

2020 PREPARATIONS, COMPILATIONS AND REVIEWS OF REAL ESTATE ENTITIES TITLES OVERVIEW FOR KNOWLEDGE COACH USERS

PURPOSE

This document is published for the purpose of communicating, to users of the toolset, updates and enhancements included in the current version. This document is not, and should not be used as, a program to update the engagement documentation of an engagement started in a previous version of this product.

WORKPAPER UPDATES AND ROLL FORWARD NOTES

General Roll Forward Note:

You must be the current editor of all Knowledge Coach workpapers to update to the latest content, and you must be the current editor upon opening the updated workpaper for the first time to ensure you see the updated workpaper.

The *2020 Knowledge-Based Preparation, Compilation, and Review of Real Estate Entities Engagements* tools have been updated to take into account the latest literature, standards, and guidance applicable to preparation, compilation, and review engagements. The 2020 tools include links to detailed analysis related to the steps and processes discussed in the workpapers. Also included is a revised financial statement disclosures checklist that provides a centralized resource of the required and recommended U.S. GAAP disclosures and key presentation items currently in effect, using the style referencing under the FASB Accounting Standards Codification.TM

The tools in this edition of *Knowledge-BasedTM Preparation, Compilation, and Review of Real Estate Entities Engagements* are current through Statement on Standards for Accounting and Review Services No. 25 (SSARS-25), *Materiality in a Review of Financial Statements and Adverse Conclusions*; issued in 2020, and the AICPA Guide *Preparation, Compilation and Review Engagements*. SSARS-25 is effective for engagements performed in accordance with SSARSs for periods ending on or after December 15, 2021. Early implementation is permitted. This edition fully implements the provisions of SSARS-25.

Caution: This title should only be used by accountants who are implementing the requirements of SSARS 25. For engagements where those standards will not yet be implemented, the accountant should continue to use the 2019 title, released on 1/9/2020.

If you are not early implementing, you will still need to install the Real Estate Preparation, Compilation or Review 2020 title to obtain the updated KBCR-901 Financial Statement Disclosure Checklist. The disclosure checklist is an independent workpaper and can be added to a binder without updating the other content for the new standards.

After installing the Knowledge-Based Preparation, Compilation or Review of Real Estate Entities 2020 title there are two options for inserting the updated disclosure checklist into a binder:

- You can install the title, but not release it. You can then leverage the user rights in the ADMIN module to “Insert Workpapers from Unreleased Titles” to give select groups of staff the ability to install the updated disclosure checklist.
- You can create a binder template with just the updated disclosure checklist and copy and paste the disclosure checklist from the template into the engagement binder. After creating the template, the 2020 Real Estate Preparation, Compilation or Review title could be released.

Note: that no matter which option you choose the tailoring in the table of contents will be lost from the prior year.

Preparation Programs (PRPs):

- Modified where applicable with new practice points, practice alerts, and updated references.

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
PRP-101 Overall Preparation Program					
Updated	Note updated to reflect SSARS-25 requirement to inform management of the reason when withdrawing from an engagement.	Procedures Table	Y	SSARS-25	
Updated	Practice Point updated to reflect SSARS-25 changed requirements for when an accountant should not prepare financial statements that omit substantially all disclosures.	Procedures Table	Y	SSARS-25	
Updated	Step 3 under, “Evaluating and Concluding Procedures” section appended with the following: “If management fails to provide such additional or corrected information, the accountant should disclose a material misstatement or misstatements in the financial statements or withdraw from the engagement and inform management of the reasons for withdrawing.”	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
PRP-801 Preparation Program: Significant Risks and Uncertainties					
New	New Practice Point: Disclosure of items, such as an uncertainty, is not required in financial statements in which substantially all the disclosures required by the applicable financial reporting framework are omitted.	Instructions			

Compilation Programs (CMPs):

- Modified where applicable with new practice points, practice alerts, and updated references.

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
CMP-101 Overall Compilation Program					
Updated	Step 6 under, “Performing Compilation Procedures” amended to read:	Procedures	Y	SSARS-25	Step will reset on roll forward due to content changes

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	If the entity has an interest in a variable interest entity, and does not qualify for nor has elected the private company accounting alternative for VIEs, obtain...				
Updated	Practice Point updated to reflect SSARS-25 changed requirements for when an accountant should not prepare financial statements that omit substantially all disclosures.	Instructions/ Table	Y	SSARS-25	
Updated	Practice Point updated to reflect SSARS-25 requirement to inform management of the reason when withdrawing from an engagement.	Table	Y	SSARS-25	
CMP-102 Compilation Program: Prospective Financial Statements					
Modify	Updating the word, “Practitioner” to “Accountant” in all instances.	Instruction/ Tables			All steps will retain on roll forward by default.
CMP-902 Compilation Program: Going Concern					
Updated	Step 6a and 6b updated to reflect requirements of SSARS-25 where “emphasis of matter paragraph” is replaced by “going concern section”.	Procedures	Y	SSARS-25	Steps will reset on roll forward due to content changes.

Review Programs (REVs)

- Modified where applicable with new practice points, practice alerts, and updated references.

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
REV-100 Engagement-Level Tailoring Questions					
New	3 New TQs as follows: Are the financial statements being prepared under U.S. GAAP? Does the applicable financial reporting framework include requirements for management to evaluate the entity’s ability to continue as a going concern for a reasonable period of time? Have subsequently discovered facts become known before the report release date?	TQ Table			

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	Review <i>KCO-003 Answer Effects for the Engagement-Level Tailoring Questions Workpaper</i> to note the functioning of each of these new TQs.				
REV-101 Overall Review Program					
New	<p>3 New TQs that flow from <i>REV-100</i>, as follows:</p> <p>Are the financial statements being prepared under U.S. GAAP?</p> <p>Does the applicable financial reporting framework include requirements for management to evaluate the entity’s ability to continue as a going concern for a reasonable period of time?</p> <p>Have subsequently discovered facts become known before the report release date?</p> <p>Review <i>KCO-003 Answer Effects for the Engagement-Level Tailoring Questions Workpaper</i> to note the functioning of each of these new TQs.</p>	TQ Table			
Updated	Step 4 under, “Preliminary Engagement Activities” updated to include the requirement for the accountant to exercise professional skepticism in a review.	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
Updated	<p>Step 10 under, “Preliminary Engagement Activities” modified to reflect the requirement that the engagement letter be signed and documents “prior to performing the engagement” and that management accept their responsibility for the preparation and presentation of financial statements “that are free from material misstatement, whether due to fraud or error”.</p> <p>Also modified to reflect the requirement that the engagement letter include a statement “that a review is substantially less in scope than an audit and that the accountant will not express an opinion on the financial statements”.</p>	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
Updated	Steps 12 through 15 under, “Preliminary Engagement Activities” which are used when the accountant elects to not use one of the illustrative example engagement letters provided, have been updated with the same changes noted in the REV-101 steps above.	Procedures Table	Y	SSARS-25	Some of these updated steps will reset on roll forward due to content changes.
New Step	<p>New step under, “Preliminary Engagement Activities” related to the use of other accounts that reads:</p> <p>16. If other accountants have been engaged to audit or review the financial statements of significant components of the reporting entity, its subsidiaries, and other investees , regardless of whether or not we plan to reference the other accountants in our report communicate with the other accountant or accountants, as required, regarding:</p> <p>a. The other accountant’s awareness that the financial statements of the reporting entity will include the components audited or reviewed by the other accountants and that the other accountant’s report will be relied upon;</p> <p>b. The other accountant’s familiarity with the applicable financial reporting framework and with SSARS or auditing standards generally accepted in the United States of America, as applicable and that they will conduct the audit or review in accordance therewith;</p> <p>c. The other accountants understand the ethical requirements that are relevant to the engagement and, in particular, are independent; and</p> <p>d. The review that will be made of matters affecting eliminations of intercompany transactions and accounts and related to the uniformity of accounting principles applied by the components.</p> <p>Practice Point: If the component’s financial statements are prepared using a financial reporting framework different from that used for the financial statements of the reporting entity, the accountant is precluded from referencing the review or audit of the other accountants in the review report of the accountant of the reporting entity unless the following apply:</p> <p>a. The accountant has determined that the measurement, recognition, presentation, and disclosure criteria that are applicable to all material items in the component’s</p>	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>financial statements in accordance with the financial reporting framework used by the component are similar to the criteria that are applicable to all material items in the reporting entity's financial statements in accordance with the financial reporting framework used by the reporting entity.</p> <p>The accountant of the reporting entity has obtained sufficient appropriate review evidence for purposes of evaluating the appropriateness of the adjustments to convert the component's financial statements to the financial reporting framework used by the reporting entity without the need to assume responsibility for, and thus be involved in, the work of the other accountants.</p>				
Deleted Step	Step 23 under, "Preliminary Engagement Activities" deleted as the new SSARS-25 materiality guidance replaces it.	Procedures Table	Y	SSARS-25	
Updated	<p>Step 5 under, "Performing Review Procedures" modified to reflect SSARS-25 materiality requirements. It now reads as follows:</p> <p>"Determine materiality for the financial statements as a whole in the context of the applicable financial reporting framework, considering the circumstances of the engagement and the needs of the users of the accountant's report and apply this materiality in designing and performing the review procedures."</p>	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
New Step	<p>"17. Design analytical procedures and inquiries to address:</p> <p>a. All material items in the financial statements, including disclosures; and</p> <p>b. Areas in the financial statements where the accountant believes there are increased risks of material misstatements.</p>	Procedures Table	Y	SSARS-25	
Updated	<p>Modified step 18 under, "Performing Review Procedures" to incorporate the materiality provisions of SSARS-25 now reads:</p> <p>"Perform analytical procedures on all material items in the financial statements, including disclosures; and on areas of increased risks of material misstatements, by developing expectations and comparing those expectations to recorded amounts or ratios developed</p>	Procedures Table	Y	SSARS-25	Step will reset on roll forward due to content changes.

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	from recorded amounts to identify significant, unusual, or complex transactions or events...”				
Updated	Step 19 under, “Performing Review Procedures” modified to incorporate the requirement to inquire of management “and others within the entity, as appropriate...”	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
Updated	Substep 20(a) under, “Performing Review Procedures” modified to include explicit requirement to consider nature and materiality of items, “including disclosures”.	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
Updated	Substep 20(g) under, “Performing Review Procedures” modified as follows: Our awareness of the risk that we may unknowingly issue an inappropriate review report.	Procedures Table	Y	SSARS-25	Step will reset on roll forward due to content changes.
Updated	Step 21 under, “Performing Review Procedures” modified to read: “Make appropriate inquiries of entity management and others within the entity, as appropriate, about matters including significant, unusual, or complex transactions or events...”	Procedures Table	Y	SSARS-25	Step will reset on roll forward due to content changes.
New Step	22. Remain alert for arrangements or information that may indicate the existence of related party relationships or transactions that management has not previously identified or disclosed. If significant transactions outside the entity’s normal course of business are identified, inquire of management about: a. The nature of these transactions; and b. Whether related parties could be involved.	Procedures Table	Y	SSARS-25	
New Substep	Step 1(b) under, “Evaluating, Concluding, and Reporting Procedures”. Take appropriate steps to be satisfied that the work performed is adequate for the engagement’s purposes.	Procedures Table	Y	SSARS-25	
Deleted Step	Step 2 under, “Evaluating, Concluding, and Reporting Procedures” deleted as it is replaced by new language and requirements in SSARS-25	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
New Step	<p>5. If there is an indication that fraud or noncompliance with laws or regulations has occurred, or is suspected to have occurred, the effects of which should be considered when preparing financial statements:</p> <p>a. Communicate identified or suspected fraud as soon as practical to the appropriate level of senior management (at a level above those involved with the suspected fraud, if possible) or those charged with governance, as appropriate;</p> <p>b. Communicate to management identified or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements, other than matters that are clearly inconsequential;</p> <p>c. Request management’s assessment of the effects, if any, on the financial statements;</p> <p>d. Consider the effect, if any, of management’s assessment of the effects of fraud or noncompliance with laws or regulations on the financial statements and on the accountant’s report;</p> <p>e. Determine whether there is a responsibility to report the occurrence or suspicion of fraud or noncompliance with laws and regulations to a party outside the entity;</p> <p>If the fraud or noncompliance with laws or regulations involves senior management or results in a material misstatement of the financial statements communicate the matter directly to those charged with governance.</p>	Procedures Table	Y	SSARS-25	
New Step	<p>6. If management or, as appropriate, those charged with governance, do not provide sufficient information that supports:</p> <p>a. The financial statements are not materially misstated due to fraud.</p> <p>b. The entity is in compliance with laws and regulations, and in the accountant’s professional judgment, the effect of the suspected noncompliance may be material to the financial statements.</p>	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	Consider the need to obtain legal advice and take appropriate action, including potential withdrawal.				
New Step	7. If any information or evidence obtained is incorrect, incomplete, or otherwise unsatisfactory: <ul style="list-style-type: none"> a. Request that management consider the effect of the matter on the financial statements and disclosures, including any supplementary information and communicate the results of such consideration to us; and b. Consider the effect of the matter on the review report. 	Procedures Table	Y	SSARS-25	
New Step	8. Accumulate misstatements, including inadequate disclosure, identified or brought to our attention and evaluate, whether individually or in aggregate, misstatements, including inadequate disclosure, to determine whether material modification should be made to the financial statements for them to be in accordance with the applicable financial reporting framework.	Procedures Table	Y	SSARS-25	
New Step	9. Review and evaluate materiality in light of the findings of the engagement procedures. Revise materiality if the review evidence obtained would have caused the accountant to have determined a different amount initially.	Procedures Table	Y	SSARS-25	
New Step	10. If the applicable financial reporting framework includes requirements for management to evaluate the entity's ability to continue as a going concern for a reasonable period of time in preparing financial statements, perform review procedures related to the following: <ul style="list-style-type: none"> a. Whether the going concern basis of accounting is appropriate b. Management's evaluation of whether there are conditions or events that raise substantial doubt about the entity's ability to continue as a going concern 	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>c. If there are conditions or events that raise substantial doubt about the entity's ability to continue as a going concern, management's plans to mitigate those matters</p> <p>d. The adequacy of the related disclosures in the financial statements</p>				
New Step	<p>11. If the applicable financial reporting framework does not include a requirement for management to evaluate the entity's ability to continue as a going concern for a reasonable period of time in preparing financial statements, and conditions or events that raise substantial doubt about an entity's ability to continue as a going concern for a reasonable period of time existed at the date of the prior period financial statements (regardless of whether the substantial doubt was alleviated by the consideration of management's plans) or, in the course of performing review procedures on the current period financial statements, we become aware of conditions or events that raise substantial doubt about the entity's ability to continue as a going concern:</p> <p>a. Inquire of management whether the going concern basis of accounting is appropriate;</p> <p>b. Inquire of management about its plans for addressing the adverse effects of the conditions and events; and</p> <p>c. Consider the adequacy of the disclosure about such matters in the financial statements.</p>	Procedures Table	Y	SSARS-25	
New Step	<p>12. Evaluate events subsequent to the date of the financial statements that could have a material effect on the financial statements or the accountant's report. When evidence or information that subsequent events that require adjustment of, or disclosure in, the financial statements is identified request that management consider whether each such event is appropriately reflected in the financial statements in accordance with the applicable financial reporting framework.</p>	Procedures Table	Y	SSARS-25	
New Step	<p>13. Obtain a management representation letter.</p> <p>Practice Point: The accountant should obtain written representations from management for all financial statements</p>	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	and periods covered by the report, including that all inquiries were answered fully and truthfully and that the information provided is correct and complete.				
New Step	<p>14. Consider whether, on the basis of the results of review procedures performed, additional review procedures are needed. If needed, design and perform additional review procedures to provide sufficient appropriate review evidence to:</p> <p>a. Conclude that the identified matter or matters are not likely to cause the financial statements as a whole to be materially misstated; or</p> <p>b. Determine that the identified matter or matters cause the financial statements as a whole to be materially misstated.</p> <p>Practice Point: Additional procedures focus on obtaining sufficient appropriate review evidence to enable the accountant to form a conclusion on matters that the accountant believes may cause the financial statements to be materially misstated. Such procedures may consist of:</p> <ul style="list-style-type: none"> • Additional inquiry or analytical procedures, for example, being performed in greater detail or focused on the affected items (that is, amounts or disclosures concerning the affected accounts or transactions as reflected in the financial statements); or • Other types of procedures, for example, a substantive test of details or external confirmations. <p>Practice Point: If the accountant is not able to obtain sufficient appropriate review evidence to form a conclusion, the accountant should withdraw from the engagement.</p>	Procedures Table	Y	SSARS-25	
New Step	<p>15. Form a conclusion on the financial statements as a whole, considering whether:</p> <p>a. The financial statements adequately refer to or describe the applicable financial reporting framework;</p> <p>b. The terminology used in the financial statements, including the title of each financial statement, is</p>	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>appropriate and in accordance with the applicable financial reporting framework;</p> <p>c. The financial statements adequately disclose the significant accounting policies selected and applied;</p> <p>d. The accounting policies selected and applied are appropriate and consistent with the applicable financial reporting framework;</p> <p>e. Accounting estimates made by management appear reasonable;</p> <p>f. The information presented in the financial statements appears relevant, reliable, comparable, and understandable;</p> <p>g. The financial statements provide adequate disclosures to enable the intended users to understand the effects of material transactions and events on the information conveyed in the financial statements;</p> <p>h. Uncorrected misstatements identified during the review, and in the previous year's review of the entity's financial statements, cause the financial statements to be misstated;</p> <p>i. Qualitative aspects of the entity's accounting practices, including indicators of possible bias in management's judgments cause the financial statements to be misstated;</p> <p>j. The financial statements represent the underlying transactions and events in a manner that achieves fair presentation in accordance with the applicable financial reporting framework; and</p> <p>k. The overall presentation, structure, and content of the financial statements is appropriate and in accordance with the applicable financial reporting framework.</p>				
New Step	<p>16. If a subsequently discovered fact becomes known to the accountant before the report release date, discuss the matter with management and, when appropriate, those charged with governance and determine whether the financial statements need revision and, if revision is needed, inquire how management intends to address the matter in the financial statements.</p>	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>Practice Point: If management revises the financial statements, the accountant should perform the review procedures necessary in the circumstances on the revision. The accountant should also do either of the following:</p> <p>a. Date the review report as of a later date.</p> <p>b. Include an additional date in the accountant’s review report on the revised financial statements that is limited to the revision (that is, dual-date the review report for that revision), thereby indicating that the review procedures subsequent to the original date of the accountant’s review report are limited solely to the revision described in the relevant note to the financial statements.</p> <p>c. If management does not revise the financial statements in circumstances in which the accountant believes they need to be revised, the accountant should modify the accountant’s review report or withdraw, as appropriate accountant should obtain written representations from management for all financial.</p>				
REV-801 Review Program: Entity Inquiries					
New	<p>Practice Point as follows:</p> <p>Practice Alert: In February 2020, the Accounting and Review Services Committee (ARSC) of the AICPA issued Statement on Standards for Accounting and Review Services (SSARS) No. 25, <i>Materiality in a Review of Financial Statements and Adverse Conclusions</i>. (SSARS-25). SSARS-25 amends the following sections of SSARS No. 21, <i>Statements on Standards for Accounting and Review Services: Clarification and Recodification</i>:</p> <ul style="list-style-type: none"> • AR-C Section 60, <i>General Principles for Engagements Performed in Accordance With Statements on Standards for Accounting and Review Services</i> • AR-C Section 70, <i>Preparation of Financial Statements</i> • AR-C Section 80, <i>Compilation Engagements</i> • AR-C Section 90, <i>Review of Financial Statements</i> <p>SSARS-25 provides for significant changes including:</p>	Instructions	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<ul style="list-style-type: none"> • Further convergence of AR-C Section 90 with International Standard on Review Engagements (ISRE) 2400 (Revised), <i>Engagements to Review Historical Financial Statements</i>, and minimization of the differences with the auditing standards regarding concepts that are consistent regardless of the level of service performed on the financial statements; • A change in the stated objectives of a review engagement; • A requirement that the accountant's review report include a statement that the accountant is required to be independent of the entity and to meet the accountant's other ethical responsibilities, in accordance with the relevant ethical requirements relating to the review; • An explicit requirement for the accountant performing a review engagement to determine materiality for the financial statements as a whole and apply this materiality in designing the procedures and evaluating the results obtained from those procedures; • An explicit requirement for the accountant, in obtaining sufficient appropriate review evidence as a basis for a conclusion on the financial statements as a whole, to design and perform the analytical procedures and inquires to address all material items in the financial statements, including disclosures; • Additional requirements for procedures related to related parties, subsequent events, and going concern matters; • Requirements to communicate identified or suspected fraud or noncompliance with laws and regulations as soon as practical to the appropriate level of senior management or those charged with governance; • Allowing for the expression of an adverse review conclusion when financial statements are materially and pervasively misstated; • A requirement for the accountant, when withdrawing from a preparation engagement, to inform management of the reasons for withdrawing; • When performing preparation or compilation engagements, a change in the conditions that would preclude engagements on financial statements that omit substantially all disclosures required by the financial reporting framework; and • For special purpose financial statements prepared in accordance with a contractual basis of accounting, a 				

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>requirement to add a statement that the financial statements may not be suitable for another purpose.</p> <p>SSARS-25 is effective for engagements performed in accordance with SSARSs for periods ending on or after December 15, 2021. Early implementation is permitted.</p> <p>It is anticipated that early implementation of SSARS-25 will be widely accepted. The provisions of SSARS-25 have been fully incorporated into this toolset. Accountants performing preparation, compilation, or review engagements prior to the effective date of SSARS-25 that do NOT wish to early implement SSARS-25 should not use this toolset and instead, use the previous edition.</p>				
Modified	<p>Modified step 1 under, “General” as follows:</p> <p>Have the financial statements been prepared and fairly presented in conformity with the applicable financial reporting framework consistently applied?</p>	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
New	<p>Multiple new steps under, “General” as follows:</p> <p>2. Does management have a process for determining that significant accounting estimates are reasonable in the circumstances? Describe:</p> <p>3. *Does the entity have any related parties? Identify (or reference):</p> <p>4. *Has the entity entered into any transactions with related parties? Describe (or reference), including the purpose of those transactions:</p> <p>5. Has management considered the effects or possible implications for the entity of transactions or relationships with related parties? Describe (or reference):</p> <p>6. *Has management identified any significant, unusual, or complex transactions, events, or matters that have affected or may affect the financial statements? Describe (or reference):</p> <p>7. *Have there been any significant changes in the entity’s business activities or operations?</p> <p>8. *Have there been any significant changes to the terms of contracts that materially affect the entity’s financial statements, including terms of finance and debt contracts or covenants?</p>	Procedures Table	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>9. *Have there been any significant journal entries or other adjustments to the financial statements?</p> <p>10. *Have there been any significant transactions occurring or recognized during the period, particularly those in the last several days of the reporting period?</p> <p>11. *Have uncorrected misstatements identified during the previous review been corrected subsequent to the periods covered by the prior review? If so, describe (or reference) the amounts recorded and period in which such adjustments were recorded:</p> <p>12. Has management performed an evaluation of the entity's ability to continue as a going concern? Describe management's basis for their assessment:</p> <p>13. *Are there any events or conditions that appear to cast doubt on the entity's ability to continue as a going concern?</p> <p>14. *Are there any material commitments, contractual obligations, or contingencies that have affected or may affect the entity's financial statements, including disclosures?</p> <p>15. *Were there any material nonmonetary transactions or transactions for no consideration in the financial reporting period under consideration?</p> <p>21. Does the organization operate in a specialized industry? (Describe)</p> <p>31. *Has the entity disposed of a segment of a business?</p> <p>32. *Have there been any restructuring charges taken in the current and prior periods?</p>				
Modified	<p>Modified step 20 under, "General" as follows:</p> <p>*Have there been any corrections of accounting errors?</p>	Procedures Table	Y	SSARS-25	Step will reset on roll forward due to content changes.
Removed	<p>Deleted the following steps under, "General":</p> <p>*Have there been any unusual or complex situations that may have an effect on the financial statements?</p> <p>*Were there any significant transactions that occurred or were recognized near the end of the reporting period that may have an effect on the financial statements?</p>	Procedures Table			

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>Have uncorrected misstatements identified during any previous engagements been corrected?</p> <p>*Have there been any changes in the entity's related-party relationships or any significant new related-party transactions?</p> <p>*Were there any significant journal entries or other adjustments?</p>				
Modified	<p>Modified the following steps under, "General":</p> <p>25. Has management identified and addressed events subsequent to the date of the financial statements that require adjustment of, or disclosure in, the financial statements?</p> <p>26. *Do you have knowledge of any actual, suspected, or alleged fraud or noncompliance with laws and regulations affecting the entity?</p> <p>27. *Do you have knowledge of any actual, suspected, or alleged noncompliance with provisions of laws and regulations that are generally recognized to have a direct effect on the determination of material amounts and disclosures in the financial statements, such as tax and pension laws and regulations?</p>	Procedures Table	Y	SSARS-25	Steps will reset on roll forward due to content changes.
REV-901 Review Program: Discovery of Facts After the Date of the Report					
New	<p>New Practice Point:</p> <p>Practice Alert: In February 2020, the Accounting and Review Services Committee (ARSC) of the AICPA issued Statement on Standards for Accounting and Review Services (SSARS) No. 25, <i>Materiality in a Review of Financial Statements and Adverse Conclusions</i>. (SSARS-25). SSARS-25 amends the following sections of SSARS No. 21, <i>Statements on Standards for Accounting and Review Services: Clarification and Recodification</i>:</p> <ul style="list-style-type: none"> • AR-C Section 60, <i>General Principles for Engagements Performed in Accordance With Statements on Standards for Accounting and Review Services</i> • AR-C Section 70, <i>Preparation of Financial Statements</i> • AR-C Section 80, <i>Compilation Engagements</i> • AR-C Section 90, <i>Review of Financial Statements</i> <p>SSARS-25 provides for significant changes including:</p>	Instructions	Y	SSARS-25	

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<ul style="list-style-type: none"> • Further convergence of AR-C Section 90 with International Standard on Review Engagements (ISRE) 2400 (Revised), <i>Engagements to Review Historical Financial Statements</i>, and minimization of the differences with the auditing standards regarding concepts that are consistent regardless of the level of service performed on the financial statements; • A change in the stated objectives of a review engagement; • A requirement that the accountant's review report include a statement that the accountant is required to be independent of the entity and to meet the accountant's other ethical responsibilities, in accordance with the relevant ethical requirements relating to the review; • An explicit requirement for the accountant performing a review engagement to determine materiality for the financial statements as a whole and apply this materiality in designing the procedures and evaluating the results obtained from those procedures; • An explicit requirement for the accountant, in obtaining sufficient appropriate review evidence as a basis for a conclusion on the financial statements as a whole, to design and perform the analytical procedures and inquires to address all material items in the financial statements, including disclosures; • Additional requirements for procedures related to related parties, subsequent events, and going concern matters; • Requirements to communicate identified or suspected fraud or noncompliance with laws and regulations as soon as practical to the appropriate level of senior management or those charged with governance; • Allowing for the expression of an adverse review conclusion when financial statements are materially and pervasively misstated; • A requirement for the accountant, when withdrawing from a preparation engagement, to inform management of the reasons for withdrawing; • When performing preparation or compilation engagements, a change in the conditions that would preclude engagements on financial statements that omit substantially all disclosures required by the financial reporting framework; and • For special purpose financial statements prepared in accordance with a contractual basis of accounting, a 				

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>requirements to add a statement that the financial statements may not be suitable for another purpose.</p> <p>SSARS-25 is effective for engagements performed in accordance with SSARSs for periods ending on or after December 15, 2021. Early implementation is permitted.</p> <p>It is anticipated that early implementation of SSARS-25 will be widely accepted. The provisions of SSARS-25 have been fully incorporated into this toolset. Accountants performing preparation, compilation, or review engagements prior to the effective date of SSARS-25 that do NOT wish to early implement SSARS-25 should not use this toolset and instead, use the previous edition.</p>				
Modified	<p>Modified the following steps:</p> <p>2. We discussed the matter with management and, when appropriate, those charged with governance and determined whether the financial statements need revision and, if revision is needed, inquired how management intends to address the matter in the financial statements.</p> <p>3. If management revised the financial statements, we performed the review procedures necessary in the circumstances on the revision and:</p> <ul style="list-style-type: none"> a. Dated the review report as of a later date; or b. Included an additional date in our review report on the revised financial statements that is limited to the revision (that is, dual-date the review report for that revision), c. If the reviewed financial statements (before revision) have been made available to third parties, assess whether the steps taken by management are timely and appropriate to ensure that anyone in receipt of those financial statements is informed of the situation, including that the financial statements are not to be used d. If our conclusion on the revised financial statements differs from our conclusion on the original financial statements, we issued a report that includes an emphasis-of-matter paragraph that includes: 	Procedures Table	Y	SSARS-25	Step will reset on roll forward due to content changes.

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>(1) The date of the accountant’s previous report;</p> <p>(2) A description of the revisions; and</p> <p>(3) The substantive reasons for the revisions.</p> <p>e. If management does not take the necessary steps, we took the actions described in step 4 below.</p> <p>4. If management did not revise the financial statements in circumstances in which they need to be revised, we did the following:</p> <p>a. If the reviewed financial statements had not been made available to third parties, we notified management and those charged with governance (unless all of those charged with governance are involved in managing the entity) not to make the reviewed financial statements available to third parties before the necessary revisions have been made and a new review report on the revised financial statements has been provided.</p> <p>b. If the reviewed financial statements had been made available to third parties, we assessed whether the steps taken by management were timely and appropriate to ensure that anyone in receipt of the reviewed financial statements was informed of the situation, including that the reviewed financial statements are not to be used.</p> <p>c. If management did not take the necessary steps, we notified management and those charged with governance (unless all of those charged with governance are involved in managing the entity) that we will seek to prevent future use of our review report.</p> <p>d. If, despite such notification, management or those charged with governance did not take the necessary steps, we took appropriate</p>				

	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	action to seek to prevent use of our review report.				
REV-902 Review Program: Going Concern					
Deleted	Step 3 deleted	Procedures Table	Y	SSARS-25	
Modified	Step 7 has been modified to reflect the change in requirement from an emphasis-of-matter paragraph to a “Going Concern Section”.	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
Modified	Step 9 has been modified to reflect the requirements that a “Basis for Modification” section replaces the emphasis-of-matter paragraph when providing a modified conclusion.	Procedures Table	Y	SSARS-25	Steps will reset on roll forward due to content changes.

Knowledge-Based Preparation Documents (KBPs)

- Modified where applicable with new practice points, practice alerts, and updated references.

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
KBP-201 Preparation: Client/Engagement Acceptance and Continuance Form					
Modify	Updating the word, “Practitioner” to “Accountant” in all instances.	Instruction/ Tables			All steps will retain on roll forward by default.
KBP-902 Preparation: Review and Approval Checklist					
New	<p>New Practice Point: In February 2020, the Accounting and Review Services Committee (ARSC) of the AICPA issued Statement on Standards for Accounting and Review Services (SSARS) No. 25, <i>Materiality in a Review of Financial Statements and Adverse Conclusions</i>. (SSARS-25). SSARS-25 amends the following sections of SSARS No. 21, <i>Statements on Standards for Accounting and Review Services: Clarification and Recodification</i>:</p> <ul style="list-style-type: none"> • AR-C Section 60, <i>General Principles for Engagements Performed in Accordance With Statements on Standards for Accounting and Review Services</i> • AR-C Section 70, <i>Preparation of Financial Statements</i> • AR-C Section 80, <i>Compilation Engagements</i> • AR-C Section 90, <i>Review of Financial Statements</i> 	Instructions	Y	SSARS-25	

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>SSARS-25 provides for significant changes including:</p> <ul style="list-style-type: none"> • Further convergence of AR-C Section 90 with International Standard on Review Engagements (ISRE) 2400 (Revised), <i>Engagements to Review Historical Financial Statements</i>, and minimization of the differences with the auditing standards regarding concepts that are consistent regardless of the level of service performed on the financial statements; • A change in the stated objectives of a review engagement; • A requirement that the accountant's review report include a statement that the accountant is required to be independent of the entity and to meet the accountant's other ethical responsibilities, in accordance with the relevant ethical requirements relating to the review; • An explicit requirement for the accountant performing a review engagement to determine materiality for the financial statements as a whole and apply this materiality in designing the procedures and evaluating the results obtained from those procedures; • An explicit requirement for the accountant, in obtaining sufficient appropriate review evidence as a basis for a conclusion on the financial statements as a whole, to design and perform the analytical procedures and inquires to address all material items in the financial statements, including disclosures; • Additional requirements for procedures related to related parties, subsequent events, and going concern matters; • Requirements to communicate identified or suspected fraud or noncompliance with laws and regulations as soon as practical to the appropriate level of senior management or those charged with governance; • Allowing for the expression of an adverse review conclusion when financial statements are materially and pervasively misstated; • A requirement for the accountant, when withdrawing from a preparation engagement, to inform management of the reasons for withdrawing; • When performing preparation or compilation engagements, a change in the conditions that would preclude engagements on financial statements that omit substantially all disclosures required by the financial reporting framework; and 				

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<ul style="list-style-type: none"> For special purpose financial statements prepared in accordance with a contractual basis of accounting, a requirements to add a statement that the financial statements may not be suitable for another purpose. <p>SSARS-25 is effective for engagements performed in accordance with SSARSs for periods ending on or after December 15, 2021. Early implementation is permitted.</p> <p>It is anticipated that early implementation of SSARS-25 will be widely accepted. The provisions of SSARS-25 have been fully incorporated into this toolset. Accountants performing preparation, compilation, or review engagements prior to the effective date of SSARS-25 that do NOT wish to early implement SSARS-25 should not use this toolset and instead, use the previous edition.</p>				

Knowledge-Based Compilation Documents (KBCs)

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
KBC-201 Compilation: Client/Engagement Acceptance and Continuance Form					
Modify	Updating the word, “Practitioner” to “Accountant” in all instances.	Instruction/ Tables			All steps will retain on roll forward by default.
KBC-902 Compilation: Review and Approval Checklist					
New	<p>New Practice Point: In February 2020, the Accounting and Review Services Committee (ARSC) of the AICPA issued Statement on Standards for Accounting and Review Services (SSARS) No. 25, <i>Materiality in a Review of Financial Statements and Adverse Conclusions</i>. (SSARS-25). SSARS-25 amends the following sections of SSARS No. 21, <i>Statements on Standards for Accounting and Review Services: Clarification and Recodification</i>:</p> <ul style="list-style-type: none"> AR-C Section 60, <i>General Principles for Engagements Performed in Accordance With Statements on Standards for Accounting and Review Services</i> AR-C Section 70, <i>Preparation of Financial Statements</i> AR-C Section 80, <i>Compilation Engagements</i> AR-C Section 90, <i>Review of Financial Statements</i> <p>SSARS-25 provides for significant changes including:</p>	Instructions	Y	SSARS-25	

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<ul style="list-style-type: none"> • Further convergence of AR-C Section 90 with International Standard on Review Engagements (ISRE) 2400 (Revised), <i>Engagements to Review Historical Financial Statements</i>, and minimization of the differences with the auditing standards regarding concepts that are consistent regardless of the level of service performed on the financial statements; • A change in the stated objectives of a review engagement; • A requirement that the accountant's review report include a statement that the accountant is required to be independent of the entity and to meet the accountant's other ethical responsibilities, in accordance with the relevant ethical requirements relating to the review; • An explicit requirement for the accountant performing a review engagement to determine materiality for the financial statements as a whole and apply this materiality in designing the procedures and evaluating the results obtained from those procedures; • An explicit requirement for the accountant, in obtaining sufficient appropriate review evidence as a basis for a conclusion on the financial statements as a whole, to design and perform the analytical procedures and inquires to address all material items in the financial statements, including disclosures; • Additional requirements for procedures related to related parties, subsequent events, and going concern matters; • Requirements to communicate identified or suspected fraud or noncompliance with laws and regulations as soon as practical to the appropriate level of senior management or those charged with governance; • Allowing for the expression of an adverse review conclusion when financial statements are materially and pervasively misstated; • A requirement for the accountant, when withdrawing from a preparation engagement, to inform management of the reasons for withdrawing; • When performing preparation or compilation engagements, a change in the conditions that would preclude engagements on financial statements that omit substantially all disclosures required by the financial reporting framework; and • For special purpose financial statements prepared in accordance with a contractual basis of accounting, a 				

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
	<p>requirements to add a statement that the financial statements may not be suitable for another purpose.</p> <p>SSARS-25 is effective for engagements performed in accordance with SSARSs for periods ending on or after December 15, 2021. Early implementation is permitted.</p> <p>It is anticipated that early implementation of SSARS-25 will be widely accepted. The provisions of SSARS-25 have been fully incorporated into this toolset. Accountants performing preparation, compilation, or review engagements prior to the effective date of SSARS-25 that do NOT wish to early implement SSARS-25 should not use this toolset and instead, use the previous edition.</p>				

Knowledge-Based Review Documents (KBRs)

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
KBR-201 Review: Client/Engagement Acceptance and Continuance Form					
Modify	Updating the word, “Practitioner” to “Accountant” in all instances.	Instruction/ Tables			All steps will retain on roll forward by default.
KBR-901 Review: Documentation Checklist					
New	<p>New TQ as follows:</p> <p>Was information identified that was inconsistent with our findings regarding significant matters affecting the financial statements?</p> <p>This TQ will show the following step if answered as “yes”:</p> <p>If, in the course of the engagement, we identified information that was inconsistent with our findings regarding significant matters affecting the financial statements, how the inconsistency was addressed.</p>	TQ Table	Y	SSARS-25	

Type of Change	Description of Change	Location	Based on Standard Y/N	Standard Reference	Roll Forward and Update Content Considerations
Updated	2. a. Amended to include “including materiality”. 2. b. “Results of the review” replaced with “review evidence obtained from the review procedures performed and the accountant’s conclusions formed on the basis of that review evidence”. c. “Findings or issues” replaced with “matters”.	Procedures Table	Y	SSARS-25	Step will retain on roll forward if user selects to keep all responses on roll forward.
Updated	Step 3 replaced by new step 4 which reads: “Communications with management, those charged with governance, and others as relevant to the performance of the review, of significant matters arising during the engagement, including the nature of those matters.	Procedures Table	Y	SSARS-25	
New Step	11. If, in the course of the engagement, we identified information that was inconsistent with our findings regarding significant matters affecting the financial statements, how the inconsistency was addressed.	Procedures Table	Y	SSARS-25	
New Step	13. Engagement documentation includes information regarding who reviewed the engagement work for the purpose of quality control, the extent of the review, and the date such review was completed.	Procedures Table	Y	SSARS-25	
KBR-902 Review: Review and Approval Checklist					
New Step	New step as follows in multiple sections: The judgments made about materiality and the effect of those judgments on the engagement strategy are appropriate.	Procedures Table	Y	SSARS-25	

Knowledge-Based Compilation and Review documents (KBCRs)

KBCR-901 - Checklists are current through September, 2020, including ASU 2020-07.

Reports (RPTs): Reports have been modified and updated to reflect changes based on SSARS-25.

- **RPT-0965, RPT-0966, RPT-1000 through RPT-1082** have been updated/rewritten for SSARS-25 compliance.

Practice Aids (AIDs): Practice Aids have been modified where applicable with updated and new Practice Points and Practice Alerts, and updated references.

- **AID-201 Nonattest Services Independence Checklist** Many changes related to updated ET Section 1.295 “Information System Services” and to be consistent with AID-201 in the Audit titles.

- **AID-803 Investment in Securities Analysis** Removed tab for those who had not implemented ASU 2016-01 is it should now be fully implemented.
- **AID-809 PPE Summary Analysis** Updated for new effective date of ASC Topic 842, *Leases*
- **AID-823 Revenue and Expense Analytical Procedures** Deleted “Auditor Expectation” column as duplicative.
- **AIDs 826, 827** Removed references to extraordinary items.
- **AID-829 Variable Interest Entities: Suggested Procedures** Minor wording changes
- **AID-903 Compilation Report Preparation Checklist** Updated for contractual basis language in SSARS-25.
- **AID-904 Review Report Preparation Checklist** Completely rewritten based on the provisions of SSARS-25.

Correspondence documents (CORs): Modified throughout with updated references and, where applicable, to reflect changes based on SSARS-25.

- **COR-201** through **COR-209C** minor wording changes.
- **COR-209** through **COR-209C**, **COR-216**, **COR-220** Updated to incorporate provisions of SSARS-25.
- **COR-902A, 902B** Updated to incorporate materiality language provisions of SSARS-25.
- **COMBINED COR-903A and COR-903B** into **COR-903 Representation Letter: Personal Financial Statements**

Resource Documents (RESs)

- **RES-001 Knowledge-Based Preparation, Compilation, and Review Methodology Overview** has been significantly modified and updated to reflect the provisions of SSARS-25.
- **RES-002 Index of Engagement Programs, Forms, and Other Practice Aids** has been updated to reflect changes to the toolset.
- **RES-003 Comparison of Preparation, Compilation, Review, and Audit Engagements** has been updated to reflect the provisions of SSARS-25 and to improve usability.

In addition, forms and practice aids throughout have been updated, where applicable, to take into account:

New literature, standards, and developments, reflected in the following current accounting and audit guidance:

- Statement on Standards for Accounting and Review Services No. 25 (SSARS-25), *Materiality in a Review of Financial Statements and Adverse Conclusions*;
- AICPA Guide Preparation, Compilation and Review Engagements;
- the revised AICPA Code of Professional Conduct (Code), including ET Section 1.295, Nonattest Services;
- AICPA Statement on Quality Control Standards No. 8 (QC Section 10), *A Firm’s System of Quality Control (Redrafted)*;
- AICPA Audit Risk Alert Developments in Preparation, Compilation, and Review Engagements —2017/18
- FASB Accounting Standards Codification through Accounting Standards Update No. 2020-07

Users of this content should consider guidance issued subsequent to these items to determine their effect on engagements covered by this product

RELATED AND FOUNDATIONS WORKPAPERS FOR THIS TITLE

Related workpapers are Knowledge Coach Word workpapers where information flows in or out of tables within the workpaper. Some of these related workpapers are Foundation workpapers or associated workpapers.

Foundation Workpapers include most of the Communication Hub workpapers, which are central to the Knowledge-Based Audit Methodology used by the Knowledge Coach titles.

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>
KBPs	KNOWLEDGE-BASED PREPARATION DOCUMENTS	
KBP-101	Preparation: Significant Matters	X
KBP-201	Preparation: Client/Engagement Acceptance and Continuance Form	
KBP-902	Preparation: Review and Approval Checklist	
KBCs	KNOWLEDGE-BASED COMPILATION DOCUMENTS	
KBC-101	Compilation: Significant Matters	X
KBC-201	Compilation: Client/Engagement Acceptance and Continuance Form	
KBC-902	Compilation: Review and Approval Checklist	
KBRs	KNOWLEDGE-BASED REVIEW DOCUMENTS	
KBR-102	Review: Significant Matters	X
KBR-201	Review: Client/Engagement Acceptance and Continuance Form	
KBR-902	Review: Review and Approval Checklist	

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>
PRPs	PREPARATION PROGRAMS	
PRP-100	Engagement-Level Tailoring Questions	X
PRP-101	Overall Preparation Program	X
PRP-201	Pre-Preparation Program: Procedures Performed Prior to a Preparation Engagement	
PRP-202	Preparation Program: Additional Procedures for Initial Year of Engagement	
PRP-801	Preparation Program: Significant Risks and Uncertainties	
CMPs	COMPILATION PROGRAMS	
CMP-100	Engagement-Level Tailoring Questions	X
CMP-101	Overall Compilation Program	X
CMP-103	Compilation Program: Pro Forma Financial Information	
CMP-201	Pre-Compilation Program: Procedures Performed Prior to a Compilation Engagement	
CMP-202	Compilation Program: Additional Procedures for Initial Year of Engagement	
CMP-801	Compilation Program: Significant Risks and Uncertainties	
REVs	REVIEW PROGRAMS	
REV-100	Engagement-Level Tailoring Questions	X

<i>Form No.</i>	<i>Form Name</i>	<i>Foundation Workpaper</i>
REV-101	Overall Review Program	X
REV-201	Pre-Review Program: Procedures Performed Prior to a Review Engagement	
REV-202	Review Program: Additional Procedures for Initial Year of Engagement	
REV-801	Review Program: Entity Inquiries	
REV-802	Review Program: Significant Risks and Uncertainties	