

Terms and Conditions of Engagement (Limited company)

Specific conditions attached to the fee

1. Your year-end is automatically changed to 31st March to match the tax year
2. Your confirmation statement is automatically filed each year prepared on the information we hold on file. We therefore rely on you updating us with your details immediately throughout the year.
3. You provide required paperwork on first request
4. You will receive only one follow up reminder in June
5. All records should be provided before 30th June each year
6. Your bookkeeping records are completed on Xero bookkeeping Software
7. Your year-end Trial Balance within Xero is fully reconciled (full details of what is meant by this can be found on our website at: <https://www.a4g-llp.co.uk/client-information/fully-reconciled-trial-balance>)
8. We will prepare the Accounts based on the reconciliations which are shown within Xero with only small adjustments if we can clearly identify an error which does not require in depth investigation.
9. If the company's turnover is over the VAT threshold of £85,000, then you complete the VAT return yourself and the periods run in line with the year end
10. The business does not require an audit
11. Your business size remains as a Micro-Entity under the following criteria:
 - Turnover remains below £632,000
 - Balance sheet value is below £316,000
 - You have less than 10 employees
12. You have no more than 10 fixed assets of which none are under hire purchase
13. You have no more than 3 sources of income shown on your personal tax return being:
 - Salary from this company
 - Dividends from this company
 - Personal bank interest (from no more than 3 bank accounts, excluding ISAs)
14. You have no additional employees joining nor any employees leaving the company during this agreement period
15. Payment of our fees is by direct debit (See below)
16. You provided all paperwork to us electronically by uploading to the A4G interactive self-assessment tax checklist in our client portal at <https://portal.a4g-llp.co.uk/>