



CPA's Guide to Effective Engagement Letters (11th Edition) w/CD

Ric Rosario, CPA, CFE, CGMA, Ron Klein, JD, Suzanne M. Holl

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CPA's Guide to Effective Engagement Letters: Implementing Successful Loss Prevention Practices provides the information needed to compose effective engagement letters. The book is a practical, hands-on tool that can sit on the auditor's desk for easy access. The CPA's Guide is composed primarily of annotated parts of an engagement letter and full engagement letters that CPAs can tailor for his or her own purposes. The free CD-ROM that accompanies CPA's Guide to Effective Engagement Letters contains all the individual sections, the full text of all the letters in the book, and case studies illustrating the dos and don'ts of engagement letter use. The book comprises eight sections: 1. Financial Statements 2. Tax Preparation and Planning 3. General Accounting 4. Other Engagements 5. Other Letters 6. Internal Controls 7. Record Retention and Destruction Policy 8. Disengaging The book is formatted so that the left-hand column contains suggested engagement letter wording pertaining to a specific subject and the right-hand column offers commentary and important advice. The suggested wording the book has been compiled and edited with resources from CAMICO Services, Inc., a subsidiary of CAMICO Mutual Insurance Company, and the commentary, including pitfalls to avoid, is based on the experience of actual CPAs.

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