Financial Organization Scope of Work

I. Recitals

[redacted] The following agreement was written and executed in good faith.

II. Purpose and Objectives

The purpose of this scope of work is to help [redacted] in foundationally structuring her finances. Since finances intimately tied to habits, it is worth noting some significant qualities surrounding her financial management:

1. Time is not optimized for either financial gain, work, or enrichment of familial and friendly relations.
2. Due to time not being optimized, certain services offered by the client are not valued appropriately for Cary, NC.
3. Distance between the client and her spending habits make it difficult to place accountability.

The situational attributes above also make it difficult for her to complete the financial affidavit requested by her lawyer accurately.

To aid in changing the above qualities and preparing her to be able to provide the financial documentation requested by her legal team, the following revisions and deliverables are proposed to guide the client on the road towards financial independence and awareness.

1. Complete review of her spending by reviewing her banking statements and online invoices.
    a. This work will be scaffolded based upon the deliverables.
        i. Deliverable 1: An accurately filled Financial Affidavit.
        ii. Deliverable 2: A budget spreadsheet.
        iii. Deliverable 3: Integrating a spend tracking system
2. Incorporate a robust time tracking method to aid in her time management.
3. Teaching her how to itemize her previous expenditures to identify habits and patterns that she may want to work on.
4. The development of a balance sheet that will help her track her cash flow.
5. Emphasizing the strategy of conscious technological integration and separation.

III. Deliverables

There are 5 tangible deliverables for this project. The client will also provide specific information to complete the deliverables.

1. The contractor will provide an *accurately* filled Financial Affidavit. The client will provide the following:
    a. 1-2 copies of the Financial Affidavit unfilled.
    b. Pay stubs or receipts for all services the client has rendered for the months of March, April, and May.
    c. 2 copies of credit and checking statements printed on paper for the months of March, April, and May.
    d. 2 copies of each Amazon Invoice for the months of March, April, and May.
    e. 2 copies of each Paypal statement for the months of March, April, and May.
        i. 2 copies of each receipt from Ebay for the months of March, April, and May. This may, or may not be linked to the Paypal Account.
2. A budget spreadsheet sheet.

3. A spend tracking system.
4. A time management system.

NOTE: Systems may incorporate a blend of application solutions and physical, tactile solutions. A solution may be presented that covers deliverables 2, 3, and 4.

IV. Schedule

It is estimated that the following deliverables may take between 8 - 13 hours. **The breakdown of this time is only an estimation and it may take significantly less time to finish all the deliverables**:

1. An accurately filled Financial Affidavit. Total Estimated Time: 3 - 4.5 hours.
   a. The contractor will show the client how to track her finances by hand using her credit and checking statements, amazon invoices, and others as applicable, for the month of March. Estimated Time: 1 - 1.5 hours.
   b. The contractor will track the client's finances by hand for the months of April and May. Estimated Time: 1 - 2 hours.
   c. The contractor will review the Financial Affidavit with the client using the April and May financial information. Time: .5 - 1 hour.
2. A budget spreadsheet. Total Estimated time: 1 - 1.5 hours.
3. A Spend Tracking System. Total Estimated time: 1 - 1.5 hours.
4. A Time Management System. Total Estimated time: .5 - 1 hour.

The above deliverables are listed in terms of priority. This project should take no longer than 4 days to complete.

V. Risks and Mitigation

There are several factors that may influence how much time would be spent on creating the deliverables above. Some of these risk factors relating to time, and how to mitigate these risks, are as follows:

1. **Time management.** Previous work has identified that often sessions have been interrupted by phone calls, text messages, or multitasking work during our coaching sessions. Time expenditure can be mitigated by limiting the use of technology when working and providing the documentation required for completing the deliverables in a hard copy form.
2. **Focus.** With exception to section IV.1.a, and IV.1.c., the contractor showing the client how to track her finances and reviewing the Financial Affidavit with the client, all other tasks can be completed without being in close proximity. Both the levity of friendship between the contractor and the client as well as the client's ability to focus on tasks at hand can increase the time to completion.
3. **Privacy, Security, and Trust**. The more the contractor completes on her own, the more privacy, security, or trust the client must extend. Should the client choose to allow the contractor to do the work for her, the Privacy and Nondisclosure section of this SOW will become most important.

VI. Closeout

The project will close using the following procedures for each deliverable.

1. The Financial Affidavit will be completed and reviewed via paper. Upon completion, the client will sign the document, scan it, and email it to her lawyer as a PDF.
2. The contractor will create the budget spreadsheet and email it to the client via Google Drive. Upon completion of this step, all hard copies of her statements will either be stored by the client or shredded for security reasons.
3. The spending application or time management application will be installed on the client's phone or computer or both, depending on her preferences. Her credit and debit cards will be synced to the spending application.

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VII. Privacy

1. The contractor will not disclose any of the client's financial information or information considered personal, limited to the client, to a third party.
2. If the client does not choose to keep her financial documents at the end of the project, all hard copy documents will be shredded or incinerated at the close of the project.

VIII. Rate and Payment

The market rate for financial services range from [redacted]r. The contractor will perform the above services for [redacted] Work will be documented and invoiced to [redacted] to either deduct from previous monies owed to the client or to be paid within 2 weeks of the receipt of the invoice.

IX. Agreement

Mrs. Brianka Morgan (contractor) and [redacted] (client) agree to the following terms and parameters mentioned in this scope of work.

(Contractor)	**(Date)**
(Client)	**(Date)**