

## 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

**Albert Claire Hodge**

A red circular graphic with a gradient, appearing as a stylized arrow or a decorative element, positioned to the right of the name bar.

## **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

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**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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Appropriation cost and property accounting (field) United States. Navy Department. Office of the Comptroller,1991 The

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