

Huw Aled Accountants Ltd

Huw Roberts
Chartered Management Accountant
07967 976854
huw@huwaledaccountants.com

6 Heol Alfreda Road
Yr Eglwys Newydd | Whitchurch
Caerdydd | Cardiff
CF14 2EH

Aled Wyn Thomas
Chartered Accountant
07808 798569
aled@huwaledaccountants.com

www.huwaledaccountants.com

029 2069 4524

[Name of client/business]

[Registered address]

[Date]

This **letter of engagement** and the attached schedules of service together with our terms of business set out the basis on which we are to provide services as accountants, and your and our respective responsibilities. We are bound by ICAEW and CIMA's Code of Ethics and Professional Conduct in Relation to Taxation and accept instructions to act for you on this basis.

SCOPE OF SERVICES

We have listed the work which you have instructed us to carry out in the attached schedules. Additional work will be carried out on an ad hoc basis as requested.

LIMITATION OF LIABILITY

We will provide services as outlined in this letter with care and skill. We will not be responsible for any losses if you or others supply incorrect or incomplete information. Unless there is a legal or regulatory requirement to do so, our work is not to be made available to third parties without our written permission, apart from information for loans and mortgages.

AGREEMENT OF TERMS

Period of engagement

This letter supersedes any previous engagement letter. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may agree to terminate our authority in writing to act on your behalf at any time without penalty, subject to the payment for any work carried out which has not yet been paid.

Confirmation of your agreement

Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the appointment acceptance below.

Yours sincerely

Huw Aled Accountants Ltd

I acknowledge receipt of your engagement letter, a copy of which is attached, and we agree to the letter and the attached schedules of services and the terms of business letter.

Name..... Signed Date

PERSONAL TAX – INDIVIDUALS, SOLE TRADERS AND RENTAL ACCOUNTS

SCHEDULE OF SERVICES

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

RESPONSIBILITY AND SCOPE FOR PERSONAL TAX SERVICES

Recurring compliance work

We will prepare your self-assessment tax returns together with any supplementary pages required from the information and explanations that you provide to us. After obtaining your signed approval, we will submit your returns to HMRC.

We will prepare your business accounts in accordance with generally accepted accounting practice from the books, accounting records and other information and explanations provided to us by you or by others on your behalf.

We will calculate your income tax, national insurance contributions (NIC) and any capital gains tax liabilities and tell you how much you should pay and when.

When requested, we will prepare UK VAT returns on the basis of the information and explanations supplied by you. Where appropriate we will submit in accordance with the Making VAT Digital requirements using specialist software.

Other ad hoc and advisory work will be carried out at your request.

Changes in the law, in practice or in public policy

We will accept no liability for losses arising from changes in the law that are published after the date on which the advice is given.

Your responsibilities

You are legally responsible for ensuring that your self-assessment tax returns are correct and complete, and for paying tax on time. Please ensure that we receive all information required in good time to enable tax deadlines to be met. When information is provided very late, we cannot guarantee submission by statutory deadline dates.

To enable us to carry out our work, you agree:

- a) that all returns are to be made on the basis of full disclosure of all sources of income, charges, allowances and capital transactions;
- b) to provide all information necessary for dealing with your affairs; we will rely on the information and documents being true, correct and complete and will not audit the information or those documents.

You will keep us informed of material changes in your circumstances that could affect your tax liability. If you are unsure whether the change is material, please tell us so that we can assess its significance.

PREPARATION OF STATUTORY FINANCIAL STATEMENTS IN COMPLIANCE WITH THE COMPANIES ACT 2006 AND CORPORATION TAX RETURNS

SCHEDULE OF SERVICES

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

RESPONSIBILITIES AND SCOPE FOR FINANCIAL STATEMENTS PREPARATION SERVICES

Your responsibilities as directors

As directors of the company, you are responsible for preparing financial statements which give a true and fair view and which have been prepared in accordance with the Companies Act 2006.

You are responsible for safeguarding the assets of the company and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

You have undertaken to make available to us, as and when required, all the company's accounting records and related financial information and explanations. This is required to be confirmed in the directors' report along with an acknowledgement that the financial statements have been prepared on an appropriate accounting basis.

The directors on behalf of the company are legally responsible for ensuring that the corporation tax self-assessment return and any other returns submitted are correct and complete, and for paying tax on time. Please ensure that we receive all information required in good time to enable tax deadlines to be met. When information is provided very late, we cannot guarantee submission by statutory deadline dates.

Recurring compliance work

We will prepare the company's corporate tax self-assessment return. After obtaining your signed approval, we will submit it to HMRC.

We will prepare the corporation tax computation and supporting schedules required for preparation of the company tax return from accounts, information and explanations provided to us. We will tell you how much tax the company should pay and when.

The work carried out within this engagement will be in respect of the company's tax affairs. Any work to be carried out for the directors on a personal basis will be set out in a separate letter of engagement.

When requested, we will prepare UK VAT returns on the basis of the information and explanations supplied by you. Where appropriate we will submit in accordance with the Making VAT Digital requirements using specialist software.

PAYE services will be provided upon request, and the work will be sub-contracted to a specialist PAYE company for the preparation of payslips and communication with HMRC.

Other ad hoc and advisory work will be carried out at your request.

PREPARATION OF STATUTORY FINANCIAL STATEMENTS IN COMPLIANCE WITH THE COMPANIES ACT 2006 AND CORPORATION TAX RETURNS (continued)

Changes in the law, in practice or in public policy

We will accept no liability for losses arising from changes in the law, practice or public policy that are published after the date on which the advice is given.

Our responsibilities as accountants

We will compile the financial statements for your approval based on the accounting records that you maintain, the information and explanations that you give us.

Form of the accountants' report

We will report to the directors that we have compiled the financial statements from the accounting records and from the information and explanations supplied to us.

PREPARATION OF CHARITY STATUTORY FINANCIAL STATEMENTS IN COMPLIANCE WITH THE COMPANIES ACT 2006 AND INDEPENDENT EXAMINATIONS

SCHEDULE OF SERVICES

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

RESPONSIBILITIES AND SCOPE FOR FINANCIAL STATEMENTS PREPARATION SERVICES

Your responsibilities as Trustees

As the charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

You are responsible for safeguarding the assets of the Company and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

You have undertaken to make available to us, as and when required, all the Company's accounting records and related financial information and explanations. This is required to be confirmed in the Trustees' report along with an acknowledgement that the financial statements have been prepared on an appropriate accounting basis.

The Trustees are responsible for appointing the charity's independent examiner, for filing the financial statements with the Charity Commission within 10 months of the financial year end of the charity and for filing the independent examiner's report together with the Trustees' annual report and the accounts with the Commission within this timeframe.

Please ensure that we receive all information required in good time to enable deadlines to be met. When information is provided very late, we cannot guarantee submission by statutory deadline dates.

Other ad hoc and advisory work will be carried out at your request.

Changes in the law, in practice or in public policy

We will accept no liability for losses arising from changes in the law, practice or public policy that are published after the date on which any advice is given.

Our responsibilities as accountants

We will compile the financial statements for your approval based on the accounting records that you maintain, the information and explanations that you give us.

Our responsibilities as independent examiners

We will report in respect of our examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we will follow all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

***PREPARATION OF STATUTORY FINANCIAL STATEMENTS
IN COMPLIANCE WITH THE COMPANIES ACT 2006 AND
INDEPENDENT EXAMINATIONS (continued)***

Form of the independent examiners' report

We will report to the Trustees as independent examiners in accordance with the provisions of the Commission.

In addition to undertaking an independent examination of the accounts, the examiner has a separate legal responsibility to report to the Commission if they identify a matter of material significance to the regulatory functions of the Commission.

