

## Accounting Terms of Engagement

We appreciate the opportunity to work with you and this agreement confirms our appointment to act as your accountants and business advisers for you and any related entities.

These terms of engagement set out the conditions upon which we accept that appointment. By signing the annual checklist and returning this to us you acknowledge you have read, understand and agree to these terms.

- We agree to prepare Financial Statements and tax returns for you and any individuals or other entities associated with you from time to time as required.
- The financial information will be prepared in accordance with appropriate financial reporting framework and this will be disclosed as part of the financial information.
- We will not undertake an Audit or Review of the information you provide to us. Accordingly the Compilation Report disclaimer will apply to any reports we prepare for you.
- We agree to provide general business advice when requested by you, or when we believe that it will benefit you.
- Where we prepare your GST returns you agree that we cannot be held responsible for incomplete or erroneous information provided by you. Where we file these GST returns you also agree that we file these on your behalf as agent and not as principal.
- You agree that any working papers prepared by us in relation to this engagement remain the property of Dent and Heath. These records are retained for a period of 7 years after the end of the income year to which they relate and then safely shredded.
- You are responsible for the accuracy and completeness of the information as well as checking the final financial statements and tax returns for reasonableness and correctness.
- We do not accept any responsibility for the accuracy and completeness of the accounting records and other information you supply to us or for the reliability, accuracy and completeness of the financial information compiled on the basis of those records and information.
- We also do not accept any responsibility for the maintenance of adequate accounting records, an adequate internal control structure and the selection and application of appropriate accounting policies within your organisation.

### In carrying out the engagement for you we will:

- Keep you informed of all significant developments and information relating to you.
- Take all reasonable care and skill.
- Comply with our ethical obligations to you.
- Use our best efforts to deliver the desired outcomes within agreed or anticipated costings.
- Any additional work outside the scope of what we customarily perform for you will be discussed with you **before** any work is started.

## **Fees and Charges**

Fees are determined either by negotiated quote or by the amount of time spent on performing professional services for you, taking into account the skills, specialised knowledge and responsibilities required.

We may withdraw our services and decline to continue further work until the fee is paid in full or until an acceptable repayment arrangement is installed. Should services be withdrawn we will not be held liable for any penalties or interest charged as a result of late filing of tax returns or other documents.

We reserve the right to charge a late payment penalty and interest on the balance outstanding after the due date at a rate of 1.5% per calendar month or part thereof compounded from due date to date of actual payment.

If a client's debt is passed onto a third party, the client will incur ALL associated costs, including debt collection process cancellation fees if incurred.

## **Information and Disclosure**

The conduct of this engagement is in accordance with the professional standards, rules and ethical requirements of the of Chartered Accountants Australia and New Zealand Inc. Information we obtain in the course of this engagement is subject to confidentiality requirements, in addition to our obligations under the Privacy Act 1993. We will not disclose that information to other parties, without your express consent, except as required by law or professional obligations.

However, as members of Chartered Accountants Australia and New Zealand Inc., we are subject to and bound by the disciplinary procedures and rules of the Association, and our work and files are subject to the practice review rules of the Association under which compliance with professional standards by members is monitored. These procedures and rules require us to disclose to the Association, its reviewers and/or its disciplinary bodies our files and work papers including client information.

## **Authorization for Inland Revenue (IRD)/ACC:**

I/We authorize Dent and Heath to complete the compilation of our Financial Statements and other related tax returns. I/We understand that a compilation is limited to the collection and summarisation of the financial information supplied by me/us and does not involve the verification of that information.

Pursuant to the Privacy Act 1993, I/We authorize Dent and Heath to obtain whatever information is required from third parties to complete the preparation of our financial statements and to obtain information from the Inland Revenue Department from time to time regarding my tax affairs. This includes obtaining information via online services available on Inland Revenue's website.

You authorize our organization to act as your agent for ACC levy purposes for all associated entities. This authorization allows Dent and Heath to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services.