

January 12, 2012

Dear Client,

**RE: Information needed in order to complete year-end work**

Welcome to Pietrasiuk, Kelley & Kelley, P.C.! We are delighted that you have selected us as your accountants. We are committed to providing you with the very best accounting, tax, and consulting service, and we look forward to a long and mutually rewarding relationship.

Enclosed please find a list of information that we will need to complete the year-end work for your company. This list is fairly comprehensive and has been prepared as a general guideline. All items may not be applicable to your company. Furthermore, additional items may be needed that are specific only to your company and therefore will not be included on the attached list. Please direct all inquiries to your designated accountant. The last page of this letter is our *New Client Information* sheet. (The information requested on this page is used only for administrative purposes.) Please complete only those items that are applicable to you. We have also enclosed our *Terms and Conditions Disclosure Notice* for your review. Please do not hesitate to contact us with any questions.

At your leisure, we invite you to visit our website at [www.pkckcpa.com](http://www.pkckcpa.com). Each month we have tax and accounting-related articles, IRS forms and publications, an extensive selection of financial tools, and driving directions to our office, just to name a few of the resources our website offers. Periodically we update information located under our "Client Resources" icon, which can be accessed from our home page. You will find various informative documents relating to individuals, businesses, and year-end filing issues that we feel would be most beneficial to our clients.

As a service business, we are dependent on referrals from satisfied clients and we are equally committed to providing your referrals with the same professional care and enthusiasm that you are provided. We always welcome the opportunity to meet and talk with prospective clients about their particular accounting and tax needs. If you know of anyone who might benefit from our services, please feel free to have them call our office and speak with one of our CPA's.

All of us at Pietrasiuk, Kelley & Kelley, P.C. are dedicated to providing prompt and courteous service of the highest standards. Thank you again for selecting us to meet your accounting, tax, and consulting needs.

Sincerely,

*Pietrasiuk, Kelley & Kelley, P.C.*

## Information Needed to Complete Year-End Work

This list has been prepared assuming the Company is a calendar year end. If the year end is other than December 31, 2011, please provide the appropriate information as of the fiscal year end. If you have any questions or require further clarification on any of the items listed, we encourage you to call us anytime at (734) 971-8500.

- Signed engagement letter (PKK will provide when it is clearly established specific work to be performed).
- Trail balance, balance sheet, income statement, and general ledger prepared on the accrual (cash) basis of accounting.
- An **Accountants' Copy** of your QuickBooks file.
- Your December 31, 2011, **CBS Export Disk**.
- Bank reconciliation reports and corresponding banks statements for all bank accounts in the company's name.
- Summarized **Aged Accounts Receivable** report.
- Summarized **Aged Accounts Receivable Retainage** report.
- A listing of all uncollectible accounts receivable to be written off.
- **Work-in-Process Summary** report.
- The total cost of your inventory at December 31, 2011.
- Account details and explanations for all prepaid accounts.
- Account details and explanations for employee advances.
- Account details and explanations for shareholder or officer loans.
- A listing of all assets placed in service during the year. Please provide a description, date placed in service, and total cost for each asset (copies of the invoices are preferred but not required). (A fixed asset update form is available on our website {[www.pkkcpa.com](http://www.pkkcpa.com)} under the "Client Resources" icon.)
- A listing of all assets taken out of service during the year. On this listing, please distinguish between assets temporarily taken out of service and those scrapped, sold, or traded. For assets sold, please provide us with the selling price plus any related selling expenses. For assets traded, please provide us with the invoice for the new asset showing the fair market value of the old asset on the date traded. (A fixed asset update form is available on our website {[www.pkkcpa.com](http://www.pkkcpa.com)} under the "Client Resources" icon.)
- For any company-owned or company-leased vehicles used personally by either employees or owners, please provide us with a breakdown of the personal, commuting, and business mileage for each person. Please use separate forms if a person used more than one vehicle during the year. (An automobile form is available on our website {[www.pkkcpa.com](http://www.pkkcpa.com)} under the "Client Resources" icon.)
- Summarized **Aged Accounts Payable** report.

- Account details and explanations for all accrued liabilities.
- Loan statements showing the loan balances at year end for each bank loan.
- Copies of any new loan documents entered into by your company.
- Copies of any new lease agreements entered into by your company.
- A summary report for the balances of employee pension deferrals and employer matches at December 31, 2011.
- Documentation of any stock transactions and the dates of occurrence (also include treasury stock acquisitions).
- Copies of the minutes for the Board of Directors meetings.
- Copies of all quarterly payroll reports for March 2011, June 2011, September 2011, and December 2011. This includes:
  - Copies of monthly sales, use, and withholding forms from January-December 2011
  - Copies of quarterly state unemployment tax forms
  - Copies of quarterly Forms 941 filed with the government
- Copies of all IRS or State tax notices received (if any).
- The amount of political contributions paid by your company.
- The amount of lobbying dues paid by your company. Please review year-end literature from clubs and associations to see if a portion of their dues is attributable to lobbying activity.
- For each officer, please provide:
  - Title
  - Total cash compensation
  - Total non-cash compensation (auto fringe, certain gifts in excess of \$25, PS 58 payments, etc.)
  - Pension contributions (employee elective plus employer match)
- Life insurance premiums paid for owners or officers.
- Gifts in excess of \$25 given to employees or clients (a turkey or ham given at the end of year is excludable).
- Any additional information that you think we may need that is not listed above.



A CERTIFIED PUBLIC ACCOUNTING FIRM
2395 S. HURON PARKWAY, SUITE 100
ANN ARBOR MI 48104-5170

PKK TERMS AND CONDITIONS DISCLOSURE (ENTITY)

1. COMMENCEMENT DATE

Commencement date shall be defined as the date of the proposal, engagement or other signed document when it is received by PKK office for recording. At PKK's discretion work may begin prior to the receipt of a signed contract. The Client would be bound by PKK Terms and Conditions if the Client's actions or verbal agreement requested work to be performed.

2. BILLINGS

If the basis for fee determination is "Time & Materials", billings will be based on PKK's standard charges for actual time expended. All materials, travel, and other out-of-pocket expenses will be billed at cost. Mileage and computer costs will be billed at PKK's standard rates, with travel time being charged portal to portal. Some projects may be billed at a standard or fixed rate. Please review your company's proposal, engagement or service letter to see if these types of charges apply.

Partner: \$ 185 - \$ 225/hr Staff: \$ 60 - \$ 85/hr
Manager: \$ 130 - \$ 195/hr Admin: \$ 40 - \$ 55/hr
Senior: \$ 90 - \$ 110/hr

3. PAYMENT

- a) Payment in full for work performed is expected when invoice is presented.
b) Subsequent payment, if any, is due upon receipt of invoice. All amounts unpaid after thirty (30) days from the invoice date will be charged a late fee of one percent (1%) per month, or twelve percent (12%) annually.
c) The Client shall provide PKK with a clear, written statement, within twenty-five (25) days from the invoice date, of any objections to the invoice or any portion or element thereof.
d) Each Non Sufficient Funds (NSF) check will be charged an additional \$25 fee.
e) PKK will not release any information legally belonging to PKK, which PKK is otherwise legally entitled to retain, until all invoice balances have been satisfied.
f) The Client has the obligation to pay for all services performed under this Agreement. No deduction shall be made from any invoice based on claims the Client may assert against PKK nor shall any other sums be withheld from payments to PKK for any other cause or contingency.

3. PAYMENT (continued)

- g) Client agrees to pay all Governmental Registration, Recording and Permit fees.
h) The authorized person signing this Agreement hereby acknowledges and accepts personal liability for all entity indebtedness.
i. We reserve the right to require additional retainers at our discretion.
ii. All new non-individual Clients will be required to sign a financial personal guarantee to pay for entity indebtedness.

4. NOTICE OF LIEN

PKK hereby notifies Client that it intends to utilize all available lien rights it may have in connection with its provision of services under this Agreement.

5. LIMITATION OF LIABILITY

IT IS EXPRESSLY AGREED THAT THE CLIENT'S MAXIMUM RECOVERY AGAINST PKK RELATING TO THE PROFESSIONAL SERVICES PERFORMED HEREUNDER, WHETHER IN CONTRACT, TORT OR OTHERWISE, IS THE AMOUNT OF PKK'S FEE AND THAT AN AWARD OF DAMAGES NOT TO EXCEED SUCH FEE IS CLIENT'S SOLE AND EXCLUSIVE REMEDY AGAINST PKK.

6. ENFORCEABILITY OF PROVISIONS

In the event that any one or more of the provisions of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

The Client and, if the Client is acting for a principal in ordering work from PKK, then also the said principal, agrees to indemnify and hold PKK, its officers, employees, and agents harmless from any and all claims, suits, costs and expenses, including attorneys' fees, which are attributable to the negligence of the Client, its successors, employees, agents or invitees or which are related to this Agreement, or the work to be performed by PKK for which PKK is not expressly responsible hereunder.

Accepted:

The undersigned acknowledges receipt and understanding of this Agreement in its entirety.

Company Name

Signature of Officer of the Company

Date

Print Name and Title

**PIETRASIUK, KELLEY & KELEY, P.C.**  
**New Client Information**

**Contact Information:**

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Referred By: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Business Information**

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Business Startup Date: \_\_\_\_\_

Fiscal Year End: \_\_\_\_\_

Business EIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Please *circle* the type of entity applies to you:

Partnership

LLC

C Corporation

S Corporation

Non-Profit

Please list all partners/shareholders/officers for your business and their SS#:

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Do you do your own payroll? (Circle One)      Yes      No

If yes, please tell us what software you use (i.e., QuickBooks, Quicken, etc.): \_\_\_\_\_

If no, please tell us what payroll service (if any) you use: \_\_\_\_\_

Do you have a company car? (Circle One)      Yes      No

Do you have officer health insurance? (Circle One)      Yes      No

**For Office Use Only:**

Client Number: \_\_\_\_\_

Responsible Partner: \_\_\_\_\_