

THE BODY OF EXPERT
AND LICENSED ACCOUNTANTS
OF ROMANIA

Branch

ANNUAL ACTIVITY REPORT

for the year.....

1) Name and surname / Name of the trade company
2) The number and the release date of the member card / of the operating license Card...../.....License...../.....
3) Address/ Registered office: Locality.....Street. No. Building..... Entrance..... Floor..... District (county)..... Phone number.....Fax number.....Mobile phone..... E-mail..... web.....
4) Register of Companies: Record number.....CUI (Tax Identification Number)..... Share capital, until December 31lei (for trade companies)

1. General information concerning the practice

1.1. Legal form for practicing the profession:

- Trade company: Stock Company (SA)
 Limited liability (SRL)
 With local capital
 With foreign capital
 Joint venture

- authorized natural person:

*as independent accountants:

- Through private practices with employees

.....

(The name of the practice)

-through trade companies for accounting expertise/ accountancy)

.....

(The name of the accounting/ expertise accounting firm)

-individually

* As employees of firms or economic entities:

- Working place:

- Position:

1.2. Subsidiaries (S), branches (B), bias points (BI):

City and address	Operating form (S,B and BI)

1.3. Structure of the stockholders:

No.	Name and Surname of the associates (stockholders)	Member of CECCAR yes*) / no	The position in the practice	Ratio from the share capital
1				
2				
3				
4				
5				
6				
7				
	Total	X	X	100

* If "yes", one must indicate the initials "L" ("liber-profesionist"= independent accountant) or "A" ("angajat"= employee).

2. The activity in the past year

2.1 Turnover and number of clients of the practice in the past year:

	Number of clients	Turnover (RON)
Total
From which:		
- Accounting services
- Statutory audit services
- Other type of audit services
- Financial and tax consultancy services
- Other professional services
- Judicial forensic accounting
- Extrajudicial accounting expertise
- Censor activity
- Patrimonial evaluations
- Expert assistance to create and reorganize the trade companies
- Services for staff/ remuneration
- Other professional services that require accounting knowledge

2.2 Who is your top five clients based on the fees registered in the total turnover of your practice?

No	Internal code of the client	Fees(in the currency lei)	The nature of the engagement
1.			
2.			
3.			
4.			
5.			

2.3 Methods to establish and to collect fees:

How are the fees established?	<u>% from the total</u>
- Direct negotiation, based on the market values	YES/NO
- Direct negotiation, based on the professional rates	YES/NO
- Attending a tender	YES/NO
How are the fees collected?	
- At the end of the works	YES/NO

- In advance up to ...% and the rest at the end of the works YES/NO
- On a monthly basis YES/NO

2.4. a) New clients for the ended financial year:

<u>Engagement nature</u>	<u>Number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

b) Lost clients in the ended financial year:

<u>Engagement nature</u>	<u>Number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2.5. Methods of reporting to the client (indicate the type and frequency of reports submitted to client-entity)

<u>Engagement nature</u>	<u>Realised reporting</u>	<u>Term (period)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2.6. Insurance:

Does the practice have an insurance policy for professional risk? YES/NO

- Number of the policy effective for the ended year _____
- The amount that was insured _____
- Insurance entity _____

3. Staff

3.1. The number of staff personnel used during the year

a) The average numbers of the staff personnel according to the Law no. 53/2003 – the Employment Code, along with further amendments and additions/ total, from which:

- Economists and professionals
 - Among which independent accountants
- Legal and tax
- Social
- Informatics
- Technical training
 - Among which independent accountants

b) The average number of the collaborators used during the year, among which:

- Natural persons
 - Among which independent accountants/employed

c) Are there any individual employment contract or any contracts for services? (Yes or No)

d) In the employment contract or contracts for services for your staff any clauses regarding:

- | | | |
|-----------------------|-----|----|
| - Loyal competition | YES | NO |
| - Professional secret | YES | NO |
| - Independence | YES | NO |

e) Do you have any job description and/or proceedings handbook? YES NO

4. Professional Development

4.1. In the last year has ever been organized a professional development programme? YES NO

4.2. How many hours/person have been dedicated for the professional development and training of the Members of the Body that are activating in that practice?

- by actions organized inside the practice
- by actions organized outside the practice

4.3. Research sources inside the practice:

- technical specification books and guides issued by the Body (number)
- technical specification books and guides on the market (number)

- legislation: subscription for the Official Journal of Romania (number)

4.4 Professional training in the past year:

Classes or seminars*	Profile	Name	Organizer	Duration (hours)

* In that column you must indicate letter C for classes or S for seminars.

4.5 Needs for the future professional training*

Level Profile	Audit		Accountancy		Taxation		Management		Valuation		Capital Markets		IFRS		Law		Doctrine and deontology		Accounting expertise		
	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	
Initiation (bases)																					
Intermediate level																					
Advanced level																					

- * In the boxes for the profile and the chosen level, one must introduce:
- Column 1 – „N” – if you choose for those actions to be developed at national level or „F” – if you would like them to take part at a branch level;
 - Column 2 – fill in the number of days that you are willing to perform for that area .

5. Working Procedures

5.1. a) What professional proceedings do the practice use?

Engagement	Professional proceeding used (No)

b) Does the practice use an adequate number of professional proceedings issued by the Body? YES/NO

5.2. IT tools:

- Does the practice uses IT programs? YES/NO

If yes, please indicate the type of engagements:

- Do you use systems for automatic data sending? YES/No
If yes, please indicate them (internet, other).

5.3. Does your practice have an internal control system? YES/NO
(If yes, please shortly describe the system.)

5.4. Working files:

Are there any working files provided for in the professional proceedings for every nature of the engagement?

Engagement YES/NO

5.5 Delegation and supervision:

How it is organised the supervision of the works?
(Illustrate briefly this procedure).

6. Co-operation with the professional bodies from the field

6.1. The practice is also a member of the professional bodies that operate according to the law:

- Chamber of financial Consultants YES/NO
- Chamber of Financial Auditors YES/NO
- National Union of Insolvency Practitioners YES/NO

6.2. The practice is also a member of the following associations:

(The precise name of the association or of the organization)

-
-
-
-

6.3. Co-operation with the branch of the Body of Expert and Licensed Accountants of Romania:

- did you receive the monthly magazine of the Body? YES/NO

(If yes, please indicate the number of copies) _____

- Did you participate at classes, seminars and consultation sessions organized by the branch of the Body?

(If yes, please indicate the number of attendances and the nature of the event.)

- did you participate at the general assembly of the branch members? YES/NO
 - did you participate at an international congress of the Romanian accountancy profession? YES/NO
- (If yes, please indicate the time) _____

7. Quality control

Has your practice undergone a quality control? YES/ NO
If yes, please indicate the time..... and the quality auditor.....

8. Modifications in the reported dates from the Personal Card filled in at the moment you registered to the Table of the Body

.....
.....
.....
.....

9. Assessments regarding the activity of the CECCAR branch for the past year

.....
.....
.....
.....

10. CERTIFICATION

The undersigned, (expert accountant, certified accountant or the position in the practice) certify to the best of my knowledge that the information in this report are a true and fair statement of the manner the practice was organised and ran for the ended financial year.

**Date..... (Name, Surname,
signature and seal)**

NOTE: In accordance to Article 22, standards no. 1500/2009 on records and management members, the Annual Report must be sent to the branch of the Body of Licensed and Expert Accountants of Romania until January 31, every year.