

## **Mystery Fraud Event – Training Contract**

**Hungerford Vinton, LLC** ("Provider"), a New York State LLC Partnership, and

\_\_\_\_\_ ("Recipient") hereby enter into this Training

Contract (the "Agreement"), on the following terms.

### **TERMS:**

Recipient will hold a \_\_\_\_ (3 normally, 4 if designated here) CPE hr (50 minute CPE hour) Mystery Fraud training event ("Event") on \_\_\_\_\_ (Date of Event), during the approximate time of \_\_\_\_ am/pm through \_\_\_\_ am/pm where the Provider will serve as trainer of fraud and auditing skills using a customized case study and 4-5 members of the Recipient's association or local university (with names and contact information provided a minimum of two weeks prior to the event date by the Recipient to the Provider).

### **Presentation methods:**

Engaging, upbeat, and highly interactive presentation and facilitation, providing opportunities for: learning and skill-building; rich table discussions; and participant actions; and Q&A

The following Provider personnel ("Trainer") would be utilized to complete this event:

### **Timothy Hungerford, CPA, CIA, CFE, CMA, CISA, CISA, CGAP:**

Tim has 25 years of experience in accounting, auditing and financial systems. This includes four years in public accounting, eight years with Eastman Kodak in various financial positions including internal audit, and sixteen years as owner of Hungerford Vinton, LLC. Tim is a member of the Board of Governors for the Rochester, NY Chapter of the Institute of Internal Auditors. He serves as a board member of the Rochester Chapter of the Institute of Management Accountants. Tim has a bachelor's degree in accounting from Niagara University, Niagara Falls, NY, and a M.B.A. in finance and international business from the Rochester Institute of Technology, Rochester, NY. In addition, he is an adjunct professor in the master's in forensic accounting program at State University of New York at Brockport.

**Recipient Responsibilities:** The following responsibilities will be required of the Recipient:

- Provide location for the Event
- Provide any sustenance for the Event
- Advertise the Event
- Provide 4-5 members or college students to participate (contact info two weeks ahead of Event)
- Ensure AV Support is available: Projector for Trainer laptop to hook into VGA connection, screen, at least one, but preferably two microphones (preferably wireless)
- CPE accreditation, because of different state CPA society rules, it will be the sole responsibility of the Recipient to ensure the Event is qualified for any associated CPE credits.
- Provide an estimate of the expected attendance approximately 5 business days before the event, to ensure that enough training material documentation are included
- Provide a list of attendees (including email or related contact information) to the Trainer

The Trainer (and any other Provider personnel on-hand if applicable) shall receive complimentary registration for the entire program and is eligible to receive CPE credit for presenting and preparing his or her session.

**Compensation:**

Provider will bill \$\_\_\_\_\_ for the Event plus actual travel costs incurred by the Trainer, plus training materials fee of \$5 per attendee (count based on actual attendance at the event, an estimate to be provided approximately 5 business days before the event). Provider will provide a completed W-9 to the Recipient for proper governmental tax filing purposes.

**Invoicing:**

The fees and expenses will be billed to the Provider upon completion of the Event to (Recipient Billing Address or Email address for scanned version of invoice and expenses):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment for fees and expenses are due within 15 days after the event date.

**Cancellation:**

In the unlikely event of a cancellation by the Recipient, any costs already incurred by the Provider would be immediately due to the Provider by the Recipient regardless of possible rescheduling opportunities. An invoice of these costs will be furnished by the Provider.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

ACCEPTED BY <b>RECIPIENT</b>	ACCEPTED BY <b>PROVIDER</b>
Recipient:	Provider: HUNGERFORD VINTON, LLC
RECIPIENT'S SIGNATURE:	PROVIDER'S SIGNATURE:
Printed Name:	Printed Name: TIMOTHY HUNGERFORD
Title:	Title: PRESIDENT
Date:	Date: