

ACCA Engagement Letters

Working with PCP Limited (www.pcplimited.com)

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100. Background notes and instructions

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- 200. Prospective client letter and timetable
- 201. Confirmation of appointment for business clients
- 202. Fee terms letter
- 203. Notification of change in terms
- 204. Annual review
- 205. Disengagement

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- 300. Limited company
- 301. Charity
- 302. Solicitors
- 303. Pension scheme
- 304. Club or association
- 305. Limited liability partnerships
- 306. ATOL
- 307. Sole trader
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- 402. Charity - audit
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- 404. Pension scheme - appointment/acknowledgement
- 405. Pension scheme - audit of an occupational pension scheme
- 406. Pension - earmarked
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- 501. Sole trader - accounts preparation
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- 503. Charity - receipts and payments independent examiners' report
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- 505. Charity - incorporated audit exemption
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- 507. Industrial and provident society/friendly society – non-audit
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- 600. Personal tax
- 601. Corporation tax
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- 603. Tax consultancy / investigation
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Other services

- 700. Advisory services/ACCA business navigator
- 701. Assurance services/ACCA business assurance
- 702. Management accounting services
- 703. Cashflow/profit forecasts
- 704. Payroll services
- 705. VAT services
- 706. Bookkeeping services
- 707. Company secretarial services
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