

6.15.22-X 12

John created this contract without any attorney input. Notice it says Contract Bookkeeper at the top and then the signature line says "Treasurer". He presented this at the 5.28.22 illegal meeting.

CONTRACT BOOKKEEPER

P.40

This agreement is made and entered into on _____, 2022, by and between the Board of Directors of the Western Cass Fire Protection District and _____, hereinafter referred as "Bookkeeper". This agreement shall govern as a paid position @ the rate of pay of \$18.00 per hour worked. The governmental agency known as the Western Cass Fire Protection District hereinafter will be referred to as the "The District".

This contract represents multiple clerical and office duties, limited duties are mentioned below to use as an example.

Payment of Invoices/ Bills due

1. The Bookkeeper receives all invoices/ bills where he or she will review for accuracy, attach all supporting documentation as outlined in ~~Article 9 of the Districts' Policies and Procedures~~ and code for the appropriate budget category.
2. All questions about billing invoices will be directed to the President and or Board members.
3. The Fire Chief then puts all approved and categorized invoices/ bills into the appropriate SharePoint folder for approval by a designated board member.
4. The bookkeeper will review the invoices/ bills prior to submitting for approval and payment.
5. The CPA will then pay the bills either ACH or electronic check pay depending on the vendor.
6. The Bookkeeper will have keys to the districts PO Box to check the mail and process Invoices.
7. Track Inventory Data for Auditors
8. ~~Other Duties needed as instructed by the Board President.~~

What does this mean how?

Amendments. This Agreement may be amended or terminated at any time during its effective term.

FOR THE WESTERN CASS FIRE PROTECTION DISTRICT:

FOR THE TREASURER:

Printed Name and Title

Signature and Date