

Reply to: Ms C A Wilson
Our ref: WEN600/CAW/SY
Your ref:

5 July 2016

The Board of Governors
Wensley Fold CoE Academy Trust
Manor Road
Blackburn
BB1 8QA

Moore and Smalley LLP

Richard House
9 Winckley Square
Preston
PR1 3HP

Tel: 01772 821021
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For the attention of Susan Blackwell

Dear Sirs

Provision of Professional Services

Thank you for engaging us for the provision of professional services. This letter and the attached detailed schedules of service, together with our standard terms of business, set out the basis on which we are to provide those services.

We are bound by the code of ethics of ICAEW, and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

We have listed below the work which you have instructed us to carry out, the detail of which is contained in the attached detailed schedules. The attached Key Facts schedule lists the specific facts relevant to your entity for the services we are to provide, and must be read in conjunction with the detailed schedules. Together these state your and our responsibilities in relation to the work to be carried out.

Only the services which are listed in the attached detailed schedules, as tailored for your specific circumstances in Key Facts, are included within the scope of our instructions. If there is additional work that you wish us to carry out, or the Key Facts do not accurately describe the services to be provided, please let us know as soon as possible.

Agreement of terms

This engagement will start for the period commencing as detailed below:

	Service provided	Start date
2	Audit	
	2.08 Academy Trust	31 August 2016
5	Accounting services	
	5.01 Production of annual accounts	31 August 2016

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CHARTERED ACCOUNTANTS & BUSINESS ADVISERS

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6	Taxation services	
	6.13 Direct taxation – charities & pension schemes	31 August 2016
7	Other services	
	7.1 Teachers' Pension Scheme (EOYC) Return	31 March 2016
	7.2 Accounts Return	31 August 2016

We will be responsible for earlier years.

This letter supersedes any previous engagement letter for the period covered. The terms set out in this letter shall take effect immediately upon you confirming your agreement as requested below. If we are instructed to start work before receiving your confirmation we will treat that as acceptance of all the terms of this engagement letter, unless we hear from you to the contrary within 30 days of you giving that instruction.

Further assistance

If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know by contacting Christine Wilson on 01772 821021. Further details are set out in our standard terms of business, section 10.

There are many other areas where we can be of assistance and we shall be pleased to discuss any matters with you.

Confirmation of your agreement

Please confirm your agreement to the terms of this letter and the attached schedules by signing and returning the Client Response (CR) after the Key Facts schedule (KF). Once it has been agreed, this letter will remain effective until it is replaced.

You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

If this letter and the attached schedules are not in accordance with your understanding of our terms of appointment, please contact us.

Yours faithfully



Moore and Smalley LLP
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