



Exhibit A - Statement of Work

The Consultant is expected to provide their own methods and tools to perform required services and tasks as well as utilize bookkeeping solutions (currently QuickBooks Online (QBO)) to create and/or maintain accounting transactions.

Financial Bookkeeping, Reporting and Business Strategy

Assume overall responsibility for accurate and timely full bookkeeping by recording financial transactions in QBO accounting database which includes:

- Tracking of all your expenses and income (upon applicable appropriate information received from the client) allocating them to the appropriate chart of accounts for tax purposes.
- Setup of vendors and customers.
- Track receipt of payments.
- Post and apply income received.
- Facilitating the filing of income or sales tax returns with your CPA/tax professional.
- Generate monthly and year-end comprehensive financial reporting as requested to include but not limited to balance sheet, income and cash flow to help identify corrections that need to be made and/or new accounting procedures that need to be developed and followed for future periods.
- Assist with the preparation and ongoing maintenance of annual budgets.
- Guidance on business spending, budgeting and business strategy.
- Access to our vast network of attorneys and corporate executives as a support resource.

General:

Assignment. This Agreement is not assignable or transferable by either party, unless such assignment is agreed to in writing by both parties. No Agency. Consultant shall perform the Services as an independent contractor. This Agreement does not create any agency, partnership, joint venture or employer/employee relationship. Privacy Policy. Consultant does not disclose any nonpublic personal information about its customers or former customers to anyone, except as instructed to do so by such customers or as required by law. Consultant restricts access to and maintains physical, electronic and procedural safeguards to guard your nonpublic personal information. Disclosure. Consultant is not a CPA firm. Assemblage LLC is a firm led by accounting, finance and tax professionals with decades of experience and/or college degrees in accounting, business administration and/or finance. Consultant does not process payments to your vendors. Unless otherwise noted, this service doesn't include sending invoices to your clients, paying bills, or management of inventory, accounts receivable, or accounts payable. The service doesn't include financial advisory services, creating or sending 1099s, or management of payroll. Assemblage LLC monthly services don't include tax preparation. We partner with CPAs as an additional resource to our clients and can work closely with them to facilitate services as needed. Non-Liability Disclosure. Assemblage LLC does NOT guarantee any of its suggestions, guidance, the lack of loss from investments or savings, nor responsibility for discovery of errors, irregularities, illegal acts, fraud, and errors resulting from incorrect information that the client provides. Choice of Law. This agreement will be governed by and interpreted in accordance with the laws of the state of Virginia. Marketing. Consultant may at times promote your business on their social media platform. No confidential information will ever be compromised. Comingling. Consultant has a strictly no comingling policy. Assemblage LLC will not provide any services as it pertains to personal bank accounts whatsoever. If Assemblage LLC sees there are personal transactions comingling with business funds, the Consultant reserves the right to terminate the contract in the current month.