

## APPENDIX 24



### **Accountant's report to [name of client] (you) on the unaudited financial information of [trading name of sole trader], (your business) for the [year][period] ended [date]**

In accordance with our letter of engagement dated [insert date], we have prepared for your approval the financial information of your business for the [year][period] which comprises of [the profit and loss account, the balance sheet, and, explanatory notes] from the accounting records and 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](https://ifa.org.uk/about-us/acting-in-the-public-interest/memberregulations).

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

You have approved the financial information for and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation. You have confirmed that you know of no reason why your business requires an audit.

It is your duty to ensure that [trading name of sole trader/business] has kept adequate accounting records and to prepare accounts that give a true and fair view of the assets, liabilities, financial position and profit/[loss] of [name of sole trader/business]. You have confirmed that [name of sole trader/business] is exempt from the statutory audit requirement for the year ended [insert date].

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 financial information.

[Name of practice]  
Financial Accountant

[Address]

[Date]