



Chartered Certified Accountants

BOOKKEEPING ENGAGEMENT

Routine matters

As regards general accountancy matters, whilst you or your staff will maintain originating documentation you have requested us to deal with routine items concerning day to day operations; in particular, we will (where appropriate):

- (i) Maintain the accounting records in respect of both cash and bank receipts and payments.
- (ii) Reconcile the bank accounts and cash accounts.
- (iii) Reconcile VAT and PAYE accounts.
- (iv) Maintain sales and purchase ledgers.
- (v) Provide you with a list of outstanding suppliers at a month end. We will not be responsible for making any payments on your behalf.
- (vi) You will take a physical inventory of stock at the end of the financial year, price and extend the values and summarise the totals, making proper allowance for any obsolete or unsaleable items.

Taxation

As regards taxation, we will deal with:

- (i) Processing of your payroll (see separate letter of engagement).
- (ii) VAT returns which we will complete and file electronically based on the information recorded in the books and records. You will be responsible for ensuring that payment is made on time.

You will provide the information to us on a timely basis (to be agreed).

Where information to complete the records is not provided within a reasonable timescale we accept no responsibility for any surcharges, penalties or interest that may arise.

Other

A schedule of our Standard terms of business is available on our website.

July 2017