

SCHEDULE OF SERVICES – Bookkeeping Services (Version June 2018)

This schedule should be read in conjunction with the engagement letter and the terms of business.

RESPONSIBILITIES AND SCOPE FOR BOOKKEEPING SERVICES

Your responsibility for the provision of information

You have undertaken to make available to us, as and when required, all the accounting records and related financial information, including minutes of management meetings, which we need to do our work. You will provide us with all information and explanations relevant to the purpose, preparation and maintenance of the accounting records, and you will disclose to us all relevant information in full.

You are responsible for ensuring that, to the best of your knowledge and belief, financial information, whether used by the business or for the accounting records, is accurate and complete. You are also responsible for ensuring that the activities of the business are conducted honestly, and for safeguarding the assets of the business and for taking reasonable steps to prevent and detect fraud and other irregularities.

You are responsible for ensuring that the business complies with the laws and regulations that apply to its activities, and for preventing non-compliance and detecting any that occurs.

Where this bookkeeping information is required to deal with accounting or tax deadlines, you are responsible for ensuring this information is supplied to us on a regular and timely basis.

You are responsible for keeping records of receipts and payments and other relevant information in line with your legal responsibilities (see Terms of Business).

Our responsibilities

We have agreed to carry out the following accounting and other services on your behalf:

- write up the accounting records of the business and;
- complete the postings to the nominal ledger;
- reconcile the balances monthly with the bank statements
- post and balance the purchases and sales ledgers;