

## **SCHEDULE OF PROFESSIONAL SERVICES – Micro accounts**

The purpose of this schedule to our engagement letter is to set out the basis on which we are to compile the statutory financial statements for the company.

### **1 Your responsibilities**

- 1.1 As you consider that the company qualifies as a micro-entity in accordance with the conditions set out in sections 384A and 384B of the Companies Act 2006, you have expressed your preference that the company's financial statements are prepared in accordance with the provisions in that Act applicable to a micro-entity. In particular, you have requested that the financial statements comprise only of the micro-entity minimum accounting items set out in regulations made under the Act.
- 1.2 As directors of the above company, in addition to your general duties specified in sections 170 to 177 of the Companies Act 2006, you are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable you to ensure that the financial statements comply with the Companies Act 2006. Though the financial statements of micro-entities are presumed to give a true and fair view you are also responsible for preparing financial statements which have been prepared in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Companies Act 2006 and regulations made under it, all as applicable to a micro-entity.
- 1.3 In preparing the financial statements, you are required to:
  - select suitable accounting policies and then apply them consistently;
  - make judgements and estimates that are reasonable and prudent; and
  - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.
- 1.4 You also have a responsibility not to approve these financial statements unless you are satisfied that they comply with the micro-entity provisions.
- 1.5 You are responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.
- 1.6 You are also responsible for determining whether, in respect of the year, the company meets the conditions for exemption from an audit of the accounts set out in section 477 or 480 of the Companies Act 2006, and for determining whether, in respect of the year, the exemption is not available for any of the reasons set out in sections 476, 478 and 479 or 481.
- 1.7 You are responsible for ensuring that the company complies with the laws and regulations that apply to its activities, and for preventing non-compliance and for detecting any that occurs.
- 1.8 You have undertaken to make available to us, as and when required, all the company's accounting records and related financial information, including minutes of management and shareholders' meetings, necessary for the compilation of the financial statements and you will make full disclosure to us of all relevant information.

1.9 You have agreed that your staff will be responsible for:

- keeping the record of receipts and payments;
- reconciling the balances monthly with the bank statements;
- keeping posted and balanced the purchase and sales ledgers;
- preparing a detailed list of ledger balances;
- preparing details of the annual stocktaking suitably priced and extended.

1.10 Where financial information is to be published, which includes a report by us or is otherwise connected to us, on the company's website or by other electronic means, it is your responsibility to advise us of any intended electronic publication before it occurs and to ensure that any such publication properly presents the financial information and our report. We reserve the right to withhold consent to the electronic publication of our report if it, or the financial statements, are to be published in an inappropriate manner. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to that information. We are not required to review such controls nor to carry out ongoing reviews of the information after it is first published. The maintenance and integrity of the company's website is your responsibility and we accept no responsibility for changes made to such information after it is first posted.

## **2 Our responsibilities**

2.1 As the company is totally exempt from audit, we have no statutory responsibilities to the company at all. Our only responsibilities arise from those specifically agreed upon between us in respect of other professional services.

2.2 You have asked us to help you prepare the financial statements in accordance with the requirements of the Companies Act 2006 as applicable to a micro-entity and for preparing accounts for filing with the Registrar of Companies. We will compile the annual financial statements for your approval based on the accounting records maintained by you and the information and explanations given to us by you and in accordance with FRS105. As you have advised us that the company qualifies as a micro-entity and that you wish to take advantage of the provisions in Companies Act 2006 applicable to micro-entities, these financial statements will comprise only micro-entity minimum accounting requirements unless you specifically request that an item of information additional to the minimum requirements is included. Where such a request is made, you are reminded that regard must be had to any provision of an accounting standard which relates to that item.

2.3 We shall plan our work on the basis that no report on the financial statements is required by statute or regulation for the year, unless you inform us in writing to the contrary. In carrying out our engagement we will make enquiries of management and undertake any procedures that we judge appropriate but are under no obligation to perform procedures that may be required for assurance engagements such as audits or reviews.

- 2.4 You have advised us that the company is exempt from an audit of the financial statements. We will not check whether this is the case. However, should our work indicate that the company is not entitled to the exemption, we will inform you of this.
- 2.5 Our work will not be an audit of the financial statements in accordance with the International Standards on Auditing (UK). Consequently, our work will not provide any assurance that the accounting records or the financial statements are free from material misstatement, whether caused by fraud, other irregularities or error and cannot be relied on to identify weaknesses in internal controls.
- 2.6 Since we will not carry out an audit, nor confirm in any way the accuracy or reasonableness of the accounting records maintained by the company, we are unable to provide any assurance as to whether the financial statements that we prepare from those records present a true and fair view. We will, however, advise you on whether your records are adequate for the preparation of financial statements and recommend improvements.
- 2.7 We have a professional duty to compile financial statements that conform with generally accepted accounting principles as applicable to a micro-entity from the accounting records and information and explanations given to us. Furthermore, as directors, you have a duty to prepare financial statements that comply with the Companies Act 2006, regulations made under that Act and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice (UK GAAP)), all as applicable to a micro-entity. Where we identify that the financial statements do not conform to UK GAAP as applicable to a micro-entity, we will discuss the matter with you with a view to agreeing appropriate adjustments in the financial statements.
- 2.8 We have a professional responsibility not to allow our name to be associated with financial statements which we believe may be misleading. Therefore, although we are not required to search for such matters, should we become aware, for any reason, that the financial statements may be misleading, we will discuss the matter with you with a view to agreeing appropriate adjustments in the financial statements. In circumstances where adjustments that we consider appropriate are not made or where we are not provided with appropriate information, and as a result we consider that the financial statements remain misleading, we will withdraw from the engagement.
- 2.9 As part of our normal procedures, we may request you to provide written confirmation of any information or explanations given by you orally during the course of our work.

### **3 Form of the accountants' report**

- 3.1 We shall report to the Board of Directors, with any modifications that we consider may be necessary, that in accordance with this engagement letter and in order to assist you to fulfil your responsibilities, we have compiled, without carrying out an audit, the financial statements from the accounting records of the company and from the information and explanations supplied to us. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the company and the company's Board of Directors, as a body, for the work or for this report.