

Exhibit A – SCOPE OF SERVICES – Insights Advisors, LLC

ROLE

The MICRC seeks a professional services firm to provide assistance with the MICRC's accounting and financial reporting.

RESPONSIBILITIES

- Prepare monthly financial statements using QuickBooks Online using accounting data provided by the State of Michigan.
- Digitally attach available source documents (e.g. such as vendor invoices) to the respective QuickBooks Online entry.
- On a monthly basis, general Statements of Activities and Net Assets.
- If budgets are available, general periodic budget-to-actual reports.
- Other relative duties as assigned.

EXPECTATIONS

- Adhere to the MICRC Code of Conduct (except Paragraph C), https://www.michigan.gov/-/media/Project/Websites/sos/30lawens/Code_of_Conduct_wMDOS.pdf?rev=ee3e5a0c5a96435ea405ddfc9a4872c4¹.
- Advise Executive Director about any challenges or unforeseen circumstances when apprised.
- Possess strong written, presentation, and verbal skills.
- Perform the Services in a professional manner by individuals with the knowledge, skills, and training required to provide such Services

REPORT

The Professional Contractor reports directly to the MICRC Executive Director.

¹ While the Code of Conduct explicitly refers to “Commissioners”, the Commission expects its vendors, including Professional Contractor, to follow the Code of Conduct.