

ERSKINE-SHAW ACCOUNTANTS LIMITED

ACCOUNTANTS & BUSINESS ADVISORS

1197 Tutanekai Street, Rotorua | PO Box 506 | Rotorua 3040 | New Zealand
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March 2024

Dear Client,

We are required by the Inland Revenue Department to obtain a letter of engagement from all our clients.

The purpose of this letter is to outline the nature of our involvement with your financial statements for the year ending 31st March 2024 and all following financial years. As agreed, we will compile financial statements, in accordance with the Service Engagement Standard No2 applicable to compilation engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information nor attempt to determine whether the statements contain departures from generally accepted accounting principles. We will require a Disclaimer of Liability statement and Compilation Report to be attached to the financial statements.

We are also required to attach a Disclaimer of Liability statement to all financial statements issued by our firm so that any person who examines those statements is made aware of the duties we have performed. Since we shall not be conducting an audit on the accounting records, we shall be unable to express an opinion as to whether the statements show a true and fair view of your financial position and results.

Our services will not result in the expression of an audit opinion or any other form of assurance on the financial statements nor the fulfilling of any statutory or other audit requirement.

Information and Disclosure

The conduct of this engagement is in accordance with professional standards. Information we obtain in the course of this engagement is subject to confidentiality requirements, in addition to our obligations under the Privacy Act 1993. We will not disclose that information to other parties, without your express consent, except as required by law or professional obligations.

It is understood and agreed that:

- (a) You will provide us with the accurate and complete information necessary to compile such statements with any personal income and expenditure excluded or highlighted;
- (b) The responsibility for the accuracy and completeness of the assertions in the financial statements remains with you;
- (c) You will attach our Disclaimer of Liability statement when distributing the financial statements to third parties;
- (d) The financial statements will be prepared in accordance with acceptable accounting principles, which includes Statements of Standard Accounting Practice;
- (e) You accept responsibility for all other records and information supplied to us;

(f) You accept responsibility for any failure to supply us with all relevant records and information.

This engagement cannot be relied upon to prevent or detect fraud and error. We wish to emphasise that control over responsibility for the prevention and detection of fraud and error must remain with your management.

We understand that we are to prepare the relevant Income tax returns for you and we will use our address to receive the tax assessment statements, which we are responsible for checking. We shall endeavour to advise the amounts and due dates of tax instalments, however, the responsibility for paying the correct tax and paying on time rests with you and not ourselves as agents. Any penalties or use of money interest arising from lateness, error, estimates or for any other reason are payable by you as the taxpayer. We shall give you every assistance in meeting your obligations but any advice on payments and / or reminder letters received from us should be reviewed by yourself to check that the payment proposed appears reasonable and that the date of payment is correct. We will not balance your GST payments as these are prepared by you during the year.

The arrangements outlined in this letter will remain in force from year to year until varied by us in writing to you, or until cancelled by either of us by notice in writing to the other.

If you have any questions regarding the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please **sign this letter and the Authority to Act** in the spaces provided and return to us.

Yours faithfully
ERSKINE-SHAW ACCOUNTANTS LIMITED



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THE SERVICES AND TERMS SET OUT ABOVE ARE AS AGREED.

I / We also give you my full authority to contact my Bank or any other financial organisation, my Lawyer, ACC, WINZ and the Inland Revenue Department, for any purpose relating to my affairs. This authority also applies for the client linking system with the Inland Revenue Department. I / We acknowledge that this information would not otherwise be available due to the Privacy Act restriction, however I / We give my full authority for this statement to be used as written confirmation of my agreement to you obtaining information from my Bank, Lawyer and the Inland Revenue Department. We also acknowledge that your Director and / or staff have access to our bank account for the preparation and transfer of wages / creditors and / or general business payments as per the bank authorities signed by us with our bank.

Signature.....

Designation..... Date.....

ACC - GIVING ACCESS TO AN AGENT

I / We authorise the following organisation and its representatives to access my ACC levy account information.

Name of organisation:	Erskine-Shaw Accountants Limited
Representatives:	Brian Erskine-Shaw and Tim Erskine-Shaw
Postal Address:	PO Box 506 ROTORUA 3040
Email Address:	<u>office@esaccountants.co.nz</u>
Phone:	07 348 5744
Fax:	07 349 1940

Full Name

Signature

Full Name

Signature