2022

Ms. Clara Mann
1st Kids, Inc.
11045 Broadway, Suite F
Crown Point, IN 46307

Dear Mrs. Mann

This letter is to acknowledge the acceptance to contract with 1st Kids, Inc. for the period of July 1, 2023 through June 30, 2024 and to clarify the nature and extent of the services we will provide.

We will provide the following:

- Complete all activities related to the processing of payroll
- Post all incoming and outgoing expenses as approved by the Executive Director
- Prepare reports for the Council as needed
- Work with the Executive Director to prepare the annual budget
- Attend and participate in meetings related to the annual audit
- Maintain accurate records of all fiscal information
- Keep the Executive Director aware of fiscal status and any potential problems
- Maintain Confidentiality
- Perform other fiscal duties as assigned by the Executive Director

The fee for these services will be $28,800 for the SPOE/LPCC grant for the fiscal period that includes Clusters B.

Thank you for the opportunity to be of service to you. Please contact us if you have any questions or if we can be of any further assistance to you.

Sincerely,

Nicole M. Eagan
Certified Public Accountant

I have read the above terms and understand and agree to be bound by them

Accepted by: Clara M. Mann

Title: Executive Director

Date: December 7, 2022

10 N 600 W Valparaiso, IN 46385 phone: (219)545-8574
e-mail: eaganinc@sbcglobal.net