

Contact Name
Company Name
Address

Date

Dear Name:

This letter confirms the terms of our appointment as your Bookkeeper and it outlines the terms, nature and extent of the services we will be providing.

We will perform such accounting and bookkeeping functions as are required to maintain your accounting records in a proper manner. We will not produce financial statements or income tax returns during this engagement. The services provided under this engagement are not designed to detect fraud or error. You will supply all necessary information and will be responsible for its accuracy and completeness.

We will maintain a general ledger, accounts receivable ledger, accounts payable ledger and a payroll register for your company. You will review and approve all journal entries, transaction classifications and account codes determined or changed by our firm. Without limiting the extent of the work we may provide for you, we will perform the following functions at the specified intervals:

Monthly or semi-monthly

- Produce payroll cheques for your approval from time records and other information provided by you
- Produce cheques and related reports for payroll deductions and benefits
- Prepare Source Deductions return
- Record sales and taxes collected from invoices prepared by you
- Prepare PST return
- Record bank transactions from bank statements and deposit records provided by you
- Post other transactions from information provided by you
- Reconcile selected accounts

Quarterly or annually

- Prepare GST/HST return

Annually

- Prepare employee T4, contractor T5018 reports as required
 - Prepare WSIB annual reconciliation report
- Provide general ledger, accounts receivable, accounts payable, payroll records and other reports as required for your accountant to prepare the year end financial statements
 - Respond to accountant's inquiries at year end

Our fees are based on the complexity and nature of the work and the degree of responsibility and skill required. Any disbursements will be added to our invoice. All billings are due upon presentation, unless other arrangements have been made in advance.

In order to complete our engagement, we will require access to certain personal information. You hereby represent to us that you have obtained all consents that are required under applicable privacy legislation for the collection, use and disclosure to us of personal information. We will manage all personal information in compliance with the Privacy Code.

The above terms will remain in effect from year to year unless amended in writing by both parties or terminated by written notice from either party. Upon termination of this engagement, we will invoice you for any unbilled fees and expenses. Further, you agree to pay your account to the date of termination upon receipt of our invoice. We shall be pleased to discuss the contents of this letter with you at any time, and to explain the reasons for any items.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please sign the copy of this letter in the space provided and return it to us.

Yours truly,

Heidi Bornstein, Bookkeeper
Date

The services set out in the foregoing letter are in accordance with our requirements. The terms set out are acceptable to us and are hereby agreed to.

Company
Contact Name, Date