

**STATEMENT OF WORK
2024-AS**

This Statement of Work (this "SOW") dated September 12, 2024 is entered into by and between Sikich LLC ("Sikich", "we", "us" or "our") and the Village of Poplar Grove, Illinois ("Client", "you", or "your") pursuant to the Master CPA Professional Service Agreement dated September 12, 2024 between Sikich and the Client (the "Agreement"), all terms of which are hereby incorporated herein reference.

NOW, THEREFORE, for and in consideration of the foregoing premises, and the agreements of the parties set forth below, Sikich and Client agree as follows:

We will perform the following services (collectively, the "Services") listed in Addendum 1.

Our accounting services will be performed upon the signing of the Agreement and SOW and will continue until such time they are no longer needed.

OTHER NONATTEST SERVICES

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services our services will continue to be governed by the terms of this Agreement.

ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

Our fees for the services to be performed are found in Addendum 2. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice.

We appreciate the opportunity to be of service to you and believe this Agreement accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Sincerely,



Brian D. LeFevre, CPA, MBA
Principal
On behalf of Sikich LLC

Acknowledged:

Village of Poplar Grove, Illinois

Name _____

Title _____

Date _____

ADDENDUM 1 **Outsourced Accounting Services**

This addendum is to specify the terms of our engagement with respect to the accounting services we will provide.

Sikich LLC will provide, unless otherwise noted, ongoing payroll services for the Village of Poplar Grove, Illinois. If needed, Sikich LLC will also perform vendor payment services. These services will be performed remotely. Specifically, we will focus on the following:

PAYROLL

- Process biweekly payroll utilizing the Village's BS&A payroll module
- Direct Deposit of payroll checks through the Village's Solutions Bank account
- Transmission of federal and state tax deposits
- Process payment of payroll-related vendor checks
- Other payroll-related reporting, as needed

ACCOUNTING SERVICES

- Process monthly vendor payments utilizing the Village's BS&A accounts payable module
- Deposit of vendor payments via ACH through the Village's Solutions Bank account and/or assist with printing of physical checks

THE VILLAGE OF POPLAR GROVE is responsible for:

- Providing Sikich with remote access to the BS&A software, Solutions Bank, and any other access needed to remit federal and state tax deposits or other payroll deductions
- Providing timecards for hourly employees, which should be reviewed for accuracy by the Public Works Director and the Village Treasurer (once available)
- Providing any other payroll updates, including but not limited to, bank account changes, address changes, pay rate changes, and changes in payroll deductions
- Providing vendor invoices approved for payment, including the appropriate general ledger account coding

ADDENDUM 2

SCHEDULE OF FEES

Our fees for these services will be based upon our standard hourly rates in effect during the performance of our work.

	Hourly Rate
Staff	\$ 160
Senior	\$ 176
Senior Manager	\$ 281
Principal	\$ 370