



Appendix B13 Statutory Accounts

Cashtrak Ltd

Schedule of services

This schedule should be read in conjunction with the engagement letter and the standard terms and condition

Financial accounts and account preparation for statutory purposes

1. We will prepare the company's accounts on the basis of the information that is provided to us and draft the accounts in accordance with the provisions of the Companies Act, and relevant Accounting Standards for approval by the Board.
2. Should our work lead us to conclude that the company is not entitled to exemption from an audit of the accounts, or should we be unable to reach a conclusion on this matter, then we will advise you of this.
3. You have instructed us to prepare your financial statements for the year(s) ended [.....] and subsequent years. It was agreed that we should carry out the following accounting and other services:
 - a. Write up the accounting records of the company insofar as they are incomplete when presented to us
 - b. complete the postings to the nominal ledger; and
 - c. prepare the accounts for approval by yourselves.
4. We have agreed to act as your agent and to:
 - a. submit the accounts to the Registrar of Companies
 - b. complete and submit the company's annual return
 - c. complete and submit any other forms required by law to be filed at Companies House, provided that you keep us fully informed of any relevant changes or events which are required to be notified to Companies House, within one week of the change or event; and
 - d. maintain the statutory books.
5. We will report, with any variations that we consider may be necessary, that in accordance with your instructions and in order to assist you to fulfil your responsibilities, we have compiled, without carrying out an audit, the accounts from your accounting records and from the information and explanations supplied to us.
6. We have a professional duty to compile accounts which conform with generally accepted accounting principles. Furthermore, the accounts of a limited company are required to comply with the Companies Acts and applicable accounting standards. Where we identify that the accounts do not conform to accepted accounting principles, or if the accounting policies adopted are not immediately apparent, this will be made clear in our report, if it is not clear in the accounts.
7. You have agreed we will complete all the returns required by law, for example, the confirmation statement and the notification of changes in directors.



Your responsibilities

8. As director of the company, under the Companies Acts you are responsible for:
 - ensuring that the company maintains proper accounting records and for preparing accounts
 - determining whether for any reason the exemption is not available in respect of the period.

9. You have agreed that you or your staff will prepare details of work-in-progress at the accounting date and make available to us the documents and other information from which the statement is compiled.

10. You must provide us with all your complete records within three months of year end and promptly and satisfactorily respond to all queries as required in order to facilitate completion of your accounts for filing at Companies House within nine months of your year end.

11. You/your management are responsible for the detection of irregularities and fraud. We would emphasise that we cannot undertake to discover any shortcomings in your systems or any irregularities on the part of your employees or others, although we will advise you of any such circumstances that we encounter in preparing your accounts, unless prohibited from doing so by the Anti Money Laundering Legislation.