

## Mystery Fraud Event – Training Contract

Hungerford Vinton, LLC (“Provider”), a New York State LLC, and \_\_\_\_\_

\_\_\_\_\_ (“Recipient”) hereby enter into this Training Contract (the “Agreement”), on the

following terms.

### TERMS:

Recipient will hold a \_\_\_ (3, 4, or 8) CPE hr. (50 minute CPE hour) Mystery Fraud training event (“Event”) on \_\_\_\_\_ from \_\_\_\_\_, during the approximate time of \_\_\_\_ AM/PM and \_\_\_\_ AM/PM at \_\_\_\_\_ (location, city) where the Provider will serve as trainer of fraud and auditing skills using customized case studies and 4 - 6 members of the Recipient’s organization (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, CGAP:

Tim has 30+ 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. 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 a lecturer for 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
- Provide 4-6 members to participate (contact info two weeks ahead of Event, with small Bio’s)
- Ensure AV Support is available: Projector for the Trainer’s laptop to hook into VGA/HDMI connection (or computer that allows a flash drive with presentation to operate on PowerPoint), Screen, and two microphones (preferably wireless)
- Provide an estimate of the expected attendance approximately 5 business days before the event, to ensure that enough training material documentation are included
- For crowds larger than 50 people, a raised-stage aide in the viewing for all attendees
- **Provide a list of attendees and their email for purposes of NASBA CPE reporting requirements**

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 charge \$2,000 for an 8-hour event, (\$1,200 for 3 or 4-hour events), plus actual travel costs incurred by the Trainer, plus training materials fee of \$5 per attendee per mystery (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):

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Payment for fees and expenses are due within 30 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 the 60 days following the event cancellation, the event will be rescheduled on a date, within 60 months of the original event date, agreed upon by both the Recipient and 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: