

# ***PREPARATION AND MAINTENANCE OF ACCOUNTING RECORDS***

## **SCHEDULE OF SERVICES**

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

### **1. RESPONSIBILITIES AND SCOPE FOR ACCOUNTING SERVICES**

#### **1.1. Your responsibility for the provision of information**

- 1.1.1. 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.
- 1.1.2. 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.
- 1.1.3. 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.

#### **1.2. Preparation and maintenance of accounting records**

##### **Our responsibilities**

- 1.2.1. We have agreed to carry out the following accounting and other services on your behalf:
  - a) write up the accounting records of the business, company or partnership; and
  - a) complete the postings to the nominal ledger.

##### **Your responsibilities**

- 1.2.2. You have agreed that you and your staff will:
  - a) keep the records of receipts and payments;
  - b) reconcile the balances monthly with the bank statements;
  - c) post and balance the purchases and sales ledgers;
  - d) extract a detailed list of ledger balances;
  - e) where applicable, prepare details of the annual stocktaking, suitably priced and extended in a form which will enable us to verify the prices readily by reference to suppliers' invoices or provide us with a copy of the valuation report produced by your independent stocktakers; and
  - f) prepare details of work-in-progress at the accounting date and make available to us the documents and other information from which the statement is compiled.