

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/partnership and;
 - b) complete the postings to the nominal ledger.
 - c) reconcile the balances monthly with the bank statements;
 - d) post and balance the purchases and sales ledgers;
 - e) extract a detailed list of ledger balances;
 - f) return hard copies of business records once the accounts for that year have been finalised.

Your responsibilities

- 1.2.2. You have agreed that you will:
- a) keep the records of receipts, payments and all other business records (including electronic records and data from software backups) for the required timeframes;
 - b) prepare details of the annual stocktaking; and
 - c) 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.
 - d) Send all required information on at least a monthly basis to ensure books are regularly updated.

