

## **Teefy Wolfe Accountants Pty Ltd Agreement of the Terms of our Engagement and the nature and limitations of the services we provide between**

Teefy Wolfe Accountants Pty Ltd ("Teefy Wolfe Accountants") ABN 89 612 122 808 and The Client for the Engagement of "Teefy Wolfe Accountants" to act as your Tax Agent for Accounting and Business Advisory purposes.

Teefy Wolfe Accountants have set out in this document our basic terms and conditions of business which, together with our Engagement Agreement, will apply to all services Teefy Wolfe Accountants undertake for you with respect to this Agreement. These services will be conducted in accordance with the relevant professional and ethical standards issued by the *Accounting Professional & Ethical Standards Board Limited (APESB)*. This Engagement will start from your date of signing. This engagement document will be effective for future years unless Teefy Wolfe Accountants issue an amended one to you.

### **Our Obligation**

Teefy Wolfe Accountants strive to act in the best interest of the client at all times using all reasonable commercial efforts to provide services in an efficient and timely manner, using the necessary skills and expertise to an appropriate professional standard. The scope of this Engagement Agreement is as follows:

1. Compile and formulate advice based on the information supplied by you to us.
2. Prepare and lodge Income Taxation Returns, Financials and other Statements as requested in time to meet lodgement deadlines (provided all requested documentation is provided by you to us 28 days prior the due date and our lodgement terms are met).
3. Adhere to our strict Privacy Policy Statement.

### **Your Obligation**

1. You agree to pay for the services in accordance with these Engagement Terms.
2. You provide Teefy Wolfe Accountants promptly with the information required for the performance of the service(s) including relevant documents, computer data files and other information as requested.
3. You have an appropriate time frame expectation to have the services completed. Teefy Wolfe Accountants will not accept responsibility for Australian Taxation Office penalties for late lodgement if documentation is provided outside of our standard process time frame.
4. The documentation and data you provide, or others provide on your behalf, will be relied upon for accuracy and completeness for the accounting records, particulars and information provided and disclosure of all material and relevant information.
5. You understand that any advice given to you is only an opinion based on our knowledge of your particular circumstances.
6. You have obligations under self-assessment to keep full and proper records in order to facilitate the preparation of accurate returns. It is your responsibility to keep those records for five (5) years.

### **Fees and Payment Terms**

Teefy Wolfe Accountants calculate all "Fees" based on the time taken to complete the task(s) including the expertise and skill to undertake the agreed task(s). Unless agreed between both parties, the following are standard fees:

<b>from</b>	\$150.00	Per Individual Tax Return
	\$ 50.00	Per additional Schedule
	\$ 90.00	Activity Statement Lodgement Fee
	\$60-\$200/ hr	Professional Time Rates *

*\*Rates will vary depending on the level of the Accountant(s), Time Rate details available on request.*

"Compliance activities Fees" including Tax Returns and Financials for Company, Trust, Partnership and Self-Managed Superannuation Funds will be calculated based on time and an upfront costing will be provided upon request. In some cases where the fee is in excess of \$500 you may be requested to pay 50% of the fee upfront with the remaining due upon completion of the task(s).

All prices listed in this Engagement are exclusive of GST. Teefy Wolfe Accountants will charge accordingly for any out of pocket expenses to complete your work and prices above are the minimum price only and subject to change depending on the complexity of your work, your response time to queries and your processing time on providing us with the requested documentation and data.

**Our strict trading terms for payment are 14 (fourteen) days from the date of the invoice and prior to lodgement**, unless other terms have been approved in writing by the Director of this firm. Payment options are available on any invoice. In respect to late payment of our terms of payment additional charges, interest and debt collection fees will be imposed. If unforeseen circumstances arise that make it impossible to make payment by the due date, you need to contact our Office Manager at the office to make alternate arrangements. In the event of a dispute, or where fees remain unpaid beyond the due date, we reserve the right to suspend provision

of any services until such time as the dispute is resolved or the fees are paid. Suspension of the services will not affect your obligation to pay us for services rendered to the date of suspension.

### **Lodgement of Documentation**

Before Teefy Wolfe Accountants are able to lodge or process any of your documentation, we will forward you a copy for your review and signature. Once the signed copy is returned to our office and the account for that lodgement has been paid in full, we will be able to lodge your documents. If at any stage you are unsure of your lodgement obligations, you are advised to contact our office.

### **Documentation**

**Ownership:** All original documents obtained from you arising from the engagement shall remain your property. However, we reserve the right to make a reasonable number of copies of the original documents for our records. The final Income Tax Return, Financials Statements and any other documents which we are specifically engaged to prepare remains your property. All other documents produced by us in respect of this engagement will remain the property of the firm, subject to any statutory obligations.

**Lien over documents:** The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute.

### **Accounting Professional and Ethical Standards and Privacy**

**Accounting Professional and Ethical Standards:** CPA Australia Members have a responsibility to act in the public interest and comply with the fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour in all their dealings. CPA Australia monitors compliance with professional standards through a quality control review program. If requested, we will be required to make our files available for review. We will notify you in writing if this occurs.

**Privacy:** We take privacy seriously and adhere strongly to the requirements of the *Privacy Act 1988 (Cth)* and the *Australian Privacy Principles (APPs)*. In signing our Terms of Engagement Agreement, you agree to the *Teefy Wolfe Accountants Pty Ltd Privacy Policy Statement* available from reception by request or via our website.

### **Outsourced Services**

We have full time contractors located in Clark, Philippines. They work exclusively for the practice and we have direct contact with them on a daily basis. Our staff control their workflow which is predominately basic processing and no involvement in complex accounting or decision making processes. Acceptance of our services in conjunction with this engagement document indicates your acceptance of the use of outsourced services as described. Where the outsourced service requires the disclosure of personal information, Teefy Wolfe Accountants will take reasonable steps to ensure that the *Australian Privacy Principles (APPs)* are complied with by the overseas recipients of that personal information.

### **Problem Resolutions**

If, at any time, you would like to discuss how our services can be improved or if you have a complaint about them, you can contact the Director directly at our office or, via email, [info@twaccountants.com.au](mailto:info@twaccountants.com.au) so it can be properly documented and resolved.

### **Termination of Engagement**

It is the right for either Teefy Wolfe Accountants or the Client to terminate this engagement at any stage. Termination must be notified by either party in writing. Termination shall be without prejudice to any rights that may have accrued for either of us before termination, and all sums due to us shall become payable in full when termination takes effect.

### **Notification to Previous Accountant**

As an ethical requirement, we will be notifying your Previous Accountant in writing of your engagement with Teefy Wolfe Accountants and will request any outstanding matters and copies of documentation.

### **How to contact us**

If you have any questions about these Terms and Conditions, please contact Luke Wolfe, [info@twaccountants.com.au](mailto:info@twaccountants.com.au)