

Scope of Bookkeeping Work Agreement

Client Name: _____



	Your Firm	Client Administrator	Client Director	Notes
SALES INVOICES				
Set up recurring sales invoices				
Raise One-off sales invoices				
Advise of any changes to recurring invoices				
Send out invoices from G/L				
BILLS/PURCHASE INVOICES				
Raise purchase orders in G/L				
Match purchase order invoices in G/L				
Email non-purchase order bills into Receipt Bank				
Process bills sent into Receipt Bank				
Advise which bills are due for payment				
Make payments from the bank for bills due				
Send remittance advice from G/L				
BANK RECONCILIATION				
Update bank feed in G/L (if no direct bank feed)				
Reconcile all transactions on G/L				
Answer bank reconciliation queries				
CREDIT CONTROL				
Mark customer payments when remittance advice received				
Chase overdue invoices for payment				
OTHER MONTHLY TASKS				
MONTH END				
Complete monthly bookkeeping working papers				
Generate monthly management reports				
SALES TAX (IF REQ'D) - STATE (S)				
Complete Sales Tax review				
File return				
YEAR END				
Liaise with team who complete the year end reporting for each year				
Update G/L with year-end adjustments				

INSTRUCTIONS OF USE

Scope creep is one of the biggest challenges facing accountants and bookkeepers. This worksheet enables you to focus on the details of your bookkeeping work, and helps you define the scope of the engagement between your team, and your client.

How to use it:

- Sit down with your client and help them understand the steps associated with the bookkeeping engagement, next, discuss who is responsible for each step - who in your firm, and who in the client's business is responsible.
- Distribute the responsibilities to different stakeholders, e.g. business owner, senior and junior bookkeepers. This way, the workload is spread evenly, and the client is dealing with the firm as opposed to just one bookkeeper.
- The worksheet serves as an additional agreement which both you and your client will sign. The work relationship will evolve, but this agreement will help you track that, and will be a reference point in case of any disputes.
- Review regularly with each client - at a minimum annually.

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