

**DRAFT CLIENT ENGAGEMENT LETTER**

16 February, 2006

Clients Name  
Clients Address

Dear Sir

**Review of Financial Requirements for Licensing**

This letter to is confirm your instructions to provide a financial report in respect of the Financial Requirements for Licensing as prescribed by the Building Services Authority (BSA). We will not perform an audit and accordingly we will not be expressing an audit opinion. We advise that this review engagement will not satisfy any statutory or third party requirement for an audit. Accordingly, we will be providing a statement that you have met the BSA's minimum financial requirements for licensing and a statement of negative assurance, that nothing has come to our attention to cause us to believe that the financial information is not fairly stated.

We wish to advise that ..... will be attending your office on ..... at ..... to carry out the review. The procedures to be conducted are as set out in the attached Review Control Sheet.

To ensure there is minimum disruption to your time and to your business, could you please ensure that the following information is made available for inspection on .....

1. The most recent profit and loss statement, balance sheet and trial balance
2. Bank statements as at .....
3. The bank reconciliation as at .....
4. Aged debtors and aged creditors listing as at .....
5. Cheque books for last 2 months
6. Depreciation schedule
7. Schedule of current work in progress including costs to date and progress claims made as at .....
8. Schedule of retentions (*if not included in the debtors listing*), as at .....

Would you please complete and sign the attached questionnaire prior to our visit.

Please note that responsibility for the financial information, including adequate disclosure, is that of the management of the business (regardless of any assistance provided by us in the preparation of the financial information). This includes the maintenance of adequate accounting records and internal controls and the selection and application of accounting policies. As part of our review process, we may request written representations from management concerning assertions made in connection with the review.

Our engagement cannot be relied upon to disclose errors, irregularities or illegal acts, including fraud or defalcations that may exist. We will, however, inform you of any such matters that come to our attention.

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our review.

Yours faithfully

Partner

**Acknowledged on behalf of**

\_\_\_\_\_

*(entity)*

*by* \_\_\_\_\_

*(sign)*

**Please also print name, title and date**