



December 31, 2024

Town of Cortland
59 S. Somonauk Road
Cortland, Illinois 60112

We are pleased to confirm our understanding of the services we are to provide for the Town of Cortland.

It is our understanding that Lauterbach & Amen, LLP will provide outsourced accounting, finance services and utility billing to the Town of Cortland. Such assistance will be arranged between the Town and Lauterbach & Amen, LLP and will be billed at the monthly rates noted below. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

Services Provided	For the Year Ended		
	April 30, 2026	April 30, 2027	April 30, 2028
Outsourced Accounting, Finance Services and Utility Billing	\$13,900 Monthly	\$13,900 Monthly	\$14,250 Monthly
Total Annual Fee	\$166,800	\$166,800	\$171,000

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

The Town agrees that during the term of this agreement and for a period of twelve months thereafter, the Town shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Town to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Town of Cortland, Illinois.

By: _____

Title: _____