CHARTERED ACCOUNTANTS,
TAX & BUSINESS ADVISERS

Lamont Pridmore

BOOKKEEPING SERVICES

The purpose of this schedule and the Standard Terms of Business is to set out the basis on which we are to act as accountants and advisors with regard to the provision of bookkeeping services and to clarify our respective responsibilities in respect of that work.

1 Your responsibilities

1.1 You have agreed to provide us with the information specified in order for us to prepare and maintain the accounting records.

1.2 You undertake to provide us with accurate and complete 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.

1.3 You are 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.

1.4 You are also 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.

2 Our responsibilities as accountants

2.1 We understand that you require us to carry out your bookkeeping and to prepare your accounting records. 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 maintain the records as specified.

2.3 You understand that we will not be carrying out an audit and accordingly will not verify the assets and liabilities of the business, nor the items of expenditure and income. To carry out an audit would require additional work to comply with Auditing Standards so that we could report on the truth and fairness of the financial statements.

2.4 We would emphasise that we cannot undertake to discover any shortcomings in your systems or any irregularities on the part of your employees or others, although we will advise you of any such circumstances that we encounter in preparing your accounts.