FINANCIAL STATEMENT REQUESTS / 01

SEPARATE EACH RECIPIENT'S REQUEST

Use Recipient A and B, not names or account details. Attribute each request to its source.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Recipient A: stated intended use / request reference / period requested

Recipient A: requested package as described / question for the accountant

Recipient A: accountant-defined engagement reference / difference still to clarify

Recipient B: stated intended use / request reference / period requested

Recipient B: requested package as described / question for the accountant

Recipient B: accountant-defined engagement reference / difference still to clarify

Preparation only. Not accounting, assurance, tax, legal or investment advice; no acceptance or accuracy conclusion. Keep private financial records out.

FINANCIAL STATEMENT REQUESTS / 02

MAP THE AGREED PACKAGE AND VERSION

The accountant defines the output. Use neutral document references, not figures or financial records.

Recipient A: accountant-named statements, notes or report references / agreed scope

Recipient A: package version / client draft-comment reference / open question

Recipient A: agreed private delivery method / sending role / receiving role

Recipient B: accountant-named statements, notes or report references / agreed scope

Recipient B: package version / client draft-comment reference / open question

Recipient B: agreed private delivery method / sending role / receiving role

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FINANCIAL STATEMENT REQUESTS / 03

KEEP REQUESTS AND RECEIPTS DISTINCT

Tick what is clear. A received file is not recipient acceptance or professional assurance.

- [ ] Each intended recipient has a separate request record
- [ ] Purpose and period are attributed to the requesting recipient
- [ ] The accountant has explained the proposed engagement
- [ ] Requested items and confirmed outputs are distinguished
- [ ] Unresolved differences have a clarification owner
- [ ] Package components and versions use neutral references
- [ ] Client draft comments are separate from the professional service
- [ ] Private originals and professional conclusions remain separate

Recipient / package version / transmission reference / acknowledgment reference

Unresolved recipient question / accountant response reference / next contact role

Changed request / affected output reference / scope discussion still needed

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FINANCIAL STATEMENT REQUESTS / 04

QUESTIONS FOR THE ACCOUNTANT

Use the same recipient requests in each consultation. Leave unknowns for professional clarification.

Request: what additional context do you need about each intended user?

Engagement: what service is proposed, and what are its stated limits?

Package: which documents, notes or accompanying report references are included?

Mismatch: who will clarify a difference between a request and the proposed output?

Draft and delivery: how will comments, versions and private transmission be tracked?

Follow-up: which recipient questions are included or separately scoped?

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FINANCIAL STATEMENT REQUESTS / 05

COMPARE REQUESTS, OUTPUTS AND SUPPORT

Use Accountant A and B in each box. Compare the same recipient request, not just a package name.

Accountant A / B / discussion dates / common recipient request references

Engagement description, intended use, output components and exclusions - A / B

Client draft-comment process, version control and private delivery - A / B

Fee basis, recipient follow-up, scope changes and unresolved differences - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a CPA & Accounting request. Describe the statement-preparation conversation you need, without private financial records, so participating pros can compete with proposals. Compare engagement scope, outputs, fees, delivery and follow-up. An accountant-led consultation may be needed.

One request. Every pro's best offer.

Start a request

Participation varies. A private recipient-request and engagement discussion may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/accounting/financial-statement-preparation

AICPA: Preparation, compilation and review standards (official reference)

AICPA: Compilation, review and audit discussion (official reference)

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