

File Profile

Information on this document is used in and gathered from various working papers through the file.

This document does not need to be printed or included in the index, but **should not be deleted**.

Client information

Accounting firm information

Financial statement presentation

Working paper variances

About D J McNeill Templates

Client information:

[Open Client Profile](#) Note: "Client short name" defaults to the name entered in "Client Profile". You may override the short name below and add a second line, if desired for the financial statement headings.

Client short name: Sample NPO Society

Client extended name:

Select

Entity type: **Not-For-Profit Organization**

Preferred terminology when referring to entity in report, letters & F/S: **organization**

Jurisdiction of incorporation: **British Columbia**

Engagement type: **Audit**

Financial reporting framework: **Canadian accounting standards for not-for-profit organizations**

Is this the initial year of adoption of the above framework? YES NO

Select the approach to be used

Are you engaged to report on all years presented in the financial statements? YES NO

Financial statement presentation:

- Print percentages on the income statement? YES NO
- Select type of financial statements (prefix in title of statements):
- Select number of months the statements cover in the current year:
- Will a **cash flow** statement be presented? YES NO
- Will comparative figures be presented in the financial statements? YES NO
- Should the comparative figures be identified as "unaudited"? YES NO

Income Statement column headings

- Select format: (Both formats are the same if the fiscal year is the calendar year)
- | | | |
|-----------------------------|--------------------------------------|-----------------------------------|
| Current year | <input type="text" value="2010/11"/> | <input type="text" value="2011"/> |
| Prior Year | <input type="text" value="2009/10"/> | <input type="text" value="2010"/> |
| 2nd Prior Year (for graphs) | <input type="text" value="2008/09"/> | <input type="text" value="2009"/> |
| 3rd Prior Year (for graphs) | <input type="text" value="2007/08"/> | <input type="text" value="2008"/> |
| 4th Prior Year (for graphs) | <input type="text" value="2006/07"/> | <input type="text" value="2007"/> |
- Different period length for prior year:

Balance Sheet column headings

- Current year
- Prior year Different balance sheet date for prior year:

Financial Statement status

- Date of substantial completion for report and representation letter:
- "In progress" (Printed version will show map codes and date printed.)
- "Final" (or "Draft" if watermark is selected below)
- Check box to print "Draft" watermark

Set statements to "final" without draft watermark only after review & approval by Partner in Charge