
August 1, 2019

FY19/20 Email Support Agreement
for Activity Fund, District Activity Fund & External Account/Booster Club
Questions or Guidance

Services To Be Performed:

RJ Flannery, LLC (Ron Flannery) agrees to provide written email guidance for any School Activity Fund or District Activity Fund related question submitted via email from the school bookkeeper or administrators within a 24 hour timeline.

Time & Cost For Performance:

This shall be an annual agreement beginning and ending on the school districts fiscal year. The school district may cancel this agreement and services rendered by RJ Flannery, LLC at any time. The school district will be invoiced \$50.00 per school at the beginning of each fiscal year. Since your district has me perform annual Redbook Training Sessions you receive a 40% discount; so your district will be invoiced \$30.00 per school.

Procedures:

- The ***school bookkeeper or school administrator*** can email any question or request for guidance to ***RJFlanneryinc@aim.com*** / Ron Flannery will respond within a 24 hour period. Most emails will be responded to the day they are sent.
 - Emails do need to flow through the school bookkeeper and administrators.
 - No teacher/coach/sponsor or external PTA/PTO or Booster Club personnel shall bypass the school bookkeeper or principal seeking guidance or having questions answered.
- The district finance officer may request to be copied on all responses or I can copy email responses that I determine the finance officer may need to be copied.
- Responses and answers will be based on compliance with the Redbook, "*Accounting Procedures for Kentucky School Activity Funds*" 702 KAR 3:130

Limitations:

This is not a contract; the District Finance Officer may cancel this service at any time. RJ Flannery, LLC shall refund a prorated amount for any periods not utilized upon email notice from the district finance officer. Refunds shall be prorated based on the school districts fiscal year.

Ronald J. Flannery
Ronald J. Flannery

August 1, 2019
Date

District Finance Officer
District _____ # of Schools _____

Date