

ENGAGEMENT LETTERS

VAT

SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business.

- 1.1 The purpose of this document is to set out the basis on which we, Burrows Scarborough, will act in relation to your VAT affairs and our respective areas of responsibility.
- 1.2 You are legally responsible for making correct VAT returns, and for payment of any VAT liabilities on time.
- 1.3 Our appointment as agents does not absolve you from your statutory obligations.
- 1.4 Our only responsibilities arise from those specifically agreed upon between us in respect of our professional services.
- 1.5 We would draw your attention to the normal time limit for online filing of returns, being one month and seven days from the end of the period covered by the return. By this time, the return must be authorised by you (or a duly authorised person) and be electronically held by Customs. Substantial penalties may arise if this time limit is not observed. It is therefore essential that we, as your agent, are supplied with all relevant information in good time so that we can complete the return on your behalf.
- 1.6 We shall be responsible for preparing your VAT returns from the records of the business. We shall not audit or otherwise check the underlying records. When the VAT return has been completed from the information supplied, we shall telephone you with the figures or send you the figures electronically for you to review and authorise. Upon receipt of your authorisation we shall submit the return to Customs. If you think the return is incorrect please consult us immediately.
- 1.7 Whilst we shall prepare the returns as accurately as possible from the information made available to us, we can take no responsibility for the completeness and accuracy of the information which is supplied to us. In particular, we can accept no responsibility for any default surcharge that may arise if:
 - the books and records are not available to us within 14 days of the return deadline;
 - the books and records prove to be incomplete or unclear, thereby delaying the preparation and submission of the VAT return; or
 - you fail to authorise submission of the return to Customs on time after we have sent the figures to you for.
- 1.8 In order for us to prepare the VAT returns, we shall require the following information:
 - (1) Debit and credit notes received or issued in the relevant period;
 - (2) The Books and records required (e.g. "sales day book, cash book, petty cash book and bank statements") for the relevant period;

- (3) Details of errors for which adjustment is now required;
- (4) Details of all transactions which will not be covered by the above whether trading or otherwise;
- (5) Details of special rulings by Customs;
- (6) Details of any VAT penalty notices with ongoing relevance;

in respect of all transactions which have come to light since the last VAT return was prepared, and which require adjustment.

- 1.9 We shall provide consultancy advice on VAT matters (such as specific transactions which are contemplated) as and when requested to do so by yourselves.