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FLORIDA ASSOCIATION
OF COUNTIES

July 17, 2014

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EXECUTIVE DIRECTOR

Ms. Judy Grim, President
Florida Association of County Engineers and Road Superintendents
Volusia County Public Works
2560 West State Road 44
Deland, FL 32720

RE: Letter of Agreement with Florida Association of County Engineers
and Roadway Superintendents

Dear Ms. Grim:

This letter is intended to formalize the services agreement between the Florida Association of County Engineers and Roadway Superintendents ("FACERS") and the Florida Association of Counties ("FAC") that was discussed at the FACERS Board Meeting in Orange County in June 2014.

FAC has agreed to provide certain administrative, financial and scheduling services to FACERS on a continuing basis. In exchange, FACERS has agreed to make payment as reimbursement for the cost of providing those services. The services to be provided by FAC to FACERS on an annual basis are attached to this letter as Attachment 1. On July 1, 2015, FAC will provide an annual invoice to FACERS for 10 percent of the amount of revenues that FACERS received for its dues for the preceding 12 months.

FAC is looking forward to its continued outstanding relationship with FACERS and is excited about this new joint venture.

Please feel free to call me or Ginger Delegal, FAC General Counsel, if you have any questions. Please sign the letter in the space provided below, keep a copy for yourself and return a copy to me.

Letter to Ms. Judy Grim
July 17, 2014
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Again, thank you.

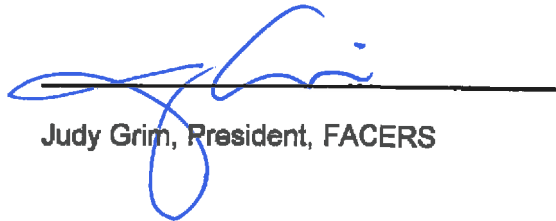
Sincerely,



Christopher L. Holley
Executive Director

This 18th day of July, 2014

Accepted by:



Judy Grim, President, FACERS

Enclosure

cc: Anna Doughty, Director of Finance and Administration
Ginger Delegal, General Counsel
Scott Shalley, Director of Enterprise Programs

FAC/FACERS ADMINISTRATIVE SUPPORT SCOPE OF SERVICES

The Florida Association of Counties (FAC) will provide the following support services to the Florida Association of County Engineers and Roadway Superintendents (FACERS):

ACCOUNTING SUPPORT:

Cash Receipts

- Prepare daily deposit slip
- Make copies of deposit slip and checks for internal records
- Record deposits in check register spreadsheet
- Record deposit in revenue spreadsheet accordingly (ie: Dues, Sponsorship, Registration)
- Give copy of deposit to Database Assistant for input into FAC database

Accounts Payable

- Prepare letter to Treasurer for payment approval
- Email or fax letter, invoice, and back-up to Treasurer requesting payment approval
- Prepare checks upon receipt of payment approval
- Record checks in check register spreadsheet
- Record checks in expense spreadsheet
- Mail checks

Invoices/Accounts Receivable

- Annual Dues – Email letter from president and invoice to previous year's members and non-member counties. Collection of dues in accordance with previously detailed cash receipts (including credit card option for dues payment)

Reporting

- Statement of Cash Flows
- Check Register
- Deposit Summary
- Expense Summary

Banking Relationship

- Balance monthly statements
- Assist in negotiation of fees
- Update signature cards/corporate resolutions
- Order checks/deposit slips

Miscellaneous Duties

- Prepare Tax ID Certification Requests for counties and vendors
- Prepare introduction/procedure letters to incoming Treasurers
- Provide miscellaneous support/research as needed

ADMINISTRATIVE SUPPORT

Database

Maintain membership information

Maintain list of prospective members

Reconcile membership information to accounting records

General

Facilitate membership communications

Maintain critical records including meeting minutes, financial statements, contracts, etc.

Create and update FACERS page on FAC website and include links to FACERS site (maintained by UF's LTAP Center)

Update Uniform Business Report (Annual Corporate Report) and serve as registered agent