

November 10, 2025

Board of Trustees  
Town of Mendon, New York  
16 West Main Street  
Honeoye Falls, New York 14472

Dear Supervisor Moffitt:

I am providing this letter to the Town of Mendon, New York (the Town) regarding the consulting services requested by the Town. The purpose of this letter is to document your agreement for Laura L. Landers, LLC to consult with and perform the services as outlined below for the fiscal year ending December 31, 2026.

### **Services and Scope of Work**

#### **Accounting, general ledger maintenance, and reporting assistance**

- Maintain Town general ledger on Town's financial accounting software (QuickBooks).
- Record all necessary general journal entries including those related to payroll, month end and year end accrual entries.
- Perform monthly bank and account reconciliations and provide copies of such documents to the Town Supervisor for review and approval.
- Preparation of the Town's annual budget document based on information provided by management and results of budget meetings with management.
- Other accounting assistance that may be requested from time to time will be discussed and approved by the Town Supervisor.

I will provide consulting services other than noted above as requested by the Town at an hourly rate to be discussed and determined with the Town Supervisor depending on the level of services required. In providing these services, I will communicate with you any relevant considerations, timing and manner I deem appropriate in the circumstances, including but not limited to discussions in person and/or by telephone, email, and other correspondence.

#### **Client Acceptance of Work**

On a routine basis, I will review with you the intended scope of work and deliverables set out in this document to confirm I have met the defined expectations. If you believe the deliverables do not conform, you will notify me in writing within thirty (30) days of receiving the deliverables that they do not conform. I will then have a reasonable time, based upon its severity and complexity, to correct the non-conformity. If you use the deliverables before acceptance, or if you fail to notify me of the non-conformance within the thirty (30) day period, the deliverables will be considered accepted.

## **Engagement Assumptions and Client Responsibilities**

My services, fees and work schedule are based upon the following assumptions, representations and information supplied by you. Management will be maintaining all records related to receipts, deposits and transfers between the Town's bank accounts. The Town will contract payroll services and any HR services that the Town deems necessary with a payroll service consulting firm.

The Town will determine the extent of services it wishes me to provide and ensure that I have access to key people and data.

The success of this engagement is dependent upon full openness, communications, cooperation, and timely direction. The fulfillment of these responsibilities is critical to the success of this engagement. The successful delivery of my services, and the fees charged, are also dependent on your timely and effective completion of your responsibilities, the accuracy and completeness of the assumptions, and timely decisions and approvals of your management. You will be responsible for any delays, additional costs, or other liabilities caused by or associated with any deficiencies in the assumptions or in fulfilling your responsibilities.

## **Fees and Expenses**

My fees for the services described in this letter will be \$18,600 for accounting, general ledger maintenance, and reporting assistance and \$2,600 for annual budget preparation. Fees for services of this type are always difficult to estimate. If circumstances are encountered that affect my ability to proceed accounting to the plan outlined above, such as a major scope change, loss of key Town personnel, unavailable information or undetermined or requested scope changes during my scoping efforts, I will inform you promptly and seek your approval for any changes in scope, timing or fees that may result from such circumstances. I will bill my fees and expenses monthly. My invoices are due and payable within 30 days of receipt.

I appreciate the opportunity to be of service to you and look forward to collaborating with you and the Town's team. If you have any questions, concerns, or issues with my services, billings, or anything else related to my service, do call me at 585-356-5192.

Sincerely



Laura L. Landers, Member

Laura L. Landers, LLC

This engagement letter correctly sets forth our understanding and acceptance of this agreement.

Acknowledged and accepted:

**Town of Mendon, New York**

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**Signature and Title**