



Price Report for Accounting Services

CONFIDENTIAL when completed.



Collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. Completion of this questionnaire is a legal requirement under this Act.

Si vous préférez recevoir ce questionnaire en français, veuillez composer le (613) 951-3408 (appel à frais viré accepté)

Please correct the pre-printed information, if necessary, using the boxes below:

Legal Name

Business Name

Contact Name

Address

City

Province/State Postal Code/Zip Code
 _____ _____

Country

PURPOSE OF THIS SURVEY

The indexes produced from the data collected in this survey are used to measure changes in the prices of accounting, audit, tax and bookkeeping services. Businesses use these indexes to assess their performance and to monitor their costs and value of professional engagements (contracts). Statistics Canada uses these indexes to better measure the volume of accounting service activity in Canada.

CONFIDENTIALITY

Statistics Canada is prohibited by law from publishing any statistics which would divulge information relating to your business without your prior written consent. The data reported on your questionnaire will be treated with strict confidence, used for statistical purposes, and published only in aggregate form. The confidentiality provisions of the Statistics Act are not affected by the Access to Information Act or by any other legislation.

INSTRUCTIONS

Please complete this report using the instructions and examples provided at the beginning of each section. You will find definitions of class of services in the "Respondent's Guide" accompanying this report. Estimates are acceptable whenever actual figures are not available.

NEED HELP: If you require assistance in completing this questionnaire or expect delays in returning the survey, please contact:

Veronica Taite
 Telephone: (613) 951-3408 (collect calls accepted)
 Fax: (613) 951-2848
 Electronic Mail: veronica.taite@statcan.ca

Please complete and return this questionnaire within 30 days following receipt.

A. Main Business Activity

Please check the first circle below if the activity which most accurately describes the principal source of your operating revenue is among one of the three classes of services described below. If none is applicable, please check the second circle.

- Accounting Services: Includes business units whose main activity is to supply a range of accounting services such as the auditing, reviewing and preparation of financial statements, the design of accounting systems and the provision of accounting advise.
- Tax Preparation Services: Includes business units whose main activity is providing tax preparation services.
- Bookkeeping, Payroll and Related Services: Includes business units whose main activity is providing bookkeeping, billing and payroll processing services.
- None of the above: Please describe the nature of your firm's main business activity and return this questionnaire in the envelope provided. Thank you for your cooperation.

B. Distribution of Revenue by Classes of Services

The purpose of this section is to identify the number of professional engagements by classes of services that you will report in Section C.

► **Please follow the instructions below:**

STEP 1 In the second column, please report the percentage share of your operating revenue for the fiscal year 1999 for each class of services indicated in the first column. **Estimates are acceptable whenever actual figures are not available.**

STEP 2 Multiply the number in the percentage column by 0.10 and enter the resulting number (rounded down to the nearest number) in the last column of the table below. This will give you the number of engagements by class of services that you will report in Section C.

For definitions of class of services, please refer to the Respondent's Guide.

Example

The operating revenue of a particular office is distributed as follows:

Fiscal Year 1999

	STEP 1 %	Calculation (% times 0.10)	STEP 2 Number of engagements to report in Section C (round down to the nearest number)
Class of services			
A. Audit, review or agreed-upon procedures of financial information	45	X 0.10	4
B. Other assurance services and related services	12	X 0.10	1
C. Bookkeeping, compilation and general accounting services	7	X 0.10	0
D. Tax preparation services for corporate clients	0	X 0.10	0
E. Tax preparation services for individuals and unincorporated businesses	19	X 0.10	1
Other Services	17		
Total	100 %		6

Using the example above please complete the following table

	STEP 1 %	Calculation (% times 0.10)	STEP 2 Number of engagements to report in Section D (round down to the nearest number)
Fiscal Year 1999			
Class of services			
A. Audit, review or agreed-upon procedures of financial information		X 0.10	
B. Other assurance services and related services		X 0.10	
C. Bookkeeping, compilation and general accounting services		X 0.10	
D. Tax preparation services for corporate clients		X 0.10	
E. Tax preparation services for individuals and unincorporated businesses		X 0.10	
Other Services			
Total	100 %		

C. Provision of Services: Typical Engagements

The purpose of this section is to collect information about prices and price changes for engagements that you select to represent your firm activities given the distribution, as calculated in the previous section, of engagements by class of services.

The engagements that you report for should be:

Recurrent It is important that you choose engagements with clients you have worked with in the past and expect to keep for another few years.

Stable The work performed under these engagements should be similar from year to year. In the event that there are minor changes, please refer to Step 7 below.

Representative These engagements should account for a significant portion of your operating revenue and reflect the type of work that you typically perform in a given class of services. For example, it can be one engagement of \$10 000 (you have three of this type) or one engagement of \$500 (you have 60 of this type).

How to enter the information requested?

Step 3 Please enter the letter that corresponds to the class of services provided under a given engagement. Please report for as many engagements as indicated in the last column of Section B for each class of services.

- A - Audit, review or agreed-upon procedures of financial information
- B - Other assurance services and related services
- C - Bookkeeping, compilation and general accounting services
- D - Tax preparation for corporate clients
- E - Tax preparation services for individuals and unincorporated businesses

Step 4 Please indicate the year you started doing business with the client associated with the engagement selected.

Step 5 Indicate your reference number for the engagement. In a few words, explain the nature of the engagement selected and the reason for any changes in the engagement between 1999 and 2000. Please attach a separate sheet if more space is needed.

Step 6 Please enter the total value of the engagement (without taxes). The period of time in which the engagement is being fulfilled should be comparable from year to year. If the period differs substantially and if this has an impact on the price of the engagement, please select and report another engagement.

Step 7 Ensure that the change in the value of the engagement between 1999 and 2000 is solely due to a price change. If Yes, please do not complete the last column. If No, please identify, in the last column, to the best of your knowledge, the amount year-over-year change in the value of the engagement which is due to a change in the service provided and to a change in its price (given the case).

Example				STEP 7			
STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Identification number for the engagement, descriptions and explanation of changes (if applicable).	STEP 6 Calendar Year		Is the year-over-year change in the value of the engagement due to a change in price only? Please Check <input checked="" type="checkbox"/>	If NO, please indicate the shares in the change in value which are due to a change in service and in price	
			1999	2000		Service	Price
1-	A	1998 Identification # 9816910898 From 1999 to 2000: Verification of financial statements which require a greater selection of elements in order to register with the stock exchange.	\$ 25 000	\$ 35 000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	\$ 8 000	\$ 2 000
2-	E	1997 Identification # 9715473108 Tax preparation for an individual. From 1999 to 2000: \$10 discount	\$ 150	\$ 140	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	\$	\$

Following the example above, please fill out the following table.

				STEP 7			
STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Identification number for the engagement, descriptions and explanation of changes (if applicable).	STEP 6 Calendar Year		Is the year-over-year change in the value of the engagement due to a change in price only? Please Check <input checked="" type="checkbox"/>	If NO, please indicate the shares in the change in value which are due to a change in service and in price	
			1999	2000		Service	Price
1-		Identification #:	\$	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	\$
2-		Identification #:	\$	\$	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$	\$

continued on next page...

STEP 7

STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Identification number for the engagement, descriptions and explanation of changes (if applicable).	STEP 6 Calendar Year		Is the year-over-year change in the value of the engagement due to a change in price only? Please Check <input checked="" type="checkbox"/>	If NO, please indicate the shares in the change in value which are due to a change in service and in price	
			1999	2000		Service \$	Price \$
3-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
4-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
5-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
6-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
7-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
8-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
9-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		
10-		Identification #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ▶		

D. Client Dynamics

▶ For fiscal year 2000, what percentage of your operating revenue was obtained from new engagements with new clients.

0-10%

10-20%

20-30%

30-50%

50% or more

E. Comments

Comments?

We welcome any suggestions that you may have for improving our accounting service price program. In addition, we would appreciate your comments on the following topics.

- ❖ questionnaire content
- ❖ use of business terminology, definitions and examples
- ❖ comprehension of questions (e.g. through definitions, examples, instructions)
- ❖ layout of the questionnaire
- ❖ timing of receipt of questionnaire
- ❖ potential for electronic data reporting

If more space is required, please attach a separate sheet.

Large lined area for comments with a diagonal watermark reading "For information only".

F. Certification (I certify that the information contained herein is complete and correct to the best of my knowledge)

How long did you spend collecting and reporting the information needed to complete this questionnaire?

Signature of authorized person

Date Completed

Minutes

Name of person to contact for further information (please print)

First Name

Last Name

Title

Telephone No.

Extension

Fax No.

E-mail Address

Please retain a copy for your files.

Thank you for completing this questionnaire.