



This Agreement is entered into on January 1, 2025 (the "Effective Date"), by and between **Allera Technology Advisors, 451 Hungerford Drive, STE 119 UT 308, Rockville, MD 20850** (hereinafter referred to as the "Client"), and Counting Pennies, LLC (hereinafter referred to as "CP"). Collectively, the Client and CP are referred to as the "Parties."

## 1. Scope of Services

Counting Pennies, LLC agrees to provide the following accounting and bookkeeping services for the Client beginning January 1, 2025:

- Statement of Financial Position (Monthly)
- Statement of Activities (Monthly)
- Statement of Functional Expenses (Monthly)
- Statements of Cash Flows (Monthly)
- Bank Reconciliation for Business Accounts
- Business Credit Card Reconciliation
- Tax Strategy Guidance

## 2. Payment Terms

The above services will be provided at a monthly rate of **\$815**. The monthly fee will be electronically debited from the Client's designated bank account on or around the 1st of each month for work to be completed during that month.

## 3. Communication and Meetings

**Counting Pennies, LLC encourages most communication and questions to be addressed during scheduled meetings** to ensure that discussions are properly documented and progress is consistently tracked to provide excellent service.

- The accountant will determine when conversations or answered questions will result in the use of a meeting.
- The engagement allows for up to **ten (10) meetings annually**, with one meeting **required** to address end-of-year matters. This mandatory end-of-year meeting must take



place no later than the end of November. We **recommend** that you also use these meetings to schedule quarterly reviews.

- Please note, If Counting Pennies, LLC requests information from the Client that is not provided in the timeline requested, **any related projects or services will be placed on hold until the requested information is received**. Upon receipt, the Client will be informed by the Operations Department of the expected completion timeline or the next steps for their project.

#### **4. Client Responsibilities**

The Client agrees to:

- Be responsive to all forms of communication from CP.
- Keep all business bank accounts connected to QuickBooks.
- Remit the monthly service fee promptly.
- Inform the Accounting Manager immediately of any changes to the company including new loans, bank accounts, credits, or lines of credit.

#### **5. Commitment to Satisfaction**

Counting Pennies, LLC is committed to Client satisfaction. If you have any concerns regarding the services provided, please contact our Operations team at [francisco@cpennies.com](mailto:francisco@cpennies.com).

#### **6. Termination**

This Agreement may be terminated by either party with a 30-day written notice of intent to cancel. Notices must be sent to the contact details provided in this Agreement or via email

---

#### **Signatures**

By signing below, both parties acknowledge and agree to the terms outlined above.



**Allera Technology Advisors**

Client Representative: *Idris Odutayo*  
Signature: \_\_\_\_\_  
Printed Name: **Idris Odutayo**  
Title: CEO  
Date: 02/04/2025

**Counting Pennies, LLC**

Authorized Representative:  
Signature: *H Randy Hughes III*  
Printed Name: H Randy Hughes III  
Title: Owner, CPA, EA,  
Date: 02/04/2025