

Grove Bookkeeping Services

- ✓ Bookkeeping
- ✓ Tax Preparation

www.grovebookkeeping.ca



Bookkeeping Engagement Letter

Date

Name

Company Name

Address

The above mentioned name & company will be known as “the client” throughout this document. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

Beginning _____ (date), we will provide the following bookkeeping services:

1. Setup in Simply Accounting (if applicable)
2. Record journals
3. Post general ledger & other ledgers as necessary
4. Reconcile bank statements & do adjustments
5. Prepare HST remittances (if applicable)
6. Post earnings records
7. Prepare and record payroll records, taxes & cheques as necessary
8. Produce reports as requested
9. Other bookkeeping services: _____

We will rely on the accuracy and completeness of the documents and information you provide to us. However, it may be necessary to ask you for clarification of some of the information you provide, and we will inform you of any material errors, fraud or other illegal acts that come to our attention, unless they are clearly inconsequential.

Client is responsible to provide the following documents:

1. Cash receipts & deposit slips
2. Cash disbursements & bank statements
3. Check register and prior year’s tax return (if necessary)
4. Business license and registration information
5. Copies of purchase/lease contracts and loan agreements
6. Detailed list of company assets (description, date of acquisition, original cost and current value)
7. Other documents necessary for correct account reporting.

Client agrees these documents should be forwarded to our office on a monthly basis, as this will enable us to provide you with a current, meaningful and useful financial statement. Any failure to provide such documents and information on a timely