



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 (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 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

Please complete this report following the instructions and examples provided at the beginning of each section. You will find definitions of the classes of service 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 that most accurately describes the principal 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 auditing, reviewing and preparation of financial statements, the design of accounting systems and the provision of accounting advice.
- 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 Service

The purpose of this section is to identify the number of professional engagements by classes of service.

► **Please follow the instructions below:**

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

STEP 2 Divide the number in the "step 1" column by 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 service that you will report in Section C.

For definitions of classes of service, please refer to the Respondent's Guide.

Example

Fiscal Year 1999

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

	STEP 1 %	Calculation (% divided by 10)	STEP 2 Number of engagements to report in Section C (round down to the nearest number)
Class of service			
A. Audit, review and related services	19	/ 10	1
B. Other assurance services	9	/ 10	0
C. Bookkeeping, compilation and general accounting services	7	/ 10	0
D. Tax preparation services for corporate clients	6	/ 10	0
E. Tax preparation services for individuals and unincorporated businesses	42	/ 10	4
F. Other Services	17		
Total	100 %		5

Using the example above please complete the following table

Fiscal Year 1999

	STEP 1 %	Calculation (% divided by 10)	STEP 2 Number of engagements to report in Section C (round down to the nearest number)
Class of service			
A. Audit, review and related services		/ 10	
B. Other assurance services		/ 10	
C. Bookkeeping, compilation and general accounting services		/ 10	
D. Tax preparation services for corporate clients		/ 10	
E. Tax preparation services for individuals and unincorporated businesses		/ 10	
F. 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's activities given the distribution of engagements by class of service, as calculated in section B.

The engagements that you report should be:

Recurrent: It is important that you choose engagements that have occurred in the past and are expected to be repeated in the future for the same client.

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. Please select another engagement if changes are major.

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 service. 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 service provided under a given engagement. Please report for as many engagements as indicated in the last column of Section B for each class of service.

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

Step 5 Indicate your own 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.

Step 7 Indicate whether 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 that is due to a change in the service provided and to a change in its price (if applicable).

Example

STEP 7

STEP 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Your own 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 change in value that is due to a change in service and in price.	
			1999	2000		Service \$	Price \$
1. A	1998	Id #: 9816910898 <i>From 1999 to 2000: Audit of financial statements that requires a greater selection of elements in order to register with the stock exchange.</i>	\$ 25 000	\$ 35 000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> ▶	\$ 8 000	\$ 2 000
2. E	1997	Id #: 9715473108 <i>Tax preparation for an individual.</i> <i>From 1999 to 2000:</i> <i>\$10 discount</i>	\$ 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 change in value that is due to a change in service and in price	
			1999	2000		Service \$	Price \$
1.		Id #:	\$	\$	Yes <input type="checkbox"/> No <input type="checkbox"/> ▶	\$	\$
2.		Id #:	\$	\$	Yes <input type="checkbox"/> No <input type="checkbox"/> ▶	\$	\$

Class of Service: 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 3 Engag.	STEP 4 Year of first engagement with this client	STEP 5 Your own 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"/>	STEP 7 If NO, please indicate the change in value that is due to a change in service and in price	
			1999	2000		Service \$	Price \$
3.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
4.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
5.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
6.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
7.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
8.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
9.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		
10.		Id #:	\$	\$	Yes <input type="radio"/> No <input type="radio"/>		

D. Client Dynamics

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

0-10%

11-20%

21-30%

31-50%

51% or more

E. Comments

Comments ?

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

- ❖ Questionnaire content
- ❖ Appropriateness of terminology
- ❖ 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 continue on the back.

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

Signature of authorized person	Date completed
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Name of person to contact for further information (please print).

First name	Last name
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Title

Telephone No.	Extension	Fax No.	E-mail address
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Reporting Month

Please indicate the month in which we should mail your questionnaire next year. **Month** _____

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

Please make a copy of this completed questionnaire for your records.

Thank you for completing this questionnaire.