

The Accounting House | Terms of Engagement

The purpose of these terms is to set out the basis on which The Accounting House is engaged in relation to the services that I will offer to your business.

1. Management Accounts

The Accounting House will complete management accounts, based on the information supplied to me and based on the following requirements of the client.

- a) The client will prepare all the data and documentation for me to enter into Sage and for me to manage the control accounts and prepare management accounts
- b) The client will prepare all the day to day accounting records and enter all the information into Sage and I will manage the control accounts and complete management accounts
- c) The Accounting House will prepare and manage all of the day to day accounting systems, control accounts etc and enter all the information into Sage and complete management accounts
- d) The Accounting House will prepare and complete your monthly / quarterly vat return. The vat return can only be completed within the designated time as stipulated by the HMRC, based on all the necessary information being forwarded to The Accounting House within the agreed time scales.

2. Restructuring

The client has asked The Accounting House to re-structure your accounting procedures and with your agreement, The Accounting House will implement any systems that we would regard as beneficial to the business and its management.

3. Payroll

The client has asked The Accounting House to prepare and manage both, weekly or monthly payroll. The Accounting House will supply the monthly figures for the HMRC. And complete the relevant year end HMRC requirements. This will be produced on Sage Payroll. The client will provide me with the gross pay in an agreed format, within a suitable period for The Accounting House to achieve the relevant time scales, for both the client and HMRC

4. Quality of Service

It is The Accounting House's intention to provide you, at all times, with a high quality of service to meet your needs. If, at any time, you believe that this service to you could be improved, or if you are dissatisfied with any aspect of this service, please raise the matter immediately with Director – Toni Kent-Chapman

In the unlikely event that I am unable to satisfy your concerns, you may then choose to take the matter up with the professional body – The Association of Accounting Technicians

5. Fees and Terms of Business

The Accounting House fees are based upon the degree of responsibility and skill involved and the time necessary occupied on the work undertaken. The Accounting House's current fees should form a base, subject to inflation, for future years, but in the event of unforeseen problems being encountered, or if additional work is required, additional fees will be charged. However, The Accounting House will keep you informed of progress and discuss any problems as and when they arise and before additional work is carried out.

I shall render monthly invoices to you, payable within 14 days.

I would emphasise that the nature of this work, does not constitute an audit of your accounts, and that any information provided to you, either orally or in written form, is provided by me in a professional capacity.