



To Management
Synod of the Covenant
1340 W Long Lake Rd.
Bloomfield Twp, Mi 48302

We are pleased to confirm our acceptance and understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

- 1) We will provide you with the following bookkeeping services:
 - Pay all invoices electronically.
 - Reconcile checking account with bank statements each month. If any adjustments are necessary, we will present the adjustments to you and request that you review and approve such entries. Upon approval, we will post these entries accordingly.
 - Review and reconcile your payroll records, payroll tax returns, and payroll tax deposits.
 - Record all income and expenses, deposits, and adjusting entries needed each month.

Our bookkeeping services will cover the year ended 12/31/2022. We will not prepare or compile financial statements as part of this engagement.

Any financial statements required by management will be printed directly from Quickbooks.

Other Relevant Information

The Synod Treasurer, currently, Martha Blenman and the Corporate President, currently Frank Walburg are responsible for supervising the engagement.

We estimate that our fees for the bookkeeping services will range from \$500 to \$750 per month. You will also be billed for out-of-pocket costs such as word processing, postage, travel, etc. Additional expenses will be discussed with management. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

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

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.



Sincerely,

Skillman Group, PLLC

Certified Public Accountants and Business Advisors

This letter correctly sets forth the understanding of Synod of the Covenant.

Management Signature: *Frank Walburg*
Frank Walburg (Mar 11, 2022 14:04 EST)

Title: Corporate President

Date: Mar 11, 2022

