

## **LAMBERT CHAPMAN LLP**

### **TERMS OF BUSINESS – Book-keeping**

We are bound by the ethical guidelines of The Institute of Chartered Accountants in England and Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

1. Where we have been instructed, we will advise you on the type of system that is most appropriate for your type of business and will bear in mind the level and number of transactions taking place. Where a system is already in place we will review this system and make recommendations if improvements can be made.
2. Once the bookkeeping system is in operation we will enter the daily accounting transactions onto the system for the period agreed with the business.
3. In order to ensure that the bookkeeping is maintained correctly we will require the following information to be sent to us within ten days of the period end:
  - a. Bank statements for the period including current, deposit, credit card and loan accounts.
  - b. Purchase invoices for the period including any expenses claims, these should include an indication of payment where appropriate
  - c. Sales invoices for the period including an indication of receipt where appropriate
  - d. Cheque book stubs for the period which should be completed with details of payee
  - e. Paying in book slips for the period which should be completed with details
  - f. Note of any petty cash payments made in the period together with receipts
  - g. Copies of any loan, hire purchase or lease agreements taken out during the period.
  - h. Any other information that may be relevant to the business