

# Schedule of Professional Services: Bookkeeping Services

The purpose of this schedule to our engagement letter is to set out the basis on which we are to compile the unaudited financial information.

## 1 Your responsibilities

1.1.

You will provide us with the following information to enable us to carry out the bookkeeping work:

- a. Sales invoices;
- b. Purchase invoices;
- c. Bank statements;
- d. Details of cash and bank payments;
- e. Details of cash and bank receipts;
- f. Stock and work-in-progress details at the end of each month;
- g. Access to your accounting records;
- h. A record of the amounts owed to the business at the end of each month;
- i. A record of the amounts owed by the business at the end of each month;
- j. A list of accruals at the end of each month;
- k. A list of prepayments at the end of each month;
- l. A list of amounts recoverable on contracts at the end of each month.

1.2.

You agree to provide us with complete and accurate information. Where you become aware that information provided by you has altered, or circumstances have changed, you are responsible for advising us of this as soon as possible. We are not responsible for advice or reports provided that would have been altered had we been aware of the full facts.

## 2 Our responsibilities

2.1.

We will maintain your accounting records using appropriate computer software. We have explained to you verbally what this means.

2.2.

From the information and explanations, you supply we will keep the following records:

- a. Records of bank receipts and payments;
- b. Records of cash receipts and payments;

- c. Reconciliations of the cash and bank control accounts;
- d. A record of sales;
- e. A record of purchases;
- f. A record of amounts owed to the business;
- g. A record of amounts owed by the business.

### 2.3.

We would like to emphasise that we cannot undertake to discover any shortcomings in your systems or any irregularities on the part of your employees. However, we will advise you if we come across anything of this nature in the course of preparing the accounts.

### 2.4.

Our work will not be an audit of the financial information in accordance with International Standards on Auditing (UK). Consequently, our work will not provide any assurance that the accounting records or the financial information are free from material misstatement, whether caused by fraud, other irregularities or error and cannot be relied on to identify weaknesses in internal controls.

### 2.5.

Since we have not carried out an audit, nor confirmed in any way the accuracy or reasonableness of the accounting records maintained by you, we are unable to provide any assurance as to whether the financial information that we prepare from those records presents a true and fair view. We will, however, advise you on whether your records are adequate for the preparation of the financial information and recommend improvements.

## **3 Limitation of liability**

We have discussed with you the extent of our liability to you in respect of the professional services described within this engagement letter (the professional services). Having considered both your circumstances and our own, we have reached a mutual agreement that £1 million represents a fair maximum limit to our liability.

In reaching this agreement it is also agreed that:

- In the event of any claim for loss or damage arising from the professional services, you have agreed that the sum of £1 million represents the maximum total liability to you in respect of the firm, its principles, and staff. This maximum total liability applies to any and all claims made on any basis and therefore includes any claims in respect of breaches of contract, tort (including negligence) or otherwise in respect of the professional services and shall also include interest; and
- We confirm that the limit in respect of our total aggregate liability will not apply to any acts, omissions or representations that are in any way criminal, dishonest or fraudulent on the part of the firm, its principles, or employees.