

Office of the New York State Comptroller

Thomas P. DiNapoli • State Comptroller

Division of Local Government and School Accountability

Elliott Auerbach, Deputy Comptroller



Accounting Principles and Procedures (Advanced Accounting School)

To register, please complete the registration form below and return it at **least three weeks** before the class. This will permit sufficient time for you to receive your textbook by mail and to review it before attending. Since payment is required, you must print and mail the registration form along with a check, voucher or purchase order. Please remember to check the location you wish to attend. **Class size is limited, please register early!**

Checks should be payable to the **STATE COMPTROLLER** and mailed with this form to:

Office of the State Comptroller

Remittance Control - 110 State St., 2nd Floor - Albany, New York 12236

A registration confirmation letter will be mailed to you, along with the textbook.

If you have any questions, please contact the Local Official Training Unit at

Phone: (866) 321-8503, or Email: localtraining@osc.ny.gov

Generally, cancellations will not be refunded; registrants will receive a credit toward a future accounting school.

	Registrant 1	Registrant 2
Today's Date:	02/11/20	
Attendee's Name:	Robert A. Wicks	
Attendee's Title:	Town Supervisor	
Address:	8220 Loop Rd	
City, State, Zip:	Balswinsville, NY 13027-2588	
Municipality/Organization:	Town of Lysander	
Phone Number:	315-857-0281	
Email Address:	Supervisor@townoflysander.org	

Please Check Location You Wish To Attend

✓	Location	Date	Fee- Government Employees	Fee- All Others
<input checked="" type="checkbox"/>	Town of Camillus (Onondaga County)	May 27-29, 2020	\$85.00	\$170.00
<input type="checkbox"/>	City of Batavia (Genesee County)	September 1-3, 2020	\$85.00	\$170.00
<input type="checkbox"/>	Town of Chenango (Broome County)	September 29 – October 1, 2020	\$85.00	\$170.00
<input type="checkbox"/>	Village of Port Jefferson (Suffolk County)	October 27-29, 2020	\$85.00	\$170.00



Date: February 11, 2020

Client:

**Town of Lysander
8220 Loop Road
Baldwinsville, NY 13027
Attn: Dina Falcone**

Projects:

Engine 91 Maintenance and Hosting

Cowley Associates will ensure that the Engine 91 database continues to function properly within the 5-year budget of the Town.

Deliverables Include:

- **Web development and programming**
- **Design/layout**
- **Browser and device testing**
- **Client coordination**
- **Material coordination and procurement**
- **Scheduling and timelines**

To accomplish this, we will charge an annual Maintenance Fee as follows:

- **Year 1 – 2020: \$500**
- **Year 2 – 2021: \$500**
- **Year 3 – 2022: \$500**
- **Year 4 – 2023: \$500**
- **Year 5 – 2024: \$500**

Total Estimated Cost: \$2,500

Physical hosting of the site will not be charged at \$180/year, but instead be included in the hosting of the Town's main website (townoflysander.org).



Terms & Conditions:

- Client-requested work or change orders beyond the original project scope will be quoted for client approval and billed additionally.
- Proposal includes 2 ROUNDS of client-approved revisions. Additional client requested revisions will be billed at \$150/hr.
- Estimate DOES NOT INCLUDE the following outside costs if/as applicable: Media buys (including paid social media ad spending), printing, photography/video, stock photography (typically billed at \$50/per photo), pre-press materials, shipping & handling charges, email subscription service, social media management service (typically \$45/platform/mo.), and sales tax. If applicable, these (or other applicable) third-party or out-of-pocket costs will be pre-approved and billed accordingly.
- Payment Terms: Client agrees to pay Cowley Associates in accordance with the terms specified in this estimate. Balances due are payable on receipt of invoice. We reserve the right to refuse completion or delivery of work until past due balances are paid.
- A 1/5 (One-fifth) Down Payment of \$500 is due upon signed approval, with the balance billed on an annual basis.

DEVELOPMENT FEES: \$2,500
 DOWN PAYMENT (due at outset of project): \$ 500
 PROJECT BALANCE (to be billed): \$2,000

All questions regarding invoices or payments should be directed to:

Mary Bruce
 Accounting Manager
 mbruce@cowleyweb.com
 315-475-8543 x.221
 407 South Warren Street
 Syracuse, NY 13202

ACCEPTANCE OF ESTIMATE

Town of Lysander

Signature: _____

Date: _____

Title: _____

Cowley Associates, Inc.

Signature: _____

Date: _____

Title: _____