

Date

Name

Address

Dear X

Re: Engagement of Y/Y Firm as your Bookkeeper

Confirming our discussions of <date> I/We [use "we" when talking of the firm/practice and "I" when referring to the principal or if a sole trader] are pleased to accept appointment as your Bookkeeper for the 20XX/20XX year and beyond. This document sets out the terms of my/our engagement with you.

Scope

I/We are engaged to provide you with bookkeeping services. As such I/we are not engaged to provide tax advice. Only a registered tax agent (or BAS agent in relation to BAS tax matters) may provide such services for a fee.

Procedures to be performed will be limited exclusively to those related to the engagement, I/we have not been engaged to perform an audit nor a review and, accordingly, no assurance will be expressed. Unless otherwise agreed, the engagement cannot be relied upon to disclose irregularities, including fraud, other illegal acts and errors that may occur.

I/We advise that the responsibility for policy matters in regard to business accounting operating system and internal controls rest with you the client, except where I/we have been engaged to provide such services. If any weaknesses in the accounting system or internal control systems come to my/our attention, I/we will advise accordingly.

It is expected that the source documentation will be made available to me/us as and when required. I/We will not be responsible for any errors brought about by your failure to provide information, documentation or material that is later found to be material to your Bookkeeping requirements. You are responsible for the timely provision of information and I/we will not be responsible for any consequences brought about by your failure act in a timely manner.

Professional Fees and Payments

My/our standard professional fees are (subject to notification of any changes to the rates):

Bookkeeper \$ per hour

OR FOR SET FEE

We/I charge a set fee of \$XX for this service.

Terms of Payment (Optional)

Unless other terms have been agreed, our terms are strictly 14 days from the date of each invoice.

Standards

You will be provided the highest standard of professional service. If for any reason you feel you have not received the service expected, please in the first instance, contact me/us to discuss.

Furthermore, as a member of the Institute of Public Accountants in Professional Practice, I am subject to the ethical and professional requirements of the Institute of Public Accountants and its investigations and disciplinary processes. These requirements cover issues such as a Code of Ethics and requirements to

undertake continued professional education. Should there be an issue regarding my ethical or business practices, such matters may be referred to the Institute of Public Accountants for investigation. As a member of the Institute of Public Accountants I am also obliged to hold current Professional Indemnity insurance, and I warrant to you that my insurance cover is in accordance with the Institute of Public Accountants requirements.

(NSW PPC members only - to be added to paragraph above)

As a member of the Institute of Public Accountants in NSW I am also subject to the Professional Standards Legislation. My liability is capped under a scheme approved by the Professional Standards Legislation.

Privacy Statement

I am/We are bound by the provisions of the Privacy Act to maintain all records securely and in accordance with the provisions of that Act. Any breach of these requirements should be notified to the Privacy Commissioner.

Client Acknowledgement and Confirmation

I(Client) hereby acknowledge and accept the terms of this engagement as have been provided. I shall be personally liable for all fees for services performed in accordance with such agreement.

.....
Signed

.....
Print Name

Date