



Prices Division

# Price Report for Accounting Services

Survey of Prices of 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) 951-6916.

Please correct the pre-printed information, in 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 the value of professional engagements (contracts). Statistics Canada uses these indexes to better measure the volume of accounting services activity in Canada.

## CONFIDENTIALITY

Statistics Canada is prohibited by law from publishing any statistics that would divulge information related to your business without your prior written consent. The data reported on your questionnaire will be treated with strict confidence, used for statistical purposes only, 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

Last year, your business received a similar questionnaire. This year, we are asking you to provide us with 2002 prices for the engagements that you selected last year. You will find instructions at the beginning of each section and you will find definitions for each class of service in the 'Respondent Guide' that accompanies this report. (note: each class of service remains the same as last year).

**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:

**Kim Lacroix**  
 Statistics Canada - Prices Division  
 tel: (613) 951-6916  
 fax: (613) 951-2848  
 e-mail: [kim.lacroix@statcan.ca](mailto:kim.lacroix@statcan.ca)

**Please complete and return this questionnaire within 45 days of receipt.**

## A. Main Business Activity

Please check  the first circle below if the activity that most accurately describes the principle source of your operating revenue is among one of the three classes of service described. 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 preparation, review and auditing of financial statements, the design of accounting systems and the provision of accounting advice.
- } **Tax Preparation Services:** Includes business units whose main activity is the provision of 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 the questionnaire in the envelope provided. Thank you for your cooperation.



## B. Distribution of Revenue by Class of Service

The purpose of this section is to obtain the percentage share of your operating revenue by class of service. This will be used to adjust your weighting in the calculation of the price index.

► **Please follow the instructions below:**

**Steps 1 - 2** In the 'Step 1' and 'Step 2' columns, please report the percentage share of your operating revenue by class of service for fiscal year 2001 and 2002 respectively.

**Estimates are acceptable whenever actual figures are not available.**

**For definitions of class of service, please refer to the Respondents Guide.**

Fiscal Year 2001 and 2002	STEP 1	STEP 2
	2002	2003
<b>Class of Service</b>		
A. Audit, review and related services		
B. Other assurance services		
C. Bookkeeping, compilation and general accounting services		
D. Tax preparation services for corporate clients		
E. Tax preparation services for individuals and unincorporated businesses		
F. Other services		
<b>Total</b>	<b>100%</b>	<b>100%</b>

## C. Provision of Services: Typical Engagement

The purpose of this section is to collect information about prices and price changes for engagements that you selected to represent your firm's activities.

**NOTE** ► In order for Statistics Canada to be able to produce relevant and accurate information on price movements it is imperative that we receive data on the same selected engagements year over year. In the case of engagements that have not been renewed, we ask that you replace them with similar ones for reasons of comparability. These replacement engagements can be added in the Supplemental Engagement section found on page 4.

► If this questionnaire does not contain pre-filled information for 2001, please re-transcribe this information from last year's questionnaire. If you cannot find a copy of last year's questionnaire, do not hesitate to contact us using the contact information found in the middle of the first page of the questionnaire.

### Reminder

► Do not forget that each selected engagement should be recurrent, stable and representative of your firm's activities.

**Step 3** Each letter corresponds to the class of service provided under a given engagement.

- A - Audit, review and related services
- B - Other assurance services
- C - Bookkeeping, compilation and general accounting services
- D - Tax preparation services for corporate clients
- E - Tax preparation services for individuals and unincorporated businesses

**Step 4** This represents the year you started doing business with the client associated with the selected engagement.

**Step 5** It is your own reference number for the engagement. In a few words, outline the reason for any changes in the engagement between 2001 and 2002.

**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.

**Step 7** Indicate whether the change in the value of the engagement between 2001 and 2002 is due solely 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 judgement, the amount of the year-over-year change in the value of the engagement that is due to a change in the service provided vis-à-vis a change in its price (if any).

Example							
STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Your own identification number for the engagement 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?  Yes <input type="radio"/> No <input checked="" type="radio"/> ►	STEP 7 If NO, please indicate the change in value that is due to a change in service and in price.	
			2002	2003		Service \$	Price \$
			1.	A			

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

STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Your own identification number for the engagement 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?  Yes <input type="radio"/> No <input type="radio"/> ►	STEP 7 If NO, please indicate the change in value that is due to a change in service and in price.	
			2002	2003		Service \$	Price \$
			1.				
2.		ID#:	\$	\$			
3.		ID#:	\$	\$			
4.		ID#:	\$	\$			
5.		ID#:	\$	\$			
6.		ID#:	\$	\$			
7.		ID#:	\$	\$			

continued from previous page...

STEP 7							
STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Your own identification number for the engagement 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?	If NO, please indicate the change in value that is due to a change in service and in price.	
			2002	2003		Service	Price
8.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
9.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
10.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
<b>Supplemental Engagements</b>							
If needed ► Add new engagements that will be used to replace those that have not been renewed for 2003. Please, do not forget to record the price for 2002 also.							
			2002	2003			
Supp 1.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
Supp 2.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
Supp 3.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
Supp 4.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
Supp 5.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$
Supp 6.		ID#:	\$	\$	Yes <input type="radio"/> No <input type="radio"/> ►	Service \$	Price \$

