

**CPA QUALITY ASSURANCE REVIEW – ADVANCE INFORMATION REQUIRED**

**You are required to provide all the following information for your Quality Assurance Review:**

**Information to be provided in advance of the review as per notice of review**

1. Return of completed Pre-Visit Questionnaire.
2. The firm’s full client listing identifying audit, audit exempt and non-corporate clients.

**Information to be provided at a minimum one day before file reviews commence**

**Files chosen by the Quality Assurance Executive**

All selected files to be available in advance of the review including but not limited to audit and assurance engagement files, audit exempt and non-corporate compilation files, secretarial, taxation, correspondence and permanent files and investment business where applicable.

For clients with third party reporting requirements (Law Society, Central Bank, PSRA, etc.) the relevant reports, supporting files and associated correspondence must also be made available.

**Audit Engagements**

1. Selected audit engagement files.
2. ISQC1 Policies and Procedures document.
3. Details of audit resignation procedures.
4. Most recently completed Annual compliance reviews (whole firm review and cold file review(s).
5. Details of audit programmes/procedures.
6. Details of audit specific CPD.

**Anti-money Laundering (AML) Records**

1. Anti-Money laundering policies and procedures for the firm.
2. Customer due diligence records for a selection of clients to be advised in advance.
3. Risk assessment of clients and firm for AML purposes.
4. AML CPD.

**Practice Information**

1. Partnership Agreement (if applicable).
2. Copy of headed paper.
3. Continuity of practice agreement (if sole practitioner).
4. Professional Indemnity Insurance: Policy document & latest renewal details.
5. CPD Records for all partners and senior staff: A full detailed breakdown (dates and topics) /listing of courses/ seminars attended for the last two years with supporting documentation for all partners, responsible individuals and senior staff of the firm.
6. Copy of most recent Practice Accounts prepared and Management Accounts to date.
7. Listing of fee invoices raised for the last two years.
8. Details of largest audit and non-audit fee from any client or group of related clients for the last two years.
9. Current aged debtors analysis.
10. Client bank account where applicable.
    1. Current bank statements.
    2. Fully balanced client ledger.
    3. Supporting documentation.

**Investment Business (where CPA authorisation held)**

1. Nature of investment business activities.
2. Minimum Competency requirements.
3. Commissions, income from IB activities.
4. Investment business files for client.