Thank you for engaging us to carry out the Year End accounts preparation. This document sets out the basis on which we are engaged and to clarify our respective responsibilities.

Confirmation of your acceptance of the Year End date must be received by us by the **13th March**

**2024** as thereafter it will be released to those on our waiting list. Please confirm by return the

third page of this letter by email by the **13th March 2024**.

## **1. Your responsibility as the Responsible Finance Officer**

**1.1** Our work will be carried out on the basis that you acknowledge and understand that you have

responsibility to provide:

**(a)** A full record of Receipts and Payments

**(b)** Copies of purchase and sales invoices where appropriate, for debtors and creditors

**(c)** List of any Accruals, Prepayments and Receipts in Advance

(**d)** List of Council agreed Ear Marked Reserve movements

**(e)** Reconciled cash books and control accounts for all bank/investment accounts held by the Council and any petty cash accounts, to be reconciled as at the 31st March 2024 and final Bank Statements to be available. Building Society Account passbooks to be up to date.

**(f)** Check the Signed off 2023 Annual Return matches the comparative figures in the 2024 accounts

**(g)** VAT returns to have been completed for all relevant VAT return periods and copies to be supplied

**(h)** VAT return to be compared to nominal control and any discrepancies highlighted

**(i)** Where appropriate, purchase and sales ledger controls are checked.

**(j)** Please ensure that you have entered the budget for 2024/25 in to the Next Year budget column, prior to our visit, as this will then be transferred as part of the year end closedown to the new financial year.

**(k)** Schedule of all Fixed Assets to be provided

**(l)** Copies of statements received in year from Public Works Loan Board (PWLB) concerning loan account balances.

**(m)** List of Debtors, Creditors, Prepayments, Receipt in Advance, Accruals where relevant.

**(n)** Complete the enclosed checklist after the February month end and email to Rialtas customer accounts by **13th March 2024**  failure to do these checks and email them may result in an additional charge

## **2. Our responsibilities**

**2.1** We will use the accounting records and documentation as outlined above to prepare your year

end accounts:

**(a)** Complete the year end closedown using our software

**(b)** Prepare the figures for the council to complete the Annual Return, and provide supporting accounting statements

**(c)** Assist in the preparation of the variances analysis if required

**(d)** Create the new financial year on our software or where you have created the new financial year we will update the opening balances

**(e)** We will check the budget figures in the new financial year

## **3. Other Terms**

**(a)** Our work will not be an audit of the financial statements in accordance with International Standards of Auditing (UK and Ireland). Accordingly, we will not obtain any evidence relating to entries in the accounting records, or to the financial statements or to the disclosures in the financial statements. Nor will we make any assessment of the estimates and judgements made by you in the preparation of the financial statements. Consequently, our work will not provide any assurance that the accounting records or the financial statements are free from material misstatement, whether caused by fraud, or other irregularities or error.

**(b)** Businesses that provide professional accountancy, tax or bookkeeping services are known as 'Accountancy Service Providers'. The Money Laundering Regulations require Accountancy Service Providers to register with HMRC if they're not already supervised by a professional body. This supervision involves the periodic review of such businesses to ensure they have appropriate internal controls, valid and adequate Professional Indemnity Insurance cover in place'. We recommend you check the status of your provider of such services. RBS Software comply with these HMRC requirements, thus offering their clients the appropriate level of protection and security. For more details please refer to the HMRC website - http://www.hmrc.gov.uk/mlr. A copy of our Indemnity Insurance is available upon request.

## **4. Date of Year End Closedown**

Whilst we have tried to accommodate everyone’s date requirements, you may find that we have not been able to give you the exact date that you required but I hope that you will be able to work with us and agree to the date in the email. Our remaining dates available for this service in are June 2024.

## **5. Fees**

If you cancel the Year End once it has been confirmed you will still be charged in full, unless you rebook.

## **6. Acceptance of Terms**

The terms set out in this letter shall constitute the terms of our engagement. Please confirm your

acceptance by dating and countersigning the copy and returning it to us by the 13th March 2024,

thereafter the date will be released to a client on our waiting list.

## **TO BE RETURNED NO LATER THAN 13th March 2023**

To: Rialtas Business Solutions Ltd

I confirm that I have read and understood the contents of the letter and that they accurately reflect

the services that I have instructed you to provide.

I confirm that I accept the date of the Year End as included in the email, which is:

**Date**: ………………………………………………… **Rialtas Consultant:** ……………………………………………………..

I confirm that the member of staff dealing with the year end on the day is:

**Name** …………………………………………………………………………………………………………………………………………..

**Contact Email** ……………………………………………………………………………………………………………………………..

**Contact Telephone Number** ……………………………………………………………………………………………………….

I confirm I will carry out the checks as per the included checklist, and notify Rialtas support of any

discrepancies by 13th March, as I understand that failure to do these checks and report any

discrepancies may result in an additional charge.

I hereby accept the terms of this letter on behalf of the Council as their Responsible Finance Officer.

**Signed**: ………………………………………………………………….. **Dated**: ………………………………………………...

**Name**: ………………………………………………………………….. **Position**: ……………………………………………...

**Council Name:** …………………………………………………………………………………………………………………………….