

7.04 SECRETARIAL SERVICES FOR SOCIETIES

The purpose of this schedule and the Standard Terms of Business is to set out the basis on which we are to act as accountants and advisors with regard to your secretarial affairs and to clarify our respective responsibilities in respect of that work.

1 Your responsibilities

- 1.1 Registered societies, including co-operative and community benefit societies, are required to file accounts at the Financial Conduct Authority (FCA) within seven months of the year end. Societies registered under the Friendly Societies Act 1974 must submit accounts by 31 July.
- 1.2 In addition you need to submit the relevant annual return form specified by the FCA for the type of society, together with any supplementary forms required. You undertake to notify us within one week of any relevant changes or events that are required to be notified to the FCA.

2 Our responsibilities

- 2.1 You have instructed us to:
 - (a) submit the accounts to the FCA;
 - (b) complete and submit the club's/association's/society's annual return; and
 - (c) complete and submit any other forms required by law to be filed with the FCA.
- 2.2 We will, of course, be pleased to advise you on these and any other secretarial matters if requested.