

The bookkeeping engagement letter

United Kingdom edition

[Firm letterhead]

[Date]

[Client name]

[Client address]

Dear [Client contact],

THE ENGAGEMENT

We will maintain the books and records of [Client name] on a [monthly / quarterly] basis, beginning [date]. Each period we will record and categorise transactions, reconcile [number] bank and credit card accounts, maintain accounts payable and receivable, and produce [management accounts / a trial balance] within [number] working days of receiving complete records.

WHAT THE FEE ASSUMES

The fee below assumes approximately [number] transactions a period, [number] bank accounts, and [number] employees on payroll. If the actual volume differs materially and consistently, we will agree a revised fee with you rather than absorb it or invoice you by surprise.

WHAT IS NOT INCLUDED

This engagement does not include correcting the records of any period before [date], preparing or filing the Corporation Tax return or any personal return, VAT registration or filing, payroll processing, or advice on accounting systems — unless separately agreed in writing.

If we find that opening balances or prior periods need work before we can proceed, we will stop, tell you what we have found, and quote for it separately.

YOUR RESPONSIBILITIES

You will provide bank statements, invoices, receipts and payroll information by [day] of each [month / quarter]. You remain responsible for the accuracy and completeness of the underlying records, for authorising payments, and for the final accounts and filings.

Where records arrive late, our timetable moves accordingly and any additional work is charged at [rate].

THE LIMITS OF THIS WORK

This is a bookkeeping engagement. It is not an audit, a review, or a compilation of financial statements, and it will not necessarily detect fraud or error. We perform it in accordance with the ICAEW's engagement letter helpsheets.

FEES

[Amount] in pounds sterling per [period], invoiced [when], payable within [number] days. Work outside the scope is charged at [rate] per hour and agreed with you first.

ENDING THE ENGAGEMENT

Either of us may end this engagement on [number] days' written notice. On termination we will provide your records and data in a usable format; our working papers remain ours. Fees for work completed remain payable.

CONFIDENTIALITY AND YOUR DATA

We keep your information confidential, hold it in accordance with the UK GDPR, and retain it for [number] years after the engagement ends.

AGREEMENT

Please sign and return a copy.

[Name], [Firm name]

Agreed for [Client name]:

Signature _____ Date _____

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