

AGREEMENT FOR FINANCIAL STATEMENT COMPILATION SERVICES

ENGAGEMENT LETTER

This Agreement is entered into on this _____ day of _____, 20____, by and between:

The CPA Firm:

Firm Name: _____

Address: _____

Represented by: _____

And

The Client:

Company/Entity Name: _____

Address: _____

Represented by: _____

1. SCOPE OF SERVICES

The CPA Firm will perform a compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA). The compilation will consist of presenting in the form of financial statements information that is the representation of management, without undertaking to express any assurance on the financial statements.

The financial statements to be compiled include the Balance Sheet, Income Statement, Statement of Cash Flows, and the related notes for the period ending _____, 20____.

2. CPA FIRM RESPONSIBILITIES

The objective of our engagement is to apply accounting and financial reporting expertise to assist management in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the _____ financial reporting framework.

Since a compilation engagement is not an audit or a review, we will not verify the accuracy or completeness of the information provided by management and we will not express an opinion or a conclusion or provide any assurance on the financial statements.

3. CLIENT RESPONSIBILITIES

The engagement is conducted on the basis that Management acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
2. For the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of the financial statements.
3. For preventing and detecting fraud.
4. To provide us with access to all info of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and any additional information we may request for the purpose of the compilation.

4. REPORTING AND DELIVERABLES

We will issue a written report upon completion of the compilation. Our report is expected to state that we did not audit or review the financial statements and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation, we will not issue a report on such statements as a result of this engagement.

5. FEES AND BILLING

Our fees for these services will be based on _____, plus out-of-pocket expenses. An initial retainer of \$ _____ is required upon signing this agreement. Invoices are due and payable _____.

6. GOVERNING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of _____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

For the CPA Firm:

Signature

Print Name: _____

Title: _____

Date: _____

For the Client:

Signature

Print Name: _____

Title: _____

Date: _____