



Chartered Professional Accountant
 225 – 1855 Kirschner Road, Kelowna, BC V1Y 4N7
 P: (236) 420 – 4801 | E: info@creeksideaccounting.ca

FINANCIAL STATEMENT QUESTIONNAIRE

The Chartered Professional Accountant (CPA) Institute of Canada has instituted new regulations (CSRS 4200) surrounding compiled financial information (previously compiled financial statements). As you have requested financial statements be included in your yearend preparation, additional management acknowledgements and workflow inquiries are required.

The below questionnaire has been designed to help guide you through this inquiry process. We are unable to complete the preparation of your compiled financial information if you do not complete the below form and agree with all aspects of the information below. Should you have any questions about the questionnaire, would like changes to be considered, or are uncertain about any of the requirements, please do not hesitate to reach out.

MANAGEMENT IDENTIFICATION

Company's Name:	
Company's Signing Officer:	

INTENDED USE AND BASIS OF ACCOUNTING ACKNOWLEDGEMENT

What is the intended use of the Compiled Financial Information?	
Will our report be used by a third party? If yes, please list or describe the intended user(s):	
If requested, will this third party:	<input type="checkbox"/> Be able to request and obtain further information from you / your company as needed? OR <input type="checkbox"/> Has agreed with you on the basis of accounting to be applied in the preparation of the compiled financial information (please see below).
Basis of Accounting Acknowledgement:	<p>We recommend compiled financial information be prepared on a historical cost basis, reflecting cash transactions with certain additions such as:</p> <ul style="list-style-type: none"> Accounts receivable less an allowance for doubtful accounts estimate Prepaid expenses accruals Property, plant, and equipment amortized on the same basis as for income tax purposes Accounts payable and accrued liabilities Current income taxes payable as at the reporting date Unearned revenue accruals Long- term debt amortized over the terms of the loan <p>Do you:</p> <input type="checkbox"/> Accept the above basis of accounting and acknowledge that it is expected to be applied by Creekside Accounting Ltd. on your compiled financial information. <input type="checkbox"/> Take responsibility for selecting this basis of accounting and acknowledge that you have the opportunity to request a different basis of accounting. <input type="checkbox"/> Agree to take responsibility for the final version of the compiled financial information. It is possible that the basis of accounting expected to be applied in the preparation of the compiled financial information may change while performing your engagement. You will be provided with a draft report to review before finalization occurs. Please note you will need to sign a management acknowledgement letter taking responsibility for the information before we can finalize your compiled financial information report.
Alternative basis of accounting:	

MANAGEMENT CONFIRMATION

Name:	Position:	Date:
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Please note that the form continues onto follow page.



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BUSINESS INFORMATION REQUEST

Please describe your business and its operations			
Who is involved in your business and what is their capacity? Example: two bookkeepers and one receptionist.			
Who are your advisors (bookkeeper, lawyer, insurance advisor, banker, etc.)? Please provide their name and organization.			
Who enters information into your accounting systems (i.e. who preparers invoices, POS system entries / bookkeeping / etc.)?			
Bookkeeping Software Utilized	<input type="checkbox"/> Sage50 Desktop (Creekside’s Software) <input type="checkbox"/> QuickBooks Online <input type="checkbox"/> QuickBooks Desktop <input type="checkbox"/> Excel Workbooks / Templates <input type="checkbox"/> Paper Ledgers / Paper Workbooks <input type="checkbox"/> Other:		
Software Username		Software Password	
Records Format	<input type="checkbox"/> Paper Receipts <input type="checkbox"/> Has Electronic / PDF Records <input type="checkbox"/> Other:		
Please describe your revenue :	How do you earn revenue, what do you sell?		
	When do you invoice / bill your customers?		
	Describe your customers:		
Please describe your payroll (if applicable):	Who preparers it? What application is used?		
	How often is it prepared?		
	Who completes the T4 Statements?		
Do you have subcontractors? Please describe their functions:			



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CREEKSIDE SECTION (Office Use Only): Clients please do not complete the below sections.

YEAR END PREPARER			
Please select the assets owned by the company:	<input type="checkbox"/> Cash / Bank Accounts	<input type="checkbox"/> Accounts Receivable	
	<input type="checkbox"/> Investments & Marketable Securities	<input type="checkbox"/> Computers	
	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Equipment / Tools	
	<input type="checkbox"/> Buildings / Land	<input type="checkbox"/> Intangible Assets (Franchise Rights, etc.)	
	<input type="checkbox"/> Leasehold Improvements	<input type="checkbox"/> Other:	
Please select the liabilities held by the company:	<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Credit Cards:	
	<input type="checkbox"/> Government Remittances (GST, PST, etc.)	<input type="checkbox"/> Unearned Revenue / Deposits	
	<input type="checkbox"/> Bank Loans	<input type="checkbox"/> Vehicle Loans	
	<input type="checkbox"/> Shareholder debt / loans	<input type="checkbox"/> Other:	
Please list / describe the prior year adjusting journal entries applied to this engagement:	<input type="checkbox"/> Retained earnings adjustment	<input type="checkbox"/> Dividends closed to retained earnings	
	<input type="checkbox"/> Amortization adjustment	<input type="checkbox"/> Adjust for prepaid expenses	
	<input type="checkbox"/> Investment transactions recorded	<input type="checkbox"/> Reallocation between accounts	
	<input type="checkbox"/> Recording income taxes	<input type="checkbox"/> Recording capital assets from expenses	
	<input type="checkbox"/> Recording dividends	<input type="checkbox"/> Adjusting for personal expenditures	
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
Please list the company's main expenses :	<input type="checkbox"/> Costs of Good Sold (Inventory / Direct Supplies)	<input type="checkbox"/> Employee Wages	
	<input type="checkbox"/> Subcontractor Costs	<input type="checkbox"/> General Operating Expenses	
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
What taxes are applicable?	<input type="checkbox"/> GST / HST	<input type="checkbox"/> WCB	
	<input type="checkbox"/> PST	<input type="checkbox"/> Payroll	
Sign-off Confirmation			
Name:		Date:	

CPA FINALIZER			
Considering your knowledge of the client and the above information, do you think the financial information will be misleading after our adjustments are made? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:			
Sign-off Confirmation			
Name:		Date:	