

901 BOOKKEEPING

SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms and conditions of business.

BOOK-KEEPING SERVICES

1.0 RESPONSIBILITIES AND SCOPE FOR BOOK-KEEPING 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 and compilation 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 for detecting any that occurs.

1.2 Preparation and maintenance of book-keeping records

1.2.1 Our responsibilities

- 1.2.2 We have agreed to carry out the following accounting and other services on your behalf:
 - a) complete the postings to the nominal ledger.
 - b) reconcile the balances monthly with the bank statements

1.2.3 Your responsibilities

- 1.2.4 You are responsible for providing us with the following information required for us to prepare the accounting records:
 - a) Sales invoices.
 - b) Purchase invoices.
 - c) Bank statements.
 - d) Details of bank and cash payments.
 - e) Details of bank and cash receipts.
 - f) Stock and work-in-progress details.
 - g) Access to your accounting records.