

## **Terms and Conditions of Engagement (Sole Trade)**

### **Specific conditions attached to the fee**

1. Your year-end is either 31<sup>st</sup> March or 5<sup>th</sup> April to match the tax year
2. You provide required paperwork on first request
3. You will receive only one follow up reminder
4. All records should be provided before 31<sup>st</sup> July each year an additional £200 plus VAT surcharge will be applied should records arrive after this date
5. Your bookkeeping records are completed on our A4G bookkeeping Spreadsheet (soon to be moved over to online Xero bookkeeping Software due to HMRC's Making Tax Digital requirements)
6. **OR** 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 information you provide to us 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 level of income does not differ substantially from last year
11. You have no more than 2 fixed assets of which none are under hire purchase
12. You have no more than 3 sources of income shown on your personal tax return being:
  - Sole Trade (no more than 1 business)
  - employment/pension income (no more than 1 P60)
  - Personal bank interest (from no more than 3 bank accounts, excluding ISAs)
13. Payment of our fees is by direct debit (See below)
14. 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/>