

APPENDIX 16



[Name of accountant]

[Address of accountant]

[Date (*normally same date as the accountant's report*)]

Dear [Title] [Last name]

**[NAME OF SOLE TRADER]
LETTER OF REPRESENTATION FOR THE [YEAR/PERIOD] ENDED [DATE]**

I confirm that the following representations are made to you in connection with the preparation of the financial information for the [year/period] ended [date].

1. I acknowledge our responsibilities for preparing financial information which is appropriate to the business' circumstances and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your assignment and all the transactions undertaken by the business have been properly reflected and recorded in the accounting records. All other records and related information, of which I am aware, that is relevant to your assignment, have been made available to you.
2. I confirm that the accounting policies and estimation techniques adopted for the preparation of the financial information are the most appropriate to the circumstances in which the business operates. The measurement principles of [FRS 102 'The Financial Reporting Standards Applicable to the UK and Republic of Ireland'/FRS 105 'The Financial Reporting Standard Applicable to the Micro-Entity Regime'].
3. I acknowledge our responsibility for the design and implementation of internal controls to prevent and detect errors or fraud. I am unaware of any irregularities, including fraud and suspected fraud, involving management, employees or others who have significant roles in internal control, or those employed by the business where the fraud could have a material effect on the financial statements.
4. I am unaware of any breaches or possible breaches of statute, regulations, contracts or agreements which might result in the business suffering significant penalties or other loss.
5. The financial information has been prepared on a going concern basis as I believe that adequate cash resources will be available to cover the business's requirements for working capital and capital expenditure for at least the next twelve months. I am not aware of any other factors which could put into jeopardy the business's going concern status during or beyond this period.
6. There have been no events since the balance sheet date which necessitate revision of the figures included in the financial information. Should further material events

occur, which may necessitate revision of the figures included in the financial information, I will advise you accordingly.

7. I confirm that I have not requested that you audit the financial information. I acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.

Yours sincerely,

[Name]

Signed on behalf of the proprietor