

Information and Quotation
Year End Accounts Preparation

1. Your responsibility as the Responsible Finance Officer

- 1.1 Our work will be carried out on the basis that you acknowledge and understand that you have responsibility to provide:
- (a) A full record of Receipts and Payments
 - (b) Copies of purchase and sales invoices where appropriate
 - (c) Reconciled bank reconciliations for all bank accounts as at the 31st March 2022.
 - (d) VAT returns to have been completed for all relevant VAT return periods and copies to be supplied.
 - (e) VAT return to be compared to nominal control and any discrepancies highlighted
 - (f) Where appropriate, purchase and sales ledger controls checked and any discrepancies highlighted
 - (g) Supply and input the budget for 2022/23
 - (h) Schedule of all Fixed Assets to be provided
 - (i) Copies of statements received in year from Public Works Loan Board (PWLb) concerning loan account balances.

2. Our responsibilities

- 2.1 We will use the accounting records and documentation as outlined above to prepare your year end accounts:
- (a) Complete the year end closedown using our software
 - (b) Prepare the Annual Return, and supporting accounting statements
 - (c) Create the new financial year on our software or where you have created the new financial year we will correct the opening balances
 - (d) Where supplied we will enter the budget figures into the new financial year
 - (e) Assist in the preparation of the variances analysis if required

3. Other Terms

- (a) Our work will not be an audit of the financial statements in accordance with International Standards of Auditing (UK and Ireland). Accordingly, we will not obtain any evidence relating to entries in the accounting records, or to the financial statements or to the disclosures in the financial statements. Nor will we make any assessment of the estimates and judgements made by you in the preparation of the financial statements. Consequently our work will not provide any assurance that the accounting records or the financial statements are free from material misstatement, whether caused by fraud, or other

irregularities or error.

- (b) Businesses that provide professional accountancy, tax or bookkeeping services are known as 'Accountancy Service Providers'. The Money Laundering Regulations require Accountancy Service Providers to register with HMRC if they're not already supervised by a professional body. This supervision involves the periodic review of such businesses to ensure they have appropriate internal controls, and valid and adequate Professional Indemnity Insurance cover in place'. We recommend you check the status of your provider of such services. RBS Software comply with these HMRC requirements, thus offering their clients the appropriate level of protection and security. For more details please refer to the HMRC website - <http://www.hmrc.gov.uk/mlr>. A copy of our Indemnity Insurance is available upon request.

4. Fees

The price for Year End close down online is £600 plus VAT on an Income and Expenditure basis or £400 on a Receipts and Payments basis