

however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

## PAY CHECK INFORMATION

### WORKWEEK

The workweek is from Sunday 12:01am through Saturday midnight.

### PAY PERIOD

The pay period ends the 22<sup>nd</sup> of each month.

### PAY DAY

You have a choice of direct deposit or paper pay check. Earnings will be calculated at the end of each pay period and then distributed on the established pay day which is the 1<sup>st</sup> of each month. If you receive a printed pay check the following rules apply: If the 1<sup>st</sup> falls on a Saturday, Friday is payday. If the 1<sup>st</sup> falls on Sunday, Monday is payday or holiday, the following workday will be the official payday.

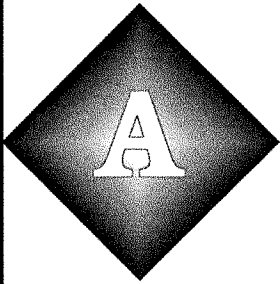
No one other than the employee to whom a check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. Your earnings are the gross pay indicated on your pay check and not your net take home pay. *(See below)*

### TIME CARD FOR HOURLY & NON-EXEMPT EMPLOYEES

Your time card is an official record by which your pay is computed. Do not record your time more than seven (7) minutes before the start of your shift or any later than seven (7) minutes after completion of your shift unless your Supervisor has authorized overtime work. Call immediately for authorization.

You are required to indicate time out and back in for meal periods but not for breaks. You must also note your time out anytime you leave the work area for your own affairs. Also, please document absences for any reason.

Be aware that recording time on someone else's time card, or having someone else record time on your time card, may result in discipline, up to and including termination.



## ***Andy Hinojosa CPA MBA***

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### **Letter of Engagement**

May 5, 2021

Steve Present, Trustee  
Tulare Public Cemetery  
900 E Kern Ave  
Tulare, CA 93274

This letter is to confirm and specify the terms of our engagement with *Tulare Public Cemetery* and to clarify the nature and extent of the services we will provide.

We will provide the Board Members/Officers of the *Tulare Public Cemetery* (herein referred to as "Management") the following services:

**CFO Services:** Assistance with financial matters, budget preparation and projections, risk management, bookkeeping, information systems development and planning and other administrative issues as needed.

**Payroll Services:** We will prepare your payroll in a manner consistent with the law. However, the law clearly holds you accountable for the accuracy of your records. We cannot act upon information that we do not have. Therefore, we will prepare your payroll based on the information you provide to us. All of your records should be kept for a minimum of 7 years. We retain documents that we create in our office for a period of 7 years. After this period, the documents are destroyed in a safe manner. Payroll services will include:

- Calculating payroll for your employees either weekly, bi-weekly, monthly or bi-monthly.
- Accommodate direct deposit for your employees.
- Calculate federal and state payroll taxes.
- Prepare federal and state payroll tax returns
- Prepare W2 forms for employees and 1099 forms for sub-contractors.

The services will be performed either at the Management's office or at our accounting offices located in Tulare. Services may be done remotely (by computer remote access) whenever management determines it to be more efficient, effective and secure.

Our fees will be based upon our time and billed at the customary rates. I estimate our fees to average:

\$150 per hour for CFO Services

\$70 per payroll process, \$70 per hour for payroll quarterly reports (usually 1 hour), \$70 per hour for payroll annual reports (usually 1 hour) and \$70 per hour for 1099 form (usually 1 hour).

If this letter reflects your understanding of the terms of our engagement, please sign below and return one copy to me at your earliest convenience.

I look forward to serving you.

Very truly yours,

Andy Hinojosa, CPA MBA

Andy Hinojosa: [andy@andyhcpa.com](mailto:andy@andyhcpa.com)

Accepted by: \_\_\_\_\_

(print name)

Signature: \_\_\_\_\_

Tammy Aceves: [tammy@andyhcpa.com](mailto:tammy@andyhcpa.com)