

Record-Keeping Practices – Financial Records Checklist

Use this checklist to conduct a self-review of your financial record-keeping practices. See below for a list of financial record-keeping requirements derived from CRPO’s Professional Practice Standards 5.3: Issuing Accurate Documents, 5.5: Financial Records, and 6.1: Fees.

How to use this checklist

Open documents related to your financial transactions with one client (e.g., receipts and invoices). Using one checklist for each document, work through the items in the list to assess where the record may or may not be meeting the standard. Review at least three documents to see if a pattern emerges.

If you come to a requirement that is not included in the record, consider carefully whether the requirement has been met. In some cases, a requirement may not apply to the record selected. Use the comments section to keep track of insights or any potential learning needs.

Take care to maintain confidentiality throughout the record review process.

Record identifier: (e.g. name, initials or reference number)	Summary:
Date reviewed:	
Reviewer name or initials:	

Financial Record Checklist		Comments
Invoices / receipts for services provided include:		
	The date the service was provided and duration	
	A brief description of the service provided	
	The client’s name, address, and, if applicable, other relevant information to identify the client such as a unique identifier	
	The name, professional title, and registration number (if applicable) of the person providing the service. (See Standard 1.2: Use of Terms, Titles and Designations for approved title variations for CRPO registrants.)	
	The amount charged	

	The amount collected, the payment method, and the date it was collected	
	Any balance owing	
	Where fees are reduced or waived, the reasons for doing so	
If a block fee is charged, the agreement is established in writing beforehand and includes:		
	Services covered by the fee (e.g. number of sessions)	
	Amount of the fee	
	Arrangements for paying the fee	
	The rights and obligations of the registrant and of the client in the event the relationship is terminated before all services are provided	