

Practices, Policies and Procedures Addendum – Accounting & Consulting Services

Terms of the Engagement

This additional information is included in the agreement between the firm (“us” or “we”) and you, the client.

1.1 The Engagement

The terms in the engagement letter and in this addendum are the entire agreement to hire us to do the tasks listed in the engagement letter. This is called *the engagement*. Once the engagement starts, this agreement will be retroactive to the date we first provided services under the engagement letter.

1.8 When the engagement starts.

The engagement starts when you click *accept* to sign this letter and authorize payment of the [REFUNDABLE]/[NON REFUNDABLE] deposit. Once we get started, we may discover other items that may need to be addressed in addition to those tasks listed in the engagement letter. We will let you know if there are other items that need to be addressed and can do the additional work if needed, but we will need to sign a new engagement letter.

1.9 Your responsibilities.

You are responsible for letting us know about known or suspected fraud that would affect this engagement. Although we will let you know if we find anything unusual, you cannot rely upon us to find errors, irregularities, illegal acts or fraud. Most importantly, you are solely responsible for making sure you and your company are complying with the law.

You agree to give us the information we need to complete our work and to give us unrestricted access to your financial and business records, including login credentials to any accounting software and an opportunity to talk with anyone that may have information that we need for our work. Although professional standards require us to look at some details more closely than others, we will not audit or otherwise review your financial records for accuracy or completeness. We rely on you to be truthful and forthcoming.

[BOOKKEEPING - From time to time, we will give you a general ledger account listing. You are responsible for letting us know if any of the entries need to be changed.]

[FINANCIAL STATEMENTS / REVIEW / AUDIT – During the course of the engagement, we may suggest adjusting journal entries or advise you about accounting principles, but you have final responsibility for the financial statements].

You also agree to keep us updated with your most current contact information and to pay our bills on time. You are welcome to consult with other accounting professionals at any time.

1.10 Management’s Responsibilities.