



Boone County Regional Sewer District
Attn: Mr. Tom Ratermann, General Manager
1314 N 7th Street
Columbia, MO 65201

May 15, 2023

Dear Mr. Ratermann,

This letter is written to confirm and specify the terms of our engagement and the nature and extent of the payroll services we will provide. To ensure an understanding of our mutual responsibilities, we ask all clients for whom payroll services are rendered to confirm the following arrangements.

We have been engaged to process bi-weekly payrolls, collect and submit the related payroll taxes and prepare the related payroll tax returns from information you will provide to us. We will not audit or verify the data submitted to us; however, we may ask you to clarify some of the information. You will provide us with the requested documentation to authorize us to properly execute this engagement.

It is your responsibility as the Originator of the payroll to provide all information and funds required for the preparation of complete and accurate transactions and payroll tax returns. Therefore, you are obligated to follow the ACH rules of all vendors and financial institutions as required by our agreements as a Third-Party Sender on your behalf. The rules include restrictions on the types of entries to be originated, the right to terminate or suspend the Agreement for breach of the rules and the right to audit the Originator. You should retain all pertinent records to substantiate information reported to us as they may be necessary to provide the accuracy and completeness of the transactions and returns to a regulating authority. You have the final responsibility for the information provided to us.

Fees for these services will be \$130 per payroll, plus \$5 per employee, per payroll and will be invoiced at the end of each month.

The transactions and returns are subject to review by taxing and legal authorities. Should an examination occur, we will be available to represent you at an additional fee. If any additional taxes, interest or penalties are assessed, they will be your responsibility. In order that we may properly advise you, please keep us informed of any significant changes in financial affairs and payroll related matters or of any correspondence received from taxing authorities.

If the above statements are in accordance with your understanding of the terms and conditions of this engagement, please sign where indicated below and return it to us. However, if there are additional services you would like us to provide, please contact us to let us know. We appreciate the opportunity to work with you. If you have any questions, or if we can be of further assistance, please contact us.

Accepted by: _____ Date: _____

Accepted by: _____ Date: _____



573.818.2264
Convergence-co.com
3919 S. Providence Road | Columbia, MO 65203

December 14, 2022

Tom,

We are committed to assisting BCRSD through this transition time and going forward. As we discussed, please see below for the proposed services and associated fees:

Full-Service Payroll

Convergence uses a third-party software to complete the following:

- Bi-weekly payrolls – BCRSD to provide employee hours for the pay cycle. Convergence will complete each bi-weekly payroll with direct deposit.
- All payroll taxes are automatically withdrawn and remitted to the appropriate taxing agencies at the completion of a payroll on behalf of BCRSD.
- The quarterly and annual tax filings are automated and filed.
- Employee portal – all employees will be able to access paystubs, W-2's, etc. via the online portal.
- Pricing Structure – \$130 flat fee per payroll + \$5 per employee.

Total fees per month for bi-weekly payroll with 13 employees listed below:

Set-up Fee: \$250

Recurring Fees: \$390/month

Consulting Services/Outsourced Accounting

Currently, all services, other than payroll above, will continue to fall under our existing consulting engagement billing at the rate of \$150/hour. We will evaluate the change in scope of services needed as part of the transition process. Updated pricing and included services to be further determined.

Please do not hesitate to contact us with any questions.

Jason Vann, CPA

Jason Vann, CPA

*Authorized to proceed by the
Boone County Regional Sewer District
Board of Trustees on December 20, 2022
By: Tom Paternand, General Manager*