

**LETTER OF AGREEMENT  
BETWEEN YOUR ORGANIZATION  
AND ANOTHER ORGANIZATION  
DATE**

This Agreement is entered into between YOUR ORGANIZATION of Your Town and the ANOTHER ORGANIZATION of their Town.

Purpose of the Agreement: To provide fiscal service support to Your Organization. To monitor budgets and ensure the compliance, etc. [describe the service they are providing]

**COMMITMENTS:**

ANOTHER ORGANIZATION shall:

1. Understand, commit to, and ensure that effective fiscal policy and procedure is in place for the YOUR ORGANIZATION. Further the ANOTHER ORGANIZATION will see that the YOUR ORGANIZATION complies with all fiscal compliance issues under law.
2. File and submit all applicable contract drawdowns to funding agencies to fund program operations.
3. Establish program monitoring policies.
4. To assist in the administration of the annual YOUR ORGANIZATION'S independent audit and filing of the YOUR ORGANIZATION'S annual IRS from 990.
5. To process and pay all YOUR ORGANIZATION bills necessary in the everyday course of business approved by the YOUR ORGANIZATION Executive Director.
6. To provide the necessary space and equipment to carry out the fiscal duties of the YOUR ORGANIZATION .

**OTHER TERMS AND CONDITIONS**

1. The term of this agreement shall be for a period of three years beginning Date and ending Date. It may be extended or revised by a written amendment signed by both parties.
2. Either party may terminate this agreement with or without cause upon thirty (30) days prior to written notice to the other party.

3. Notwithstanding any other provision of this agreement, if funds anticipated for the continued fulfillment of the agreement are at any time not forthcoming or insufficient, YOUR ORGANIZATION shall have the right to terminate this agreement without penalty upon thirty (30) days written notice.
  
4. YOUR ORGANIZATION and ANOTHER ORGANIZATION shall at all times comply with and observe all federal state and local laws which are in effect during the period of this contract and which, in any manner, affect the work or its conduct.

The signatures below execute this agreement.

BY: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director,  
YOUR ORGANIZATION

BY: \_\_\_\_\_ Date \_\_\_\_\_  
Executive Director  
ANOTHER ORGANIZATION

SAMPLE