



The purpose of this letter is to set out the basis on which we shall be pleased to accept the appointment as your reporting accountants and consultants and the respective areas of responsibility of all parties.

ACCOUNTS PREPARATION

You are responsible for making available to us, as and when required, all of your accounting records and all other records and related information.

As part of our normal accounts preparation procedures, we may request you to provide written confirmation of oral representations which we have received from you during the course of the accounts preparation.

We appreciate that the present size of your business renders it uneconomical to create a system of internal control based on the segregation of duties for different functions within each area of the business. In the running of your business we understand that you are closely involved with the control of the company's transactions. In planning and performing our accounts preparation work we shall take account of this supervision

Further, we may ask additionally for confirmation in writing that all the transactions undertaken by your good self have been properly reflected and recorded in the accounting records, and our accountants report may refer to this confirmation. The responsibility for the prevention and detection of irregularities and fraud rests with you.

ACCOUNTING AND OTHER SERVICES

It was agreed that we should carry out the following services as your agents and on that basis you will make full disclosure to us of all relevant information.

We shall:

- a. Prepare the financial statements based on accounting records maintained by yourselves:
- b. Be pleased to advise you on any other financial matters within our scope as requested.

TAXATION SERVICES

We shall in respect of each accounting period prepare a computation of profits in accordance with the provisions of the Taxes Acts, for the purpose of assessment to income tax (Schedule A or Schedule D and Class 4 National Insurance Contributions). Subject to your approval, this will then be submitted to the Inspector of Taxes as being your formal return. We shall lodge formal notice of appeal against excessive or incorrect assessments to income tax where notice of such assessments is received by us. Where appropriate, we shall also make formal application for postponement of tax in dispute and shall advise as to appropriate payments on account.

You will be responsible, unless otherwise agreed, for all other returns, particularly: the returns of income tax deducted at source, completion of Forms SC35 and SC 11, submission of Voucher Forms 715 received from sub-contractors who have a certificate 714I, 714P or 714S and returns relating to employee taxes under PAYE. You or your staff will deal with all returns and other requirements in relation to value added tax.

We shall be pleased to advise you on matters relating to your tax liability, the implications of particular business transactions and on other taxation matters which you refer to us , such as national insurance, income tax deducted at source, value added tax and inheritance tax.

FEES

Our fees are currently £300pa and include all accounts work and Self-Assessment return submissions. We currently offer the monthly payment option of £25.00 via on line direct debit. A top of up payment may be needed if the total balance paid is less than the advertised annual fee at the point of tax filing - at the latest point of January 21st of each year.

We reserve the right to charge Statutory Interest compounded monthly on amounts outstanding after seven days.

AGREEMENT OF TERMS

Once it has been agreed, this letter will remain effective until replaced. We shall be grateful if you could confirm your agreement to the terms of this letter by signing and returning the attached copy letter or let us know if this is not in accordance with your understanding of our terms of appointment.

Yours Sincerely

Financial Fitness Group Ltd

A J Liddle

For and on behalf of Financial Fitness Group Ltd

SIGNED.....

NAME.....

DATE.....

I agree herewith the terms and conditions of this letter, a copy of which I have kept for my records.