

## APPENDIX 20



### **Accountant's report to the board of directors on the preparation of the unaudited statutory financial statements of [name of entity] (The Company) for the [year][period] ended [date]**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of the company for the [year/period] ended [date] which comprises of [the profit and loss account, the balance sheet, and explanatory notes] from the company's accounting records and from information and explanations which you have provided us with.

As a member firm of the Institute of Financial Accountants (IFA), we are subject to its ethical and other professional requirements which are detailed at [ifa.org.uk/about-us/acting-in-the-public-interest/memberregulations](http://ifa.org.uk/about-us/acting-in-the-public-interest/memberregulations).

This report is made solely to the board of directors of the company, as a body, in accordance with the terms of our letter of engagement dated [insert date]. Our work has been undertaken solely to prepare for your approval the financial statements of the company, and state those matters that we have agreed to state to the board of directors of the company as a body, in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its board of directors as a body for our work or for this report.

It is your duty to ensure that the company has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and financial performance of the company. You consider that the company is exempt from the requirement to have a statutory audit for the [year/period].

We have not been instructed to carry out any assurance service on the financial statements of the company. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

[Name of practice]  
Financial Accountants

[Address]

[Date]