

FINANCIAL STATEMENT COMPILATION SERVICES AGREEMENT

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

The Client:

The Provider:

1. SCOPE OF SERVICES

The Provider shall perform a compilation engagement in accordance with Statement on Standards for Accounting and Review Services (SSARS) promulgated by the American Institute of Certified Public Accountants (AICPA) for the following financial statements:

- ☐ Balance Sheet
- ☐ Income Statement / Statement of Operations
- ☐ Statement of Cash Flows
- ☐ Statement of Retained Earnings / Members' Equity
- ☐ Accompanying Notes to the Financial Statements

For the period ending: _____

2. OBJECTIVE OF A COMPILATION

The objective of a compilation is to assist management in presenting financial information in the form 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 conformity with the applicable financial reporting framework.

The Provider will not audit or review the financial statements and, accordingly, will not express an opinion or provide any assurance on them.

3. CLIENT RESPONSIBILITIES

The Client acknowledges and agrees that they are responsible for:

1. The preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
2. The design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of the financial statements.
3. Preventing and detecting fraud.
4. Ensuring that the Entity complies with the laws and regulations applicable to its activities.
5. Providing the Provider with access to all financial records and related information needed to complete the compilation.

4. PROVIDER RESPONSIBILITIES AND LIMITATIONS

The Provider will conduct the compilation in accordance with applicable professional standards. A compilation does not contemplate obtaining an understanding of internal control, assessing control risk, testing accounting records, or obtaining corroborating evidence. Consequently, this engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist.

5. REPORTING

As part of the engagement, the Provider will issue a compilation report. If the Provider is not independent of the Client, that relationship will be disclosed in the compilation report. If management elects to omit substantially all disclosures required by the applicable financial reporting framework, the compilation report will be modified to indicate this omission.

6. FEES AND PAYMENT TERMS

The fee for the compilation services described herein is established as:

Payment is due under the following terms: _____

7. TERM AND TERMINATION

This Agreement shall commence on the date first written above and will terminate upon delivery of the compiled financial statements and final compilation report, unless terminated earlier by either party upon written notice.

8. 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 CLIENT:

FOR THE PROVIDER:

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE