

ANNUAL FINANCIAL STATEMENT COMPILATION CONTRACT

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

Provider: _____

Address: _____

(hereinafter referred to as the "Accountant"), and

Client: _____

Address: _____

(hereinafter referred to as the "Client").

1. SCOPE OF SERVICES

The Accountant will conduct a compilation of the annual financial statements of the Client, which comprise the balance sheet, the related statements of income, retained earnings, and cash flows for the fiscal year ending _____, 20____.

The Accountant will not audit or review such financial statements and will not express an opinion or any other form of assurance on them. The compilation will be performed in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the AICPA.

2. ACCOUNTANT RESPONSIBILITIES

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.

The Accountant is not required to, and will not, verify the accuracy or completeness of the information provided by the Client. If the Accountant becomes aware that information provided is incorrect or incomplete, the Accountant will request additional or corrected information.

3. CLIENT RESPONSIBILITIES

The Client is responsible for:

1. The preparation and fair presentation of the financial statements in accordance with _____.
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 Client complies with the laws and regulations applicable to its activities.
5. Providing the Accountant with access to all financial records, documentation, and personnel necessary to complete the services.

4. FEES AND BILLING

The fee for the compilation services described herein is estimated to be _____. This fee is based on the assumption that the Client's records are complete and organized. Additional services outside this scope will be billed at an hourly rate of _____.

A retainer of _____ is due upon signing this Agreement. Progress billings will be issued monthly, and payment is due upon receipt of invoice.

5. TERMINATION

Either party may terminate this Agreement at any time by providing written notice of _____ days to the other party. Upon termination, the Client shall pay the Accountant for all services rendered and expenses incurred up to the date of termination.

6. GOVERNING LAW

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

CLIENT:

By (Authorized Signature)

Printed Name

Title

Date

ACCOUNTANT:

By (Authorized Signature)

Printed Name

Title

Date