Date:DD/MM/YYYY

S.M.Gupta & Co

Kolkata

Dear Sirs,

**Re: Audit of accounts for the year ended 31st March, 20XX.\_\_\_**

This representation letter is provided in connection with your audit of the financial statements of SHREE BURRABAZAR KUMARSABHA PUSTAKALAYA as at 31st March,20XX and for the year then ended for the purpose of expressing an opinion as to whether the financial statements give a true and fair view under the historical cost convention on the accrual basis of accounting, of the state of affairs of SHREE BURRABAZAR KUMARSABHA PUSTAKALAYA as at 31st March,20XX and of its profit and loss Accountand its cash flows for the year then ended, in accordance with the accounting principles generally accepted in India.

We acknowledge our responsibility for the fair presentation of the financial statements in accordance with accounting standards and other recognised accounting practices and policies generally accepted in India.

We acknowledge our responsibility for the implementation and operations of accounting and internal control systems that are designed to prevent and detect fraud and error.

We can trust, to the best of our knowledge and belief, the following representations:

1. **ACCOUNTING POLICIES:**
   1. The accounting policies are in accordance with the generally accepted accounting standards in India and the accounts were drawn up in accordance therewith.
   2. The accounting policies and practices which are material or critical in determining the results of operations for the year or financial position are disclosed in the financial statements and are consistent with those adopted in the financial statements for the previous year. The financial statements are prepared on accrual basis.
   3. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
2. **INTERNAL CONTROL STRUCTURE:**
   1. No fraud on or by the Trust has been noticed or reported during the year other than those informed to you vide a separate letter, or as stated earlier in this letter.
   2. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
   3. There is an adequate internal control system commensurate with the size of the Trust and the nature of its business, for the purchase of inventory and fixed assets and for the sale of goods and services. There is no failure to correct any major weakness in internal control system.

**4.00 RELATED PARTY TRANSACTIONS:**

* 1. Transaction, if any, with the related parties and related amounts receivable or payable, including sales, purchase, loans, transfers, leasing arrangements, and guarantees, have been properly recorded and disclosed in the financial statements.

**5.00 CONFLICTS OF INTERESTS:**

5.01 There are no instances where any officer or employee of the Trust has an interest in a Trust with which the Trust does business that would be a “conflict of interest.” Even where the interest exists, the transactions have been made at prices which are reasonable having regard to the prevailing market prices and are not prejudicial to the interest of the Trust.

**6.00 FIXED ASSETS AND INTANGIBLES:**

* 1. The additions during the year are stated at cost and include all capital expenditure, but do not include expenditure properly chargeable to revenue. The capitalization during the year is in accordance with applicable accounting standards. No material amounts representing additions or improvements of a capital nature were charged to expense accounts.
  2. The net book value represents all the fixed assets and intangibles owned by the Trust wherever situated.
  3. The Trust is maintaining proper records showing full particulars, including quantitative details and situation of fixed assets.
  4. The fixed assets have been physically verified by the management at reasonable intervals. No material discrepancies were noticed on such verification, except for the ones already disclosed to you and which have been properly adjusted for in these accounts.

**7.00 INVESTMENTS:**

* 1. All the investments produced to you for physical verification belong to the Trust and do not include any investment held on behalf of any other person.
  2. The Trust has a clear title to all its investment and there are no charges against the investments except those disclosed in the financial statements.
  3. Current investments have been carried in the financial statements at lower of cost and fair value.

**8.00 OTHER CURRENT ASSETS, LOANS AND ADVANCES :**

* 1. Sundry Debtors/Receivables represent valid claims for sales upto and including 31st March,20XX.

**10.00 CURRENT LIABILITIES:**

* 1. All known liabilities have been put through the books of account and all disputed and unprovided liabilities have been disclosed as contingent liabilities.
  2. The Trust is regular in depositing undisputed statutory dues including Income-tax, Sales-tax, Service tax, cess and any other statutory dues with appropriate authorities.

**11.00 PROVISIONS:**

* 1. The Trust has provided for Income-tax in respect of its assessable incomes up to and for the A.Y. .In terms with the Accounting Standard 22 – Taxes on Income.

**12.00 PROFIT & LOSS ACCOUNT:**

* 1. All materials transactions have been adequately disclosed and full provision has been made in the financial statements for all claims and losses of material amount which have resulted or may be expected to result from events which occurred or from commitments which were entered into on or before the date of balance sheet.
  2. No personal expenses have been charged to revenue accounts.
  3. Except as disclosed in the financial statements, the results for the year were not materially affected by:

1. transactions of a nature not usually undertaken by the Trust;
2. circumstances of an exceptional or non-recurring nature;
3. charges or credits relating to prior years; and
4. changes in accounting policies.

**13.00 GENERAL:**

* 1. The Trust has an internal audit system commensurate with the size of the Trust and nature of its business.
  2. The Trust has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There has not been any non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
  3. The financial statements are free of material mis-statements, including omissions.

**14.00 SUBSEQUENT EVENTS:**

* 1. No events or transactions have occurred since the date of Balance Sheet or are pending that would have a material effect on the financial statements at that date or for the period then ended, other than those reflected or fully disclosed in the books of account.
  2. No events have occurred that are of such significance in relation to the Trust’s affairs to require mention in a note to the financial statements in order to make them not misleading regarding the financial position, results of operations of the Trust.

Truly Yours,

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