

ACCOUNTANT / BOOKKEEPER ENGAGEMENT LETTER

Dear _____,

1. **THE PARTIES.** This Accountant/Bookkeeper Engagement Letter (the "Letter") confirms the services of _____ (the "Accountant/Bookkeeper") requested by _____ (the "Client") on this date of _____.

Whereas the Client and Accountant/Bookkeeper (the "Parties") agree to the following terms and conditions for the Accountant's/Bookkeeper's services, as an independent contractor, in exchange for fees:

2. **SERVICES.** The Accountant/Bookkeeper agrees to provide the following services: (check all that apply)

- ☐ - Accounts Payable
- ☐ - Accounts Receivable
- ☐ - Audit
- ☐ - Bank Reconciliation
- ☐ - Bill Payment
- ☐ - Budget Preparation
- ☐ - Customized Reports
- ☐ - Detailed General Ledgers
- ☐ - Financial Statements
- ☐ - General Bookkeeping
- ☐ - Payroll and Check Registers
- ☐ - Tax Calculation & Filing
- ☐ - Other: _____

The aforementioned selections shall be referred to as the "Services." The Accountant/Bookkeeper shall conduct the Services within the specifications and guidelines set by the Client. The Accountant/Bookkeeper shall, at all times, observe and comply with generally accepted bookkeeping and accounting practices and standards while complying with all Federal and State laws, regulations, and procedures when completing their Services in accordance with this Letter.

3. **FEES.** The Client agrees to pay the Accountant/Bookkeeper: (check one)

- ☐ - Per Hour, \$ _____ / hour for providing the Services.
- ☐ - Fixed Amount, \$ _____ as the total amount for the Services.
- ☐ - Other, _____

Sample Bookkeeping Letter

JL Elias



Sample Bookkeeping Letter:

Practical Bookkeeping James Bray Griffith, 1918 **A Guide to Forensic Accounting Investigation** Thomas W. Golden, Steven L. Skalak, Mona M. Clayton, 2006-03-31 Today's demanding marketplace expects auditors to take responsibility for fraud detection and this expectation is buoyed by such legislation as the Sarbanes Oxley Act and the Auditing Standard SAS99 which requires increased performance on the part of the auditor to find material financial statement fraud Written by three of the best forensic accountants and auditors Thomas W Golden Steven L Skalak and Mona M Clayton The Auditor's Guide to Forensic Accounting Investigation explores exactly what assurances auditors should provide and suggests alternatives to giving the capital markets more of what they are requiring greater assurances that the financial statements they rely upon for investment decisions are free of material error including fraud It reveals the surprising complexity of fraud deterrence detection and investigation and offers a step by step approach to understanding that complexity From basic techniques to intricate tests and technologies The Auditor's Guide to Forensic Accounting Investigation is a rich multifaceted and fascinating answer to the need for wiser savvy better trained financial statement and internal auditors who are thoroughly familiar with fraud detection techniques and the intricate demanding work of forensic accounting specialists

Practice Aid: Audit and Accounting Manual, 2017 AICPA, 2017-08-14 This one stop shop summarizes applicable requirements and delivers how to advice to help practitioners plan and perform an audit A valuable resource featuring new updates for the issuance of SAS No 132 The Auditor's Consideration of an Entity's Ability to Continue as a Going Concern this guide provides illustrative examples sample forms and helpful techniques that small and medium sized firms need to streamline their audit engagements **CPA's Guide to Effective Engagement Letters** Ron Klein, Ric Rosario, Suzanne M. Holl, 2007 Audit and Accounting Manual: Nonauthoritative Practice Aid, 2019 AICPA, 2019-08-06 This comprehensive step by step guide provides a plain English approach to planning and performing audits In this handy resource accountants and auditors will find updates for the issuance of SAS No 132 The Auditor's Consideration of an Entity's Ability to Continue as a Going Concern with illustrative examples sample forms and helpful techniques ideal for small and medium sized firms Key Features include Comprehensive and step by step guidance on the performance of an audit Numerous alerts that address the current year developments in a variety of areas Illustrative examples and forms to facilitate hands on performance of the audit **Audit and Accounting Manual** AICPA, 2020-09-16 This comprehensive step by step guide provides a plain English approach to planning and performing audits In one handy resource you'll find applicable requirements and how to advice This edition includes updates for the issuance of SAS No 133 Auditor Involvement with Exempt Offering Documents Update boxes have been added for SAS No 134 137 138 and 139 You'll find illustrative examples sample forms and helpful techniques ideal for small and medium sized firms **Accounting Ethics: Crisis in accounting ethics** J. Edward Ketz, 2006 The ruination of investors in Enron WorldCom Waste Management Aldelphia Tyco and scores of other business

concerns has raised questions about the adequacy and relevance of academic research into accounting ethics as well as the ethical nature of professional parties This research collection includes important papers from key journals and books that reassess theories research studies and professional practices in the field of accounting ethics In addition to examining the current crisis in the creditability of financial reports many of the papers here work toward developing a body of knowledge that will protect the investing public in the future

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Accounting Manual for Federal Credit Unions United States. National Credit Union Administration,1989 U.S. Master Accounting Guide (2008) John C. Wisdom,James R. Hasselback,2008-04 CCH s U S Master Accounting Guide distills key accounting business legal and financial information into a convenient handy and affordable package for the accountant s fingertip reference Hundreds of updates are reflected across the broad coverage areas in the 2008 Edition including critical tax developments accounting standards changes financial developments and much more affecting every chapter in the book

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Committee on Ways and Means, 1984 **Accounting Fraud** Emma Williams, AI, 2025-02-27 Accounting Fraud explores the world of financial deception offering insights into fraud schemes and forensic accounting techniques This book is essential for understanding how companies manipulate financial statements examining methods like revenue recognition fraud and expense manipulation A key takeaway is the critical role of accounting professionals in fraud prevention emphasizing that ethical conduct and professional skepticism are vital in maintaining financial integrity The book uniquely balances the methods of fraud with strategies for detection and prevention using case studies and financial statement analysis to illustrate real world examples It begins by detailing common fraud schemes progresses to forensic accounting investigation techniques such as data analytics and document examination and culminates in a discussion of fraud prevention strategies like internal controls and whistleblower programs Readers will gain practical knowledge applicable to strengthening internal controls and conducting forensic accounting investigations

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