

**Letter of Agreement
 Bookkeeper Training**

This agreement is between _____, Office Bookkeeper, and _____, CAST Trainer, and _____, County Program Director, to establish initial or continued accounting training for the County Bookkeeper. Training may be presented as onsite consultations, group meetings, or NetMeeting sessions.

It is understood and agreed that the aforementioned bookkeeper and CAST trainer will negotiate an accounting training schedule as follows:

Date	Description of Learning Task	Check off when task is completed
	Overview – QB Navigation	<input type="checkbox"/>
	Classes and Chart of Accounts	<input type="checkbox"/>
	Lists	<input type="checkbox"/>
	Deposits	<input type="checkbox"/>
	Checks	<input type="checkbox"/>
	Payroll	<input type="checkbox"/>
	Registers	<input type="checkbox"/>
	Reports – Printing	<input type="checkbox"/>
	Bank Reconciliation	<input type="checkbox"/>
	Validating data – CPD Materials	<input type="checkbox"/>
	Budgets	<input type="checkbox"/>
	Reports – Customizing and Filtering	<input type="checkbox"/>
	General Journal Entries	<input type="checkbox"/>
	Fixed Assets Inventory	<input type="checkbox"/>
		<input type="checkbox"/>

The Bookkeeper further agrees to seek additional resources from the accounting resource web site, a CAST Trainer, or another Bookkeeper as need arises.

The County Program Director agrees to provide backup support as follows:

- During bookkeeper’s training
- While Learning at desk.

 County Bookkeeper CAST Trainer County Program Director

Send copy of completed Agreement to your Regional Director