



Frequently Asked Questions: Nonattest services questions

As of April 25, 2017

AICPA Professional Ethics Division

Introduction

The answers to these frequently asked questions (FAQs) are based on guidance the AICPA Professional Ethics Division staff provided in response to members' inquiries concerning the interpretations of the [Nonattest Services subtopic](#) (AICPA, *Professional Standards*, ET 1.295) of the "[Independence Rule](#)" (AICPA, *Professional Standards*, ET 1.200.001) of the [Code of Professional Conduct](#) (AICPA Code). The FAQs are not rules or interpretations of the Professional Ethics Executive Committee and, therefore, are not authoritative guidance. Further, the answers do not address the requirements of other standard-setters or regulatory bodies, such as the state boards of accountancy, the Securities and Exchange Commission (SEC), and the U.S. Government Accountability Office, whose positions may differ from those of the AICPA.

In applying the following FAQs, [members](#) should comply with all applicable interpretations of the [Nonattest Services subtopic](#) including, but not limited to, the "[General Requirements for Performing Nonattest Services](#)" interpretation (AICPA, *Professional Standards*, ET 1.295.040), as well as, where applicable, the [Conceptual Framework for Independence](#) interpretation (AICPA, *Professional Standards*, ET 1.210.010).

Terms that are defined in the AICPA Code appear in italics. The first time a defined term or citation to the AICPA Code appears in a FAQ, it will be hyper-linked to the AICPA Code.

The date when the FAQ was added to this document or revised appears in brackets at the end of the answer. The statement "Added Prior to June 2005" means that the FAQ was added between May 2004 and May 2005. For conforming edits (for example, revised citations for the Ethics Codification), the dates when those edits were made to the FAQ are not identified.

Copyright © 2017
American Institute of Certified Public Accountants, Inc.
New York, NY 10036-8775

All rights reserved. For information about the procedure for requesting permission to make copies of any part of this work, please email copyright@aicpa.org or call (978) 750-8400.

Table of contents

Routine activities..... 4

Period of impairment..... 4

Suitable skill, knowledge and/or experience..... 5

Documentation requirement..... 9

Bookkeeping services..... 13

Controllorship services..... 15

Tax services 16

Information technology services 17

Appraisal, valuation, and actuarial services..... 18

Training services..... 19

Project management services 19

Cyber security services..... 20

Routine activities

1. A *member* is not required to apply the *safeguards* in paragraph .01 of the “[General Requirements for Performing Nonattest Services](#)” interpretation or comply with the “[Documentation Requirements When Providing Nonattest Services](#)” interpretation when performing certain routine activities. What activities are considered to be routine for purposes of these interpretations?

Whether an activity is routine or not should be determined by considering all of the facts and circumstances related to the activity. Routine activities generally involve providing advice or assistance to the *client* on an informal basis as part of the *client-member* relationship. Routine activities are typically insignificant in terms of time incurred or resources expended and generally do not result in a specific project or engagement or in the *member* producing a formal report, deliverable, or other formal work product.

Examples of routine activities include the following:

- Responding to an *attest client's* questions on tax matters,
- Providing advice to the *attest client* on routine business matters,
- Educating the *attest client* on matters within the technical expertise of the *member*, and
- Providing information to the *attest client* that is readily available to the *member*, such as generally available best practices

[Added Prior To June 2005]

Period of impairment

1. What would be an example of how to apply the exception found in paragraph.03 of the [Scope and Applicability of Nonattest Services interpretation](#) (AICPA, *Professional Standards*, ET 1.295.010)?

Consider the following facts and circumstances:

- In January 20X5, a member is engaged by a nonattest client, to close the client's December 31, 20X4 books and records. In providing the services, the member performs certain bookkeeping services, such as coding journal entries that are considered management responsibilities.
- The entity's 20X4 financial statements are audited by another firm who issued an unqualified audit opinion in March 20X5.
- In September 20X5, the nonattest client asks the member to perform the audit of its financial statements as of and for the year ended December 31, 20X5.

Although the nonattest services provided by the member would impair independence, since a) the nonattest services were provided prior to the entity becoming an attest client (i.e., prior to the period of the professional engagement); b) the nonattest services related

to the 20X4 financial statements (i.e., prior to the period covered by the 20X5 financial statements); and c) the 20X4 financial statements were audited by another firm, all the criteria would be met. Therefore, independence would not be impaired for purposes of performing the 20X5 audit of the entity's financial statements.
[Added November 2015]

Suitable skill, knowledge and/or experience

1. What does suitable skill, knowledge, and/or experience mean in the context of the interpretations of the [Nonattest Services subtopic](#)?

Suitable skill, knowledge, and/or experience means that the individual designated by the [attest client](#) to oversee the nonattest service has the ability to understand the nature, objective, and scope of the nonattest service. Overseeing the service does not require the individual designated by the *attest client* must supervise the [member](#) in the day-to-day rendering of the services. The requirement for individual designated by the *attest client* to possess suitable skill, knowledge, and/or experience does not, however, require that the individual possess the expertise to perform or re-perform the services.

Rather, the individual should agree on the nature, objective, and scope of the services; receive periodic progress reports when appropriate; make all significant judgments; evaluate the adequacy and results of the service; accept responsibility for the service results; and ensure that the resulting work product meets the agreed-upon specifications. The skill, knowledge, and/or experience needed will vary depending on the nature of the nonattest service. For example, the skill, knowledge, and/or experience needed to oversee a payroll service may significantly differ than the skill, knowledge, and/or experience needed to oversee a complex tax service. [Added Prior To June 2005]

2. Is the requirement that the individual designated by the [attest client](#) possess suitable skill, knowledge, and/or experience to oversee the nonattest services provided by the [member](#) new to the AICPA Code?

No. The AICPA Code has historically required that *attest client* management or a management designee undertake certain responsibilities in connection with the *member's* delivery of nonattest services. For example, at various times, the AICPA Code has called for the *attest client* to “be sufficiently knowledgeable,” “sufficiently informed,” and “have an informed judgment on the results of the nonattest service.” These requirements necessitate oversight by an individual with suitable skill, knowledge, and/or experience. [Added Prior To June 2005]

3. Why do the interpretations of the [Nonattest Services](#) subtopic require an individual who possesses suitable skill, knowledge, and/or experience to oversee the nonattest services provided by the [member](#)?

If the individual designated by the [attest client](#) does not possess suitable skill, knowledge, and/or experience to oversee the nonattest service, there would be no one (other than the *member*) to make the significant judgments that become necessary during the delivery of the service or discharge the other responsibilities required to be performed by client management (or a designee) as required by the “[Management Responsibilities](#)” interpretation of the Nonattest Services subtopic. Accordingly, the [management participation](#) and [self-review threats](#) would be so significant if the *member* performs those activities that [independence](#) would be [impaired](#). [Added Prior To June 2005]

4. What factors should a [member](#) consider in determining whether the individual designated by the [attest client](#) to oversee the nonattest service possesses suitable skill, knowledge, and/or experience?

In assessing whether the individual designated by the *attest client* has suitable skills, knowledge, and/or experience to oversee a nonattest service, the *member* might consider the following factors that pertain to the individual's:

- Understanding of the nature of the service
- Knowledge of the *attest client*'s operations
- Knowledge of the *attest client*'s industry
- General business knowledge
- Level of education
- Position at the *attest client*

Some factors may be given more weight than others, depending on the nature of the service. For example, although the level of education attained by the individual can be one indicator of his or her skills and/or knowledge, it is not necessarily true that the more formal education the individual possesses, the more able he or she would be to oversee the nonattest service. If the individual understands the nature of the service and possesses a sufficient knowledge of the *attest client*'s business and industry, he or she may have the skills, knowledge, and/or experience to oversee the service, regardless of the level of education that he or she possesses. For example, most small business owners know their company's operations and financial position better than anyone, and they understand the services they need from the *member* and what those services are intended to accomplish. Because they are the owners of the business, they regularly make important decisions about all matters affecting their business. Accordingly, members might conclude that those individuals would possess the necessary skills, knowledge, and/or experience to understand the services being performed; make any management decisions; and determine whether the results of the services meet the agreed-upon specifications. [Added Prior To June 2005]

5. The “[General Requirements for Performing Nonattest Services](#)” interpretation requires that an individual designated by the [attest client](#) possess suitable skill, knowledge, and/or experience, preferably within senior management, oversee the nonattest services. Which individual(s) at the *attest client* can serve in this capacity (for example, the owner[s], controller, or bookkeeper)?

The individual(s) designated by the *attest client* will likely depend on the nature of the *attest client's* organization and the nature of the nonattest engagement. In an owner-managed business, it will often be the owner, but, depending on the nature of the nonattest services and the qualifications (that is, skill, knowledge, and/or experience) of other *attest client* employees or individuals, it also could be the controller, bookkeeper, or another employee. In larger organizations or for more complex services, the *attest client* is more likely to designate a senior officer to oversee the services. The employee or individual responsible for overseeing the nonattest services needs to understand the services sufficiently to oversee them but does not need to possess the technical qualifications to perform or re-perform the services. As discussed in question 6 below, the *attest client* may also designate an independent consultant or outside legal counsel with the requisite qualifications to oversee the services.

For example, consider a nonattest engagement in which the [member](#) has been asked to provide investment advisory services that include recommendations on the allocation of funds that the *attest client* should invest in various asset classes based on the *attest client's* desired rate of return and risk tolerance. The owner of the company has knowledge of the company's investment objectives and therefore serves as the *attest client* designee. The owner makes all investment decisions concerning the allocation of funds and investment selections and accepts responsibility for the resulting investment plan. For purposes of this nonattest engagement, the *member* may conclude that the owner of the company possesses the skill, knowledge, and/or experience to oversee the service. On the other hand, consider an engagement for the *member* to install an off-the-shelf accounting package and set up the chart of accounts and [financial statement](#) format for a small business client. The owner of the company is traveling on business and designates the office manager to oversee the installation. The office manager primarily performs routine clerical and receptionist functions for the business and has limited understanding of the company's operations. He or she has never used accounting or financial software, such as the application being installed by the practitioner. In addition, because the company hires a part-time bookkeeper to maintain its general ledger and subsidiary records, the office manager has no understanding of the company's books or records and *financial statements*. For purposes of this nonattest engagement, it appears unlikely that the office manager would be in a position to sufficiently understand the services being performed to oversee them and accept responsibility for the resulting accounting system. [Added Prior To June 2005]

6. **Would a member be considered to meet the [safeguards](#) in paragraph .01 of the "[General Requirements for Performing Nonattest Services](#)" interpretation if the *attest client* contracts with a third party who is not an employee of the *attest client* to oversee or advise on the [member's](#) performance of the nonattest service?**

Yes. However, in order for the member to meet the safeguards in paragraph .01(a) of the "[General Requirements for Performing Nonattest Services](#)" interpretation, management of the *attest client* would have to contract with the third party to advise management regarding the nature of the nonattest services and the evaluation of the adequacy and results of the services

in order to enable management to 1) effectively oversee the services, 2) assume all management responsibilities, and 3) accept responsibility for the results of the services.

If the *attest client* outsources the nonattest services oversight functions to a third party, and the third party serves as the individual designated by the *attest client* to oversee the nonattest services, the *member* would be considered to meet the safeguards in paragraph .01(a) of the “General Requirements for Performing Nonattest Services” interpretation provided that the individual designated by the [attest client](#) possesses the necessary skill, knowledge, and/or experience; functions in a capacity equivalent to that of an *attest client* employee; has the authority to make decisions on behalf of the *attest client*, and performs the other [client](#) responsibilities delineated in paragraph .01(a). [Added Prior To June 2005]

7. How can a [member](#) be satisfied that the [attest client](#) designee understands the nonattest services performed and the resulting work product?

Members are expected to use their professional judgment and experience to recognize which individuals designated by the *attest client* are able to fulfill the [client](#) responsibilities that are set forth in the interpretation. Through interaction with the owner(s) or employees of the *attest client*, experienced practitioners should be able to assess whether the individual designated by the *attest client* possesses the skill, knowledge, and/or experience necessary to effectively oversee the nonattest service. See also FAQ No. 4 in this section. [Added Prior To June 2005]

8. What level of technical expertise must the individual designated by the [attest client](#) have in order to accept responsibility for the deferred tax asset and liability calculations prepared by the [member](#)?

The intent of the “[General Requirements for Performing Nonattest Services](#)” interpretation is not for the individual designated by the *attest client* to possess a level of technical expertise commensurate with that of the *member*. In the case of deferred taxes, the individual designated by the *attest client* should understand the basis for the deferred tax assets or liabilities and the impact of the deferred taxes on *the attest client’s [financial statements](#)*. [Added Prior To June 2005.]

9. What are some examples of nonattest services and the level of understanding that the individual designated by the [attest client](#) to oversee the nonattest services should possess in order to comply with the “[General Requirements for Performing Nonattest Services](#)” interpretation?

Bookkeeping—When the [member](#) performs routine bookkeeping services for an *attest client*, the *member* should be satisfied that the individual designated by the *attest client* understands the basis for the proposed journal entries and how the posting of the journal entries will affect the [financial statements](#). For recurring or standard journal entries (for example, depreciation), the individual designated by the *attest client* may require no explanation regarding the reason for the entry (for example, when the *member* has previously discussed these entries with the *attest client*), whereas for more complex journal entries (for example, deferred taxes), the

member may need to have further discussions with the individual designated by the *attest client* discussing the underlying requirements and the basis for the entry and how the entry will affect the *financial statements*. For such services, the individual designated by the *attest client* must have the skills, knowledge, and experience to approve the proposed journal entries and accept responsibility for the company's individual designated by the *attest client*.

Tax Compliance Services—For tax return preparation engagements, the individual designated by the *attest client* need not have an in-depth understanding of the applicable tax laws. However, the individual designated by the *attest client* should review the tax return, understand and approve key tax positions taken or disclosed in the return, and approve the filing of the return. The *member* also should be satisfied that the individual understands the company's tax situation, has a general understanding of how the amounts on the tax return were determined, and make all decisions regarding significant tax positions taken in the return.

Valuation Services—For more complex engagements, such as permitted valuation services, the *member* may need to explain to the individual designated by the *attest client* the valuation methodologies used as well as all significant assumptions. The individual then should be in a position to approve all significant assumptions and accept responsibility for the resulting valuation. [Added Prior To June 2005]

Documentation requirement

Requirement c. of paragraph .01 of the "[General Requirements for Performing Nonattest Services](#)" interpretation requires that, before performing nonattest services for an *attest client*, the *member* should establish and document in writing his or her understanding with the *attest client* regarding the (i) objectives of the engagement, (ii) services to be performed, (iii) *attest client's* acceptance of its responsibilities, (iv) *member's* responsibilities, and (v) any limitations of the engagement.

1. May a *member* comply with the documentation requirement by including the requirements in paragraph .01(c) in an engagement letter, the audit planning memo, or in a memorandum of understanding maintained in the *member's* billing files, rather than a separate document?

Yes. Requirement c. of paragraph .01 of the "[General Requirements for Performing Nonattest Services](#)" interpretation only requires a *member* to document in writing his or her understanding with the *attest client* and does not prescribe any specific form of documentation provided that the level of documentation meets the requirement. Refer to FAQ No. 2 on this topic for further details, including illustrative sample documentation. [Added Prior To June 2005]

2. What form of documentation does requirement c. of paragraph .01 of the "[General Requirements for Performing Nonattest Services](#)" interpretation require?

Although the interpretation requires that the *member's* understanding with the *attest client* be in writing, before performing nonattest services the *member* may determine the form of that documentation. The form of documentation is not as important as the content and the timing of the documentation. From a timing perspective, see paragraph .01(c) of the "[General Requirements for Performing Nonattest Services](#)" interpretation and paragraph .01 of the "[Documentation Requirements When Providing Nonattest Services](#)" interpretation, which address when the required documentation has to occur.

From a content perspective, if the *member* is engaged, for example, to assist an *attest client* by providing bookkeeping services, the *member* may document his or her understanding with the *attest client* regarding the matters identified in requirement c. for these bookkeeping services in the [attest engagement](#) letter. However, the matters identified in requirement c. may also be documented in a separate engagement letter specific to the nonattest services engagement, a memo to the attest files, the auditing steps, or a checklist that the *member* prepares as part of the audit or review engagement.

Similarly, if an *attest client* engages the *member* to perform tax compliance services, the understanding could be documented in a tax organizer or a memo contained in the tax working papers. Other methods of documentation, such as a memo of understanding maintained in the *member's* billing or correspondence files (that is, separate from the client working paper files), also would satisfy this requirement.

The following is illustrative sample language that can be incorporated into an *attest engagement* letter; a "stand-alone" nonattest services engagement letter; a tax organizer letter; or other documentation method preferred by the *member*.

Sample Language to Document Understanding With the Attest Client for the Provision of Bookkeeping and Tax Services

Objectives of the Engagement and Services to be Performed

1. We will provide the bookkeeping and tax services outlined as follows:
 - At the end of each month, CPA Firm agrees to perform the following :
 - Post client coded transactions to ABC Company's general ledger. Propose adjusting or correcting journal entries to be reviewed and approved by ABC Company management. Prepare a trial balance based on the adjusted general ledger.
 - Prepare monthly sales and payroll tax returns [*insert applicable tax jurisdictions*] for ABC Company management's review and approval. Upon receipt of approval, we file the electronic returns on the Company's behalf
 - At the end of the year, CPA Firm agrees to perform the following:
 - Propose adjusting or correcting journal entries to be reviewed and approved by ABC Company management.

- Prepare federal and state income tax returns [*insert applicable tax jurisdictions*].
 - Prepare year-end sales and payroll tax returns [*insert applicable tax jurisdictions*].
 - Answer inquiries on specific tax matters.
 - CPA Firm will not assume management responsibilities on behalf of ABC Company. However, we will provide advice and recommendations to assist management of ABC Company in performing its responsibilities.
2. ABC Company's responsibilities are as follows:
- ABC Company agrees to perform the following responsibilities in connection with CPA Firm's provision of the bookkeeping and tax services:
 - Assume all management responsibilities, including determining account codings and approving all proposed journal entries.
 - Assign [*name of competent client employee*] to oversee the bookkeeping and tax services and evaluate the adequacy and results of the services.
 - Accept responsibility for the results of the bookkeeping and tax services, including the journal entries, general ledger, trial balance, and tax returns.
3. CPA Firm's responsibilities and limitations of the engagement are as follows:
- CPA Firm will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the AICPA.
 - This engagement is limited to the bookkeeping and tax services previously outlined. CPA Firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries. CPA Firm will advise ABC Company with regard to tax positions taken in the preparation of the tax return, but ABC Company must make all decisions with regard to those matters.

[Added Prior To June 2005]

3. Does the documentation requirement apply to all *client* engagements?

The documentation requirement applies to any nonattest services (for example, financial statement preparation, bookkeeping, tax, or consulting services) performed by the member for an *attest client*. If a *member* performs a compilation in which he or she discloses a lack of *independence*, the documentation requirement would not apply.

Other regulators may have more restrictive rules regarding *independence* when performing nonattest services for an *attest client*. Accordingly, the *member* should be aware of and comply with all rules and regulations applicable to specific *clients*. [Added Prior To June 2005]

4. Are any activities excluded from the documentation requirement?

According to paragraph .04 of the "[General Requirements for Performing Nonattest Services](#)" interpretation the documentation requirement does not apply in those circumstances where the *member* performs routine activities, such as providing advice and responding to the *attest client's* technical questions as part of the normal *client-member* relationship. In addition, the documentation requirement does not apply when a *member* performs the types of activities related to attest services identified in paragraph .04 of the "[Scope and Applicability of Nonattest Services](#)" interpretation. Also refer to FAQ No. 1 under the heading "[Routine Activities](#)." [Added Prior To June 2005]

5. Would [independence](#) be [impaired](#) when a [member](#) fails to document the understanding with the [client](#)?

No. A failure to prepare the required documentation would not *impair* the *member's independence* provided the understanding with the *attest client* had been established. However, the failure to document the understanding with the *attest client* would be considered a violation of the [Compliance with Standards Rule](#). [Added Prior To June 2005]

6. Does the "[General Requirements for Performing Nonattest Services](#)" interpretation require a [member](#) to document the [attest client's](#) review and approval of journal entries proposed by the *member*?

The "[General Requirements for Performing Nonattest Services](#)" interpretation does not require that the *member* document the *attest client's* review and approval of the journal entries. However, the *member* may wish to document the name of the individual designated by the *attest client* who reviewed and approved the journal entries and the date of his or her review to provide evidence that such review and approval took place. [Added Prior To June 2005]

7. A [member's firm](#) does not require its clients to sign engagement letters for tax return preparation services. How does the documentation requirement under requirement c. of paragraph .01 of the "[General Requirements for Performing Nonattest Services](#)" interpretation apply with respect to these [clients](#)?

Tax compliance services performed for an *attest client* are nonattest services subject to the requirements of the "General Requirements for Performing Nonattest Services" interpretation. Therefore, the documentation requirement applies when the *member* provides tax compliance services to an *attest client*. However, the form of documentation is left to the *member's* discretion, and, provided that the documentation contains all of the required elements, the *member* may document his or her understanding with the *attest client* of the matters identified in requirement c. in a tax organizer or disclosure statement provided to the *attest client*, a memo in the tax or attest service working papers, or through other means. [Added Prior To June 2005]

Bookkeeping services

1. A **member** records journal entries while performing monthly bookkeeping services without obtaining **attest client** approval. Would **independence** be **impaired**?

Yes. In order for the *member* to maintain his or her *independence*, an individual designated by the *attest client*, preferably within senior management, must review and approve the proposed journal entries. In addition, the *member* should be satisfied that the individual designated by the *attest client* understands the nature of the proposed entries and the impact the entries have on the **financial statements**. [Added Prior To June 2005]

2. During the course of providing monthly bookkeeping services, the **member** receives invoices from the **attest client** indicating approval for payment and identifying the appropriate general ledger accounts to record the transaction. The *member* prepares the *attest client's* checks for payment of those invoices, records the transactions in the *attest client's* general ledger system, and returns the checks to the *attest client* for approval and signature. The *member* does not have signature authority over the *attest client's* checking account. Would **independence** be **impaired**?

No. Management determined and approved the appropriate account classifications, approved the invoices for payment, and reviewed and signed the prepared checks. [Added Prior To June 2005]

3. During the course of providing monthly bookkeeping services, the **member** discusses with **client** management the need to record recurring journal entries (for example, depreciation expense) each month in the general ledger. The **attest client** approves the recurring journal entries and makes any necessary decisions (for example, useful lives of the assets). The *member* then records these entries in the *attest client's* general ledger each month. Would **independence** be **impaired**?

No. The *attest client* understands the general nature of the journal entries and the impact they have on its **financial statements**. [Added Prior To June 2005]

4. An **attest client** records all disbursements in its checkbook and identifies the type of expense (for example, telephone, rent, and so on) on the checkbook stubs. During the course of providing monthly bookkeeping services, the **member** assigns the general ledger account number based on the type of expense indicated by the *attest client* and records these payments in the *attest client's* accounting system. Would **independence** be **impaired**?

No. The *member* would not be considered coding transactions. [Added Prior To June 2005]

5. During the course of performing an **attest engagement**, the **member** proposes adjustments to the **financial statements** to **client** management. For example the *member* might propose adjusting entries to correct the *client's* tax provision, deferred

tax account or depreciation and amortization account. *Client* management reviews the proposed entries and related supporting documentation, understands the impact on its *financial statements*, and records the adjustments identified by the *member*. Would the proposal of such entries constitute a nonattest bookkeeping service subject to the interpretations of the [Nonattest Services](#) subtopic?

No. According to paragraph .04 of the [Scope and Applicability of Nonattest Services](#) interpretation proposing entries as a result of the member's attest engagement is a normal part of those engagements and would not constitute performing a nonattest bookkeeping service subject to the interpretations of the Nonattest Services subtopic. [Added Prior To June 2005]

6. A [member](#) is engaged to perform an audit for a [client](#) that records all transactions on a cash basis in its general ledger. During the audit process, the *member* identifies all appropriate journal entries required to convert the audit client's general ledger to an accrual basis and prepares the [financial statements](#), including footnotes, on the accrual basis in order to conform to U.S. generally accepted accounting principles (GAAP). The audit client reviews the entries and *financial statements*, including all footnote disclosures, and understands the impact these entries have on the *financial statements*. As part of the management representation letter, the audit client acknowledges responsibility for the *financial statements* and footnotes. Would these services be considered nonattest bookkeeping services subject to the interpretations of the "[Nonattest Services](#)" subtopic?

If the engagement covers periods beginning on or after December 15, 2014, then providing these services will be considered nonattest services subject to the interpretations of the Nonattest Services subtopic including the "[General Requirements for Performing Nonattest Services](#)" interpretation. [Revised March 2015]

7. The [member](#) prepares a bank reconciliation of a [client's](#) bank account in connection with monthly bookkeeping services. The *client* reviews and approves the bank reconciliation. Would [independence](#) be [impaired](#)?

No. According to paragraph .06 of the [Scope and Applicability of Nonattest Services](#) interpretation preparing reconciliations is a nonattest services so as long as the safeguards from the "[General Requirements for Performing Nonattest Services](#)" interpretation are met, *independence* will not be *impaired*.

8. A [member](#) performing bookkeeping services records adjusting and reclassification journal entries and compiles preliminary [financial statements](#). The *member* delivers the *financial statements* and compilation report to the [attest client](#) and provides the *attest client* copies of the general ledger, journals, and journal entries, which contain a description of the nature of each entry. The *member* asks the *attest client* to review the journal entries and then asks whether the *attest client* has any questions about any of

the entries. Would the requirements of the “[General Requirements for Performing Nonattest Services](#)” interpretation be met?

Yes. Provided the *member* is satisfied that the *attest client* understands the nature and impact of the journal entries, the requirements of the “General Requirements for Performing Nonattest Services” interpretation would be met. [Added Prior To June 2005]

9. Must the *member* review the proposed journal entries and explain their impact on the *financial statements* to the *attest client* in person or can this review take place by phone, fax, mail, or e-mail?

The review process can take place in person; by phone, fax, mail, or e-mail; or a combination thereof. Regardless of the method used, the *member* must be satisfied that the individual designated by the *attest client* has the skills, knowledge, and experience to understand the nature and impact of the journal entries on the *attest client's financial statements*. [Added Prior To June 2005]

10. As part of performing bookkeeping services, a *member* records adjusting journal and reclassification entries and prepares the *attest client's preliminary financial statements*. The *member* does not review each and every journal entry with the *attest client*, but, rather, the *member* describes the nature of the journal entries and their impact on the preliminary *financial statements*. The *attest client* approves the preliminary *financial statements* and provides them to its bank. Would the requirements of the “[General Requirements for Performing Nonattest Services](#)” interpretation be met?

Yes. Provided all of the other requirements of the General Requirements for Performing Nonattest Services interpretation are met. [Added Prior To June 2005]

Controllership services

1. A *member* provides temporary controllership and other accounting services for *attest clients* during *client* maternity leaves, illnesses, and sudden departures. Do these activities *impair independence* under the “[General Requirements for Performing Nonattest Services](#)” interpretation?

These services would be subject to the General Requirements for Performing Nonattest Services interpretation. If a *member* performs controller-type activities, *independence* would be *impaired* because such activities typically involve the performance of management responsibilities or the supervision of *client* employees. However, if the *member* performs temporary accounting and other services in compliance with the requirements of the General Requirements for Performing Nonattest Services interpretation, *independence* would not be *impaired*. In such circumstances, the *member* also should consider whether the duration or regularity of the services might nevertheless *impair independence*. Having the title of

controller would *impair independence* regardless of the actual services performed. [Added Prior To June 2005]

Tax services

1. The member performs year-end tax planning and prepares the tax returns for an attest client. Would these services be considered nonattest services and therefore subject to the requirements of Nonattest Services subtopic?

Yes. Tax services are considered nonattest services and are therefore subject to the requirements of the Nonattest Services subtopic including the "General Requirements for Performing Nonattest Services" interpretation which requires among other things that the *member's* understanding with the client with respect to the tax services be documented in writing.

2. Do the interpretations of the Nonattest Services subtopic apply when the member prepares the personal tax returns of the owners and officers of an attest client? Does it matter whether the owners or officers pay for the services themselves or whether the attest client pays for the services?

If the personal tax returns are prepared without having to rely on representations of the attest client, then the interpretations of the Nonattest Services subtopic would not apply. The mere fact that the client pays for the services also would not cause the interpretations of the Nonattest Services subtopic to apply. [Added Prior To June 2005]

3. Would providing nonattest services to an attest client in the client's application of Financial Accounting Standards Board (FASB) *Accounting Standards Codification*TM (ASC) 740-10-50 Income Taxes, such as identifying potential uncertain tax positions, advising the attest client whether those tax positions meet the more-likely-than-not [MLTN] threshold, and calculating the related unrecognized tax benefits, impair independence?

The provision of such nonattest services would not *impair independence* provided the individual designated by the attest client can make an informed judgment on the results of the member's services and the other requirements of the "General Requirements for Performing Nonattest Services" interpretation are met. In meeting the requirements of this interpretation, the member may assist the attest client in understanding why the tax positions do or do not meet the MLTN threshold and the basis for any unrecognized tax benefit so that the attest client can accept responsibility for the amounts reported and disclosed in the financial statements [Added July 2007 and reference to FASB ASC updated September 2009].

Information technology services

1. Why does the [Information Systems Design, Implementation, or Integration](#) interpretation indicate that [independence](#) would be [impaired](#) if a [member](#) is operating a [client's](#) network?

Operating an [attest client's](#) network is considered to be a management responsibility that would violate the [General Requirements for Performing Nonattest Services](#) interpretation.

2. Would outsourcing the [client's](#) entire network operation and independently operating the [client's](#) network [impair independence](#)?

Yes.

3. Would performing network maintenance (for example, updating virus protection, applying updates and patches, or configuring user settings, consistent with management's request) [impair independence](#)?

No. Performing network maintenance is not considered to be operating the [attest client's](#) network and, therefore, would not [impair independence](#) provided a [client](#) employee with the necessary skill, knowledge, and/or experience is making all decisions and approving all activities. [Added Prior To June 2005]

4. Would assisting an [attest client](#) with a server project (for example, install, migrate, or update its network operating system; add equipment and users; or copy data to another computer) [impair independence](#)?

No. Provided the [member](#) does not make other than insignificant modifications to the source code underlying the [attest client's](#) financial information system. [Added Prior To June 2005]

5. Would supervising [client](#) personnel in the daily operation of the [attest client's](#) financial information system [impair independence](#)?

Yes. In this case, the [member](#) would be performing management responsibilities (that is, directing or accepting responsibility for the actions of the [attest client's](#) employees), which would [impair independence](#). [Added Prior To June 2005]

6. Would assisting an [attest client](#) with procuring and securing Internet access [impair independence](#)?

No, provided an individual designated by the [attest client](#) to oversee the service has the necessary skill, knowledge, and/or experience and makes all decisions concerning the Internet provider and services to be provided.

7. What criteria should a **member** use to determine whether an **attest client's** information system is unrelated to its **financial statements** or accounting records?

Information systems that produce information that is reflected in the amounts and disclosures in the *attest client's financial statements*, used in determining such amounts and disclosures, or used in effecting internal control over financial reporting are considered to be related to the *financial statements* and accounting records. However, information systems that are used only in connection with controlling the efficiency and effectiveness of operations are considered to be unrelated to the *financial statements* and accounting records. [Added Prior To June 2005]

8. What factors should a **member** consider in determining whether the modifications made to source code underlying an **attest client's** financial information system are other than insignificant?

If the modifications have more than an insignificant effect on the functionality of the software, they should be considered to be other than insignificant. [Added Prior To June 2005]

Appraisal, valuation, and actuarial services

1. Would assisting an **attest client** in applying FASB ASC 805, *Business Combinations*, or FASB ASC 350, *Intangibles—Goodwill and Other*, **impair independence** (for example, providing advice on the various valuation methodologies available and assumptions needed and providing valuation templates, software, or other tools so that the *attest client* can determine an appropriate value for acquired assets, goodwill, contingent consideration, and so on)?

When the *attest client* requests that the **member** perform valuation services or when the *member* is in essence performing the valuation for the *attest client* (such as when the *member* provides the *attest client* with a **firm**-developed template or software product or inserts amounts into a template or software product), the *member* should refer to the guidance in the "**Appraisal, Valuation, and Actuarial Services**" interpretation. Specifically, paragraph .02 states that services that involve a significant degree of subjectivity and whose results, individually or when combined with other valuations, appraisals, or actuarial services, are material to the *attest client's financial statements* will *impair independence*.

Valuations performed in connection with business combinations or appraisals of assets or liabilities normally have a material effect on *financial statements* and involve a significant degree of subjectivity.

Providing advice on the various valuation methodologies available and assumptions to be made in performing the valuation would not *impair independence* provided the requirements of the "**General Requirements for Performing Nonattest Services**" interpretation are met. These requirements include the *attest client* determining or approving all significant assumptions and matters of judgment and making an informed judgment on, and accepting

responsibility for, the results of the service. In meeting the requirements of this interpretation, the *member* also may assist the *attest client* in understanding the accounting standards and the nature of the necessary accounting adjustments.

In addition, the *member* may provide the *attest client* with generic or standardized templates or software products not developed by the *firm* to assist the *attest client* with performing the valuation. Generic or standardized products are those in which formulas are well established and subject to only minor judgments or interpretations. Accordingly, it is reasonable to expect that the result produced by such products will be similar to the result that would be produced by other vendors' products [Added August 2008 and references to FASB ASC updated September 2009].

Training services

1. An [attest client](#) is implementing changes to its financial reporting system or process (for example, implementing International Financial Reporting Standards [IFRSs] or eXtensible Business Reporting Language [XBRL]). Would a [member's independence](#) be [impaired](#) if he or she provided training to the *attest client* related to such system or process?

A [member's independence](#) would not be *impaired* if he or she provides *attest client* personnel with a general understanding of the financial reporting system or process (FRP). If *attest client* personnel already have a general understanding of the FRP, the *member* may provide more specific training to *attest client* personnel on how the system or process applies to the *attest client's* specific circumstances. In providing training services, however, the *member* should ensure that such nonattest services do not involve supervising *attest client* personnel in either the implementation or daily operation of the FRP, or performing other management responsibilities, such as making FRP operational decisions or implementing the internal controls necessary for the FRP to run effectively [Added February 2010].

Project management services

1. Will a [member's independence](#) be [impaired](#) if the *member* manages a project for an [attest client](#) (such as implementing an *attest client's* cybersecurity program, converting the *attest client's* FRP from U.S. GAAP to IFRSs or implementing XBRL)?

Yes. Taking responsibility for the management of an *attest client's* project will *impair* a *member's independence*. This would be true even if the project did not impact the [financial statements](#).

Independence, however, will not be *impaired* if management makes all decisions related to the project and the *member's* involvement is limited to providing assistance, advice, suggestions, and recommendations regarding matters that are within the *member's* areas of knowledge or experience. Such activities might include (a) providing advice about how to improve the *attest client's* infrastructure security, (b) providing advice about either the tagging of XBRL-formatted or preparation of IFRSs-based *financial statements*, (c) providing feedback

on management's plans, including how management will prioritize its activities, and (d) assisting the *attest client* with its understanding of the general considerations for the project [Issued February 2010 and updated April 2017]

2. Would a *member's independence* be *impaired* if he or she assisted *attest client* management with its determination of whether or not to proceed with a project (for example, convert its FRP from US GAAP to IFRSs or is implementing XBRL for its financial statements)?

Provided the member only assists the *attest client* by providing guidance on the conversion or implementation issues and does not make the decision of whether or not to proceed with the project, the *member's independence* would not be *impaired*. For example, such assistance may include (a) helping gather information that management will use to conduct its analysis or (b) providing advice and making recommendations on the assumptions management plans to use in its analysis [Added February 2010.]

Cyber security services

1. May a *member* provide general training or informational sessions on cybersecurity issues to an *attest client* without *impairing independence*?

Yes. A *member* may provide these services as long as the *member's* services are only advisory in nature and the *member* complies with the applicable interpretations under the Nonattest Services Subtopic ((ET sec. 1.295)) including the "[General Requirements for Performing Nonattest Services](#)" interpretation (ET section 1.295.040) and the [Advisory Services](#) interpretation (1.295.105). For example, the *member* may provide informational training sessions related to guidance issued by the National Institute of Standards and Technology (NIST). [Added April 2017]

2. May a *member* conduct a best practice review of an *attest client's* cybersecurity practices that would include benchmarking the *attest client's* current cybersecurity infrastructure and procedures against NIST Cybersecurity Framework (CSF) or other established framework without *impairing independence*?

Yes. A member may conduct such a review provided the *member's* services are only advisory in nature (that is, result only in recommendations to the *attest client*) and the *member* complies with the applicable interpretations under the Nonattest Services Subtopic (ET sec. 1.295) including the "[General Requirements for Performing Nonattest Services](#)" interpretation (ET sec. 1.295.040) and the [Advisory Services](#) interpretation (ET sec. 1.295.105). [Added April 2017]

3. Will a **member's independence** be **impaired** if the **member** accepts responsibility for the design, development or implementation of an **attest client's** policies and procedures for cybersecurity threats and practices?

Yes. A *member's independence* will be *impaired* because the *member* will have assumed a management responsibility. [Added April 2017]

4. Will a **member's independence** be **impaired** if the **member** evaluates an **attest client's** cybersecurity program and provides advice and recommendations to the **attest client** on improving the company's policies, procedures, and internal control relating to cybersecurity threats and practices?

No. A *member's independence* will not be impaired provided the *member's* services are only advisory in nature and the *member* complies with the applicable interpretations under the Nonattest Services Subtopic (ET sec. 1.295) including the "[General Requirements for Performing Nonattest Services](#)" interpretation (ET sec. 1.295.040) and the [Advisory Services](#) interpretation (ET sec. 1.295.105). [Added April 2017]

5. Will a **member's independence** be **impaired** if the **member** provides an **attest client** with "attack and penetration" testing relating to its cybersecurity?

It depends. A *member's independence* will be *impaired* if the "attack and penetration" testing is done by performing ongoing evaluations of the *attest client's* controls as part of the *attest client's* monitoring activities. Ongoing evaluations monitor the presence and functioning of controls in the ordinary course of managing the *attest client's* business. These activities would result in the *member* accepting responsibility for maintaining the *attest client's* internal control which would be assuming a management responsibility.

However, the *member* may be able to provide "attack and penetration" testing without *impairing independence* if the testing is done by performing separate evaluations of the controls. The scope and frequency of such separate evaluations are a matter of judgment. They may be conducted periodically but unlike ongoing evaluations, are not routine operations built into the *attest client's* business processes. As with the provision of any nonattest service, the *member* needs to comply with the applicable interpretations under the Nonattest Services Subtopic (ET sec. 1.295) including the "[General Requirements for Performing Nonattest Services](#)" interpretation (ET sec. 1.295.040) and the [Advisory Services](#) interpretation (ET sec. 1.295.105). [Added April 2017]