



Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Care of: \_\_\_\_\_

Address: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Dear \_\_\_\_\_:

This letter confirms the terms of the appointment of TCP Accounting & Tax Services as your company's bookkeeper and it outlines the terms, nature, and extent of the services we will be providing.

We will perform such accounting and bookkeeping functions as are required to maintain your accounting records in a proper manner. We will provide draft interim financial information, but we will not produce finalized financial statements or corporate income tax returns during this engagement. Should you require that financial statements or income tax returns be prepared, a separate engagement would be required.

It is our responsibility to perform your bookkeeping services correctly according to GAAP and the information that you have provided. The services provided under this engagement are not designed to detect fraud or error; although we may ask you for clarification of some of the information. It is your responsibility to provide us with all the information required to prepare complete and accurate financial records. You should retain all the documents, cancelled cheques and other data that form the basis of your income and deductions. These may be necessary to prove the accuracy and completeness of the figures to CRA. You have the final responsibility for your financial records and, therefore, you should review the draft financial statements carefully after we provide them to you.

We will maintain a general ledger, an accounts receivable ledger, an accounts payable ledger and a payroll register for your company. You will review and approve all journal entries, transaction classifications and account codes determined or changed by my firm.

Without limiting the extent of the work we may provide for you, our staff will perform the following functions at the specified intervals (circle the appropriate intervals and strike out any functions which do not apply):

**BOOKKEEPING:**

Weekly · Bi-weekly · Monthly · Quarterly · Annually ·

- Produce/record cheques for payment of supplier accounts from invoices provided and coded by you;
- Record sales and taxes collected from invoices prepared by you/cash register receipt listings;
- Record bank transactions from bank statements and deposit records provided by you;
- Post other transactions from information provided by you;
- Reconcile selected accounts;
- Provide you with an updated QuickBooks file containing the general ledger, accounts receivable and payable ledgers, and payroll records; and
- Provide you with draft interim financial statements from QuickBooks.

Monthly · Quarterly · Annually ·

- Prepare HST return.

**PAYROLL:**

Weekly · Bi-weekly · Monthly ·

- Produce payroll cheques for your approval from time records and other information provided by you;
- Produce reports for payroll deductions and benefits; and
- Produce/record cheques/payments for payroll deductions and benefits.

Annually

- Prepare employee T4s for distribution
- Prepare and submit T4 Summary to CRA

Our fees are based on the complexity and nature of the work and the degree of responsibility and skill required. Any significant disbursements will be added to the invoice. If the work is to be performed at your place of business a charge for travel time and costs will be added to the invoice. All billings are due upon presentation, unless other arrangements have been made in advance. A charge of 2% per month (24% on an annual basis) applies to overdue accounts.

In order to complete our engagement, we will require access to certain personal information. You hereby represent to us that you have obtained all consents that are required under applicable privacy legislation for the collection, use and disclosure to us

of personal information. We will manage all personal information in compliance with our Privacy Code.

The above terms will remain in effect from year to year unless amended in writing by both parties or terminated by written notice from either party. Upon termination of this engagement, we will invoice you for any unbilled fees and expenses. Further, you agree to pay your account to the date of termination upon receipt of our invoice.

I will be pleased to discuss the contents of this letter with you at any time, and to explain the reasons for any items. If the above terms are acceptable to you, and the services outlined are in accordance with your requirements, please sign the copy of this letter in the space provided and return to it to me.

Yours truly,  
**TCP Accounting & Tax Services**  
Per:

*G. H. James*

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Gwyneth James, MBA CGA  
President

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The services set out in the foregoing letter are in accordance with our requirements. The terms set out are acceptable to us and are hereby agreed to.

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[Client's signature]

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[Name and title]

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[Client's signature]

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[Name and title]

**INTERNAL USE ONLY:**

**Bookkeeping documents**

- Client profile
- RC59 Authorization to Represent

**Payroll documents**

- Payroll Summary Sheet
- Employee Form(s)
- TD 1(s) for current year
- Annex A