

# ACCOUNTANT PACKAGE

Control Number: US-P098-PKG

U.S. Legal Forms™ thanks you for your purchase of an Accountant Package. This package is an important tool to help you efficiently run an accounting business and promote your professional growth.

## TABLE OF CONTENTS

- |      |                                    |
|------|------------------------------------|
| I.   | Form List with descriptions        |
| II.  | Descriptions of Forms              |
| III. | Legal Document Storage information |
| IV.  | Tips on Completing the Forms       |
| V.   | Disclaimer                         |

### **I. FORM LIST**

With your Accountant Package, you will find the essential forms that will help in the efficient operation of an accounting business. Forms provided cover a wide variety of issues involved with the effective promotion of an accountant and management of accounting matters.

Included in your package are the following forms:

- |    |   |  |
|----|---|--|
| 1. | Accountant                                      | Order Authorizing Debtor in Possession to Employ           |
| 2. | Medical, Disability, and Life Insurance Program | Contract with Accountant to Audit Corporation's Group      |
| 3. |   | Resume for Accountant                                      |
| 4. |   | Model Letter Accountants To Auditors                       |
| 5. | Statements                                      | Report of Independent Accountants after Audit of Financial |
| 6. | Financial Statements                            | Report of Independent Accountants after Review of          |
| 7. |   | Resume Cover Letter for Accountant                         |

### **II. DESCRIPTIONS OF FORMS**

Brief descriptions of the forms contained in your U.S. Legal Forms Child Care Services Package are found below.

**Order Authorizing Debtor in Possession to Employ Accountant** - An Order is an official written statement from the court commanding a certain action, and is signed by the judge. Failure to comply with the order is unlawful and may result in contempt of court charges. This document, a sample Order Authorizing Debtor in Possession to Employ Accountant, can be

used as a model to draft an order requested for submission by the court (the court often directs a party to draft an order). Adapt the language to the facts and circumstances of your case.

**Contract with Accountant to Audit Corporation's Group Medical, Disability, and Life Insurance Program** - Generally, a contract to employ a certified public accountant need not be in writing. However, such contracts often call for services of a highly complex and technical nature, and hence they should be explicit in their terms, and they should be in writing. In particular, a written employment contract is necessary in order to avoid misunderstanding with the employer regarding the amount of the accountant's fee or compensation and the nature of its computation.

**Resume for Accountant** - This is a sample of a resume, which should be used when seeking a position as an accountant.

**Model Letter Accountants To Auditors** - This sample letter is a response by an accounting firm to a request for information from auditors.

**Report of Independent Accountants after Audit of Financial Statements** - As most commonly used in legal settings, an audit is an examination of financial records and documents and other evidence by a trained accountant. Audits are conducted of records of a business or governmental entity, with the aim of ensuring proper accounting practices, recommendations for improvements, and a balancing of the books. An audit performed by employees is called "internal audit," and one done by an independent (outside) accountant is an "independent audit." Auditors may refuse to sign the audit to guarantee its accuracy if only limited records are produced.

**Report of Independent Accountants after Review of Financial Statements** - A limited review of financial statements is an audit restricted to an examination either for a limited period or of a limited part of the records. A review does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; tests of accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); and other procedures ordinarily performed in an audit. Accordingly, a review does not provide assurance that we will become aware of all significant matters that would be disclosed in an audit. Therefore, a review provides only limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with generally accepted accounting principles.

**Resume Cover Letter for Accountant**- This is a sample of a cover letter. This particular letter is to accompany the resume of an individual seeking a position as an accountant.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. LEGAL DOCUMENT STORAGE**

Once you prepare legal documents and forms in your U.S. Legal Forms™ Essential Legal Life Documents Package, it is highly recommended that you keep forms together. An optional

USLegal Life Documents Organizer – small or large size is available for purchase from [www.uslegalforms.com](http://www.uslegalforms.com) to help store you legal documents.

Legal documents should also be kept in a very secure place such as a bank safe deposit box or personal home safe. You may wish to tell your attorney or a family member about the location of your Legal Life Documents Package in the event you are unable to communicate it to them when needed.

#### **IV. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain “form fields” created using Microsoft Word or Adobe Acrobat (“.pdf” format). “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter “a”. Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

#### **V. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

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