

APPENDIX 25



Accountant's report to the trustees on the unaudited financial information of [name of trust] (the trust) 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 the trust for the [year][period] which comprises of [the income and expenditure 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.

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 the trust 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 the trustees, for our work, or for this report.

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 the information and explanations you have provided to us and we do not, therefore, express any opinion on the financial information.

[Name of practice]
Financial Accountants

[Address]

[Date]