

# REPORTING ON ABRIDGED FINANCIAL STATEMENTS

Report on abridged financial statements annexed to the annual return

INDEPENDENT AUDITORS' SPECIAL REPORT TO THE DIRECTORS OF XYZ LIMITED  
PURSUANT TO SECTION 356 OF THE COMPANIES ACT 2014

On [date] we reported, as auditors of XYZ Limited, to the directors of the company on the copy of the abridged financial statements for the year ended [date] on pages ... to ..., and our report was as follows:

'We have examined:

- i. The abridged financial statements for the year ended [date] on pages... to ... which the directors of XYZ Limited propose to annex to the annual return of the company; and
- ii. the statutory financial statements [to be laid before the Annual General Meeting]<sup>1</sup>, which form the basis for those abridged financial statements.

## Respective responsibilities of directors and auditors

It is your responsibility to prepare abridged financial statements which comply with the Companies Act 2014. It is our responsibility to form an independent opinion that the directors are entitled under section 352 of the Companies Act 2014 to annex abridged financial statements to the annual return of the company and that those abridged financial statements have been properly prepared pursuant to sections 352 to 353 of that Act and to report our opinion to you.

This report is made solely to the company's directors as a body, in accordance with Section 356 of the Companies Act 2014. Our work has been undertaken so that we might state to the company's directors those matters we are required to state to them under section 356 of the Companies Act, 2014 and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's directors as a body, for our work, for this report, or for the opinion we have formed.

## Basis of opinion

We have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to annex abridged financial statements to the annual return of the company and that the abridged financial statements are properly prepared. The scope of our work for the purpose of this report does not include examining or dealing with events after the date of our report on the full financial statements.

## Opinion

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<sup>1</sup> Not to be included in the case of single member company in respect of which no AGM is required.

In our opinion the directors are entitled under section 352 of the Companies Act 2014 to annex to the annual return of the company abridged financial statements and those abridged financial statements have been properly prepared pursuant to the provisions of sections 352 to 353 of that Act

### **Other Information**

[The abridged financial statements have been prepared from the statutory financial statements [to be laid before the Annual General Meeting], in respect of which our audit report, as detailed below, was modified.]<sup>2</sup>

On [date] we reported, as auditors of XYZ Limited<sup>3</sup>, to the members on the company's statutory financial statements for the year ended [date] [to be laid before its Annual General Meeting] and our report was as follows:

[Insert wording of auditors' report on statutory financial statements of the company required under section 391 of the Companies Act 2014]

*[Statutory Auditor's Signature]*

Joseph Kelly

for and on behalf of ABC & Co. Ltd

Certified Public Accountants and Statutory Audit Firm

[Location]

[Date]

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<sup>2</sup> For inclusion as necessary

<sup>3</sup> Where the financial statements to be laid before the AGM have been reported on by the previous auditors of the company, this paragraph would be reworded as follows: "On [date] ABC and Co. reported, as auditors of XYZ Limited, to the members on the company's financial statements ..."