

Effective upon issue

Hong Kong Standard on Review Engagements 2400

Engagements to Review Financial Statements

1. HKSRE 2410, "Review of Interim Financial Information Performed by the Independent Auditor of the Entity" issued in March 2007 gave rise to conforming amendments to HKSRE 2400. These amendments are effective for reviews of financial statements for periods beginning on or after 15 December 2006 unless HKSRE 2410 is early adopted. Early adoption of HKSRE 2410 is permissible. The amendments have been incorporated in the text of this HKSRE.

For reporting purposes under the Main Board Listing Rules and GEM Listing Rules of the Stock Exchange of Hong Kong Limited, practitioners who are not the auditor of the entity and are performing a review in accordance with HKSRE 2400 may refer to the example review reports set out in HKSRE 2410.

2. Paragraph 2 is revised on March 2008 (marked-up) to provide further clarification that HKSRE 2400 is directed towards the review of financial statements. However, it is to be applied, adapted as necessary in the circumstances, to engagements to review other historical financial information. Early adoption is permissible.
3. HKSRE 2400 is applicable for reviews of financial statements for periods ending before 31 December 2013. HKSRE 2400 (Revised) is applicable for reviews of financial statements for periods ending on or after 31 December 2013.



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

HONG KONG STANDARD ON REVIEW ENGAGEMENTS 2400
ENGAGEMENTS TO REVIEW FINANCIAL STATEMENTS

(Effective upon issue ~~and~~, revised March 2007 and March 2008)

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Hong Kong Standard on Review Engagements (HKSRE) 2400, “Engagements to Review Financial Statements” should be read in the context of the “Preface to Hong Kong Standards on Quality Control, Auditing, Assurance and Related Services” which sets out the application and authority of HKSREs.

Introduction

1. The purpose of this Hong Kong Standard on Review Engagements (HKSRE) is to establish standards and provide guidance on the practitioner's professional responsibilities when a practitioner, who is not the auditor of an entity, undertakes an engagement to review financial statements and on the form and content of the report that the practitioner issues in connection with such a review. A practitioner, who is the auditor of the entity, engaged to perform a review of interim financial information performs such a review in accordance with HKSRE 2410, "Review of Interim Financial Information Performed by the Independent Auditor of the Entity".
2. This HKSRE is directed towards the review of financial statements. However, it is to be applied, ~~adapted as necessary in the circumstances, to the extent practicable~~ to engagements to review other historical financial ~~or other~~ information. This HKSRE is to be read in conjunction with the "Preface to Hong Kong Standards on Quality Control, Auditing, Assurance and Related Services". Guidance in other HKSREs may be useful to the practitioner in applying this HKSRE.

Objective of a Review Engagement

3. **The objective of a review of financial statements is to enable a practitioner to state whether, on the basis of procedures which do not provide all the evidence that would be required in an audit, anything has come to the practitioner's attention that causes the practitioner to believe that the financial statements are not prepared, in all material respects, in accordance with an identified financial reporting framework (negative assurance).**

General Principles of a Review Engagement

4. **The practitioner should comply with the HKICPA Statements of Professional Ethics/Code of Ethics for Professional Accountants.** Ethical principles governing the practitioner's professional responsibilities are:
 - (a) Independence;
 - (b) Integrity;
 - (c) Objectivity;
 - (d) Professional competence and due care;
 - (e) Confidentiality;
 - (f) Professional behaviour; and
 - (g) Technical standards.
5. **The practitioner should conduct a review in accordance with this HKSRE.**
6. **The practitioner should plan and perform the review with an attitude of professional skepticism recognizing that circumstances may exist which cause the financial statements to be materially misstated.**
7. **For the purpose of expressing negative assurance in the review report, the practitioner should obtain sufficient appropriate evidence primarily through inquiry and analytical procedures to be able to draw conclusions.**

Scope of a Review

8. The term "scope of a review" refers to the review procedures deemed necessary in the circumstances to achieve the objective of the review. **The procedures required to conduct a review of financial statements should be determined by the practitioner having regard to the requirements of this HKSRE, relevant professional bodies, legislation, regulation and, where appropriate, the terms of the review engagement and reporting requirements.**

¹ Not used.

Moderate Assurance

9. A review engagement provides a moderate level of assurance that the information subject to review is free of material misstatement, this is expressed in the form of negative assurance.

Terms of Engagement

10. **The practitioner and the client should agree on the terms of the engagement.** The agreed terms would be recorded in an engagement letter or other suitable form such as a contract.
11. An engagement letter will be of assistance in planning the review work. It is in the interests of both the practitioner and the client that the practitioner sends an engagement letter documenting the key terms of the appointment. An engagement letter confirms the practitioner's acceptance of the appointment and helps avoid misunderstanding regarding such matters as the objectives and scope of the engagement, the extent of the practitioner's responsibilities and the form of reports to be issued.
12. Matters that would be included in the engagement letter include the following:
 - The objective of the service being performed.
 - Management's responsibility for the financial statements.
 - The scope of the review, including reference to this HKSRE.
 - Unrestricted access to whatever records, documentation and other information requested in connection with the review.
 - A sample of the report expected to be rendered.
 - The fact that the engagement cannot be relied upon to disclose errors, illegal acts or other irregularities, for example, fraud or defalcations that may exist.
 - A statement that an audit is not being performed and that an audit opinion will not be expressed. To emphasize this point and to avoid confusion, the practitioner may also consider pointing out that a review engagement will not satisfy any statutory or third party requirements for an audit.

An example of an engagement letter for a review of financial statements appears in Appendix 1 to this HKSRE.

Planning

13. **The practitioner should plan the work so that an effective engagement will be performed.**
14. **In planning a review of financial statements, the practitioner should obtain or update the knowledge of the business including consideration of the entity's organization, accounting systems, operating characteristics and the nature of its assets, liabilities, revenues and expenses.**
15. The practitioner needs to possess an understanding of such matters and other matters relevant to the financial statements, for example, a knowledge of the entity's production and distribution methods, product lines, operating locations and related parties. The practitioner requires this understanding to be able to make relevant inquiries and to design appropriate procedures, as well as to assess the responses and other information obtained.

Work Performed by Others

16. **When using work performed by another practitioner or an expert, the practitioner should be satisfied that such work is adequate for the purposes of the review.**

Documentation

17. **The practitioner should document matters which are important in providing evidence to support the review report, and evidence that the review was carried out in accordance with this HKSRE.**

Procedures and Evidence

18. **The practitioner should apply judgment in determining the specific nature, timing and extent of review procedures.** The practitioner will be guided by such matters as the following:
- Any knowledge acquired by carrying out audits or reviews of the financial statements for prior periods.
 - The practitioner's knowledge of the business including knowledge of the accounting principles and practices of the industry in which the entity operates.
 - The entity's accounting systems.
 - The extent to which a particular item is affected by management judgment.
 - The materiality of transactions and account balances.
19. **The practitioner should apply the same materiality considerations as would be applied if an audit opinion on the financial statements were being given.** Although there is a greater risk that misstatements will not be detected in a review than in an audit, the judgment as to what is material is made by reference to the information on which the practitioner is reporting and the needs of those relying on that information, not to the level of assurance provided.
20. Procedures for the review of financial statements will ordinarily include the following:
- Obtaining an understanding of the entity's business and the industry in which it operates.
 - Inquiries concerning the entity's accounting principles and practices.
 - Inquiries concerning the entity's procedures for recording, classifying and summarizing transactions, accumulating information for disclosure in the financial statements and preparing financial statements.
 - Inquiries concerning all material assertions in the financial statements.
 - Analytical procedures designed to identify relationships and individual items that appear unusual. Such procedures would include:
 - Comparison of the financial statements with statements for prior periods.
 - Comparison of the financial statements with anticipated results and financial position.
 - Study of the relationships of the elements of the financial statements that would be expected to conform to a predictable pattern based on the entity's experience or industry norm.
- In applying these procedures, the practitioner would consider the types of matters that required accounting adjustments in prior periods.
- Inquiries concerning actions taken at meetings of shareholders, the board of directors, committees of the board of directors and other meetings that may affect the financial statements.
 - Reading the financial statements to consider, on the basis of information coming to the practitioner's attention, whether the financial statements appear to conform with the basis of accounting indicated.
 - Obtaining reports from other practitioners, if any and if considered necessary, who have been engaged to audit or review the financial statements of components of the entity.

- Inquiries of persons having responsibility for financial and accounting matters concerning, for example:
 - Whether all transactions have been recorded.
 - Whether the financial statements have been prepared in accordance with the basis of accounting indicated.
 - Changes in the entity's business activities and accounting principles and practices.
 - Matters as to which questions have arisen in the course of applying the foregoing procedures.
 - Obtaining written representations from management when considered appropriate.

Appendix 2 to this HKSRE provides an illustrative list of procedures which are often used. The list is not exhaustive, nor is it intended that all the procedures suggested apply to every review engagement.

21. **The practitioner should inquire about events subsequent to the date of the financial statements that may require adjustment of or disclosure in the financial statements.** The practitioner does not have any responsibility to perform procedures to identify events occurring after the date of the review report.
22. **If the practitioner has reason to believe that the information subject to review may be materially misstated, the practitioner should carry out additional or more extensive procedures as are necessary to be able to express negative assurance or to confirm that a modified report is required.**

Conclusions and Reporting

23. **The review report should contain a clear written expression of negative assurance. The practitioner should review and assess the conclusions drawn from the evidence obtained as the basis for the expression of negative assurance.**
24. **Based on the work performed, the practitioner should assess whether any information obtained during the review indicates that the financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with the identified financial reporting framework.**
25. The report on a review of financial statements describes the scope of the engagement to enable the reader to understand the nature of the work performed and make it clear that an audit was not performed and, therefore, that an audit opinion is not expressed.
26. **The report on a review of financial statements should contain the following basic elements, ordinarily in the following layout:**
 - (a) **Title ;²**
 - (b) **Addressee;**
 - (c) **Opening or introductory paragraph including:**
 - (i) **Identification of the financial statements on which the review has been performed; and**
 - (ii) **A statement of the responsibility of the entity's management and the responsibility of the practitioner;**
 - (d) **Scope paragraph, describing the nature of a review, including:**
 - (i) **A reference to this HKSRE;**

² It may be appropriate to use the term "Independent" in the title to distinguish the practitioner's report from reports that might be issued by others, such as officers of the entity, or from the reports of other practitioners who may not have to abide by the same ethical requirements as an independent practitioner.

- (ii) **A statement that a review is limited primarily to inquiries and analytical procedures; and**
- (iii) **A statement that an audit has not been performed, that the procedures undertaken provide less assurance than an audit and that an audit opinion is not expressed;**
- (e) **Statement of negative assurance;**
- (f) **Date of the report;**
- (g) **Practitioner’s address; and**
- (h) **Practitioner’s signature.**

Appendices 3 and 4 to this HKSRE contain illustrations of review reports.

27. The review report should:

- (a) **State that nothing has come to the practitioner’s attention based on the review that causes the practitioner to believe the financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with the identified financial reporting framework (negative assurance); or**
- (b) **If matters have come to the practitioner’s attention, describe those matters that impair a true and fair view (or a fair presentation, in all material respects) in accordance with the identified financial reporting framework, including, unless impracticable, a quantification of the possible effect(s) on the financial statements, and either:**
 - (i) **Express a qualification of the negative assurance provided; or**
 - (ii) **When the effect of the matter is so material and pervasive to the financial statements that the practitioner concludes that a qualification is not adequate to disclose the misleading or incomplete nature of the financial statements, give an adverse statement that the financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with the identified financial reporting framework; or**
- (c) **If there has been a material scope limitation, describe the limitation and either:**
 - (i) **Express a qualification of the negative assurance provided regarding the possible adjustments to the financial statements that might have been determined to be necessary had the limitation not existed; or**
 - (ii) **When the possible effect of the limitation is so significant and pervasive that the practitioner concludes that no level of assurance can be provided, not provide any assurance.**

28. The practitioner should date the review report as of the date the review is completed, which includes performing procedures relating to events occurring up to the date of the report. However, since the practitioner’s responsibility is to report on the financial statements as prepared and presented by management, the practitioner should not date the review report earlier than the date on which the financial statements were approved by management.

Effective Date

29. This HKSRE is effective upon issue.

Conformity and Compliance with International Standards on Review Engagements

30. As of June 2005 (date of issue), this HKSRE conforms with International Standard on Review Engagements (ISRE) 2400, “Engagements to Review Financial Statements” except that a reference to IFAC Code of Ethics for Professional Accountants is replaced by HKICPA Statements of Professional Ethics/*Code of Ethics for Professional Accountants*. With the exception of the foregoing difference, compliance with the requirements of this HKSRE ensures compliance with ISRE 2400.
31. Additional local guidance is provided in footnote 3a of Appendix 1.

Appendix 1

Example of an Engagement Letter for a Review of Financial Statements

The following letter is for use as a guide in conjunction with the consideration outlined in paragraph 10 of this HKSRE and will need to be varied according to individual requirements and circumstances^{3a}.

To the Board of Directors (or the appropriate representative of senior management):

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

We will review the balance sheet of XYZ Company as of 31 December 20XX, and the related statements of income and cash flows for the year then ended, in accordance with Hong Kong Standard on Review Engagements (HKSRE) 2400 “Engagements to Review Financial Statements” issued by the Hong Kong Institute of Certified Public Accountants. We will not perform an audit of such financial statements and, accordingly, we will not express an audit opinion on them. Accordingly, we expect to report on the financial statements as follows:

(see Appendix 3 to this HKSRE)

Responsibility for the financial statements, including adequate disclosure, is that of the management of the company. This includes the maintenance of adequate accounting records and internal controls and the selection and application of accounting policies. (As part of our review process, we will request written representations from management concerning assertions made in connection with the review³.)

This letter will be effective for future years unless it is terminated, amended or superseded (if applicable).

Our engagement cannot be relied upon to disclose whether fraud or errors, or illegal acts exist. However, we will inform you of any material matters that come to our attention.

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our review of the financial statements.

ABC & Co

Acknowledged on behalf of XYZ Company by

(signed)

.....

Name and Title

Date

³ This sentence should be used at the discretion of the practitioner.

^{3a} The practitioner may consider it appropriate to include a limitation of liability clause in accordance with his firm’s risk management policies.

Appendix 2**Illustrative Detailed Procedures That May be Performed in an Engagement to Review Financial Statements**

1. The inquiry and analytical review procedures carried out in a review of financial statements are determined by the practitioner's judgment. The procedures listed below are for illustrative purposes only. It is not intended that all the procedures suggested apply to every review engagement. This Appendix is not intended to serve as a program or checklist in the conduct of a review.

General

- ~~32~~.~~2~~. Discuss terms and scope of the engagement with the client and the engagement team.
- ~~33~~.~~3~~. Prepare an engagement letter setting forth the terms and scope of the engagement.
- ~~34~~.~~4~~. Obtain an understanding of the entity's business activities and the system for recording financial information and preparing financial statements.
- ~~35~~.~~5~~. Inquire whether all financial information is recorded:
 - (a) Completely;
 - (b) Promptly; and
 - (c) After the necessary authorization.
- ~~36~~.~~6~~. Obtain the trial balance and determine whether it agrees with the general ledger and the financial statements.
- ~~37~~.~~7~~. Consider the results of previous audits and review engagements, including accounting adjustments required.
- ~~38~~.~~8~~. Inquire whether there have been any significant changes in the entity from the previous year (e.g., changes in ownership or changes in capital structure).
- ~~39~~.~~9~~. Inquire about the accounting policies and consider whether:
 - (a) They comply with local or international standards;
 - (b) They have been applied appropriately; and
 - (c) They have been applied consistently and, if not, consider whether disclosure has been made of any changes in the accounting policies.
- ~~40~~.~~10~~. Read the minutes of meetings of shareholders, the board of directors and other appropriate committees in order to identify matters that could be important to the review.
- ~~41~~.~~11~~. Inquire if actions taken at shareholder, board of directors or comparable meetings that affect the financial statements have been appropriately reflected therein.
- ~~42~~.~~12~~. Inquire about the existence of transactions with related parties, how such transactions have been accounted for and whether related parties have been properly disclosed.
- ~~43~~.~~13~~. Inquire about contingencies and commitments.
- ~~44~~.~~14~~. Inquire about plans to dispose of major assets or business segments.
- ~~45~~.~~15~~. Obtain the financial statements and discuss them with management.
- ~~46~~.~~16~~. Consider the adequacy of disclosure in the financial statements and their suitability as to classification and presentation.
- ~~47~~.~~17~~. Compare the results shown in the current period financial statements with those shown in financial statements for comparable prior periods and, if available, with budgets and forecasts.

- ~~48-18.~~ Obtain explanations from management for any unusual fluctuations or inconsistencies in the financial statements.
- ~~49-19.~~ Consider the effect of any unadjusted errors – individually and in aggregate. Bring the errors to the attention of management and determine how the unadjusted errors will influence the report on the review.
- ~~50-20.~~ Consider obtaining a representation letter from management.

Cash

- ~~51-21.~~ Obtain the bank reconciliations. Inquire about any old or unusual reconciling items with client personnel.
- ~~52-22.~~ Inquire about transfers between cash accounts for the period before and after the review date.
- ~~53-23.~~ Inquire whether there are any restrictions on cash accounts.

Receivables

- ~~54-24.~~ Inquire about the accounting policies for initially recording trade receivables and determine whether any allowances are given on such transactions.
- ~~55-25.~~ Obtain a schedule of receivables and determine whether the total agrees with the trial balance.
- ~~56-26.~~ Obtain and consider explanations of significant variations in account balances from previous periods or from those anticipated.
- ~~57-27.~~ Obtain an aged analysis of the trade receivables. Inquire about the reason for unusually large accounts, credit balances on accounts or any other unusual balances and inquire about the collectibility of receivables.
- ~~58-28.~~ Discuss with management the classification of receivables, including noncurrent balances, net credit balances and amounts due from shareholders, directors and other related parties in the financial statements.
- ~~59-29.~~ Inquire about the method for identifying “slow payment” accounts and setting allowances for doubtful accounts and consider it for reasonableness.
- ~~60-30.~~ Inquire whether receivables have been pledged, factored or discounted.
- ~~61-31.~~ Inquire about procedures applied to ensure that a proper cutoff of sales transactions and sales returns has been achieved.
- ~~62-32.~~ Inquire whether accounts represent goods shipped on consignment and, if so, whether adjustments have been made to reverse these transactions and include the goods in inventory.
- ~~63-33.~~ Inquire whether any large credits relating to revenue recorded have been issued after the balance sheet date and whether provision has been made for such amounts.

Inventories

- ~~64-34.~~ Obtain the inventory list and determine whether:
- (a) The total agrees with the balance in the trial balance; and
 - (b) The list is based on a physical count of inventory.
- ~~65-35.~~ Inquire about the method for counting inventory.
- ~~66-36.~~ Where a physical count was not carried out on the balance sheet date, inquire whether:
- (a) A perpetual inventory system is used and whether periodic comparisons are made with actual quantities on hand; and

- (b) An integrated cost system is used and whether it has produced reliable information in the past.

- ~~67-37.~~ Discuss adjustments made resulting from the last physical inventory count.
- ~~68-38.~~ Inquire about procedures applied to control cutoff and any inventory movements.
- ~~69-39.~~ Inquire about the basis used in valuing each category of the inventory and, in particular, regarding the elimination of inter-branch profits. Inquire whether inventory is valued at the lower of cost and net realizable value.
- ~~70-40.~~ Consider the consistency with which inventory valuation methods have been applied, including factors such as material, labour and overhead.
- ~~71-41.~~ Compare amounts of major inventory categories with those of prior periods and with those anticipated for the current period. Inquire about major fluctuations and differences.
- ~~72-42.~~ Compare inventory turnover with that in previous periods.
- ~~73-43.~~ Inquire about the method used for identifying slow moving and obsolete inventory and whether such inventory has been accounted for at net realizable value.
- ~~74-44.~~ Inquire whether any of the inventory has been consigned to the entity and, if so, whether adjustments have been made to exclude such goods from inventory.
- ~~75-45.~~ Inquire whether any inventory is pledged, stored at other locations or on consignment to others and consider whether such transactions have been accounted for appropriately.

Investments (Including Associated Companies and Marketable Securities)

- ~~76-46.~~ Obtain a schedule of the investments at the balance sheet date and determine whether it agrees with the trial balance.
- ~~77-47.~~ Inquire about the accounting policy applied to investments.
- ~~78-48.~~ Inquire from management about the carrying values of investments. Consider whether there are any realization problems.
- ~~79-49.~~ Consider whether there has been proper accounting for gains and losses and investment income.
- ~~80-50.~~ Inquire about the classification of long-term and short-term investments.

Property and Depreciation

- ~~81-51.~~ Obtain a schedule of the property indicating the cost and accumulated depreciation and determine whether it agrees with the trial balance.
- ~~82-52.~~ Inquire about the accounting policy applied regarding the provision for depreciation and distinguishing between capital and maintenance items. Consider whether the property has suffered a material, permanent impairment in value.
- ~~83-53.~~ Discuss with management the additions and deletions to property accounts and accounting for gains and losses on sales or retirements. Inquire whether all such transactions have been accounted for.
- ~~84-54.~~ Inquire about the consistency with which the depreciation method and rates have been applied and compare depreciation provisions with prior years.
- ~~85-55.~~ Inquire whether there are any liens on the property.
- ~~86-56.~~ Discuss whether lease agreements have been properly reflected in the financial statements in conformity with current accounting pronouncements.

Prepaid Expenses, Intangibles and Other Assets

- ~~87-57.~~ Obtain schedules identifying the nature of these accounts and discuss with management the recoverability thereof.

- ~~88-58.~~ Inquire about the basis for recording these accounts and the amortization methods used.
- ~~89-59.~~ Compare balances of related expense accounts with those of prior periods and discuss significant variations with management.
- ~~90-60.~~ Discuss the classification between long-term and short-term accounts with management.

Loans Payable

- ~~91-61.~~ Obtain from management a schedule of loans payable and determine whether the total agrees with the trial balance.
- ~~92-62.~~ Inquire whether there are any loans where management has not complied with the provisions of the loan agreement and, if so, inquire as to management's actions and whether appropriate adjustments have been made in the financial statements.
- ~~93-63.~~ Consider the reasonableness of interest expense in relation to loan balances.
- ~~94-64.~~ Inquire whether loans payable are secured.
- ~~95-65.~~ Inquire whether loans payable have been classified between noncurrent and current.

Trade Payables

- ~~96-66.~~ Inquire about the accounting policies for initially recording trade payables and whether the entity is entitled to any allowances given on such transactions.
- ~~97-67.~~ Obtain and consider explanations of significant variations in account balances from previous periods or from those anticipated.
- ~~98-68.~~ Obtain a schedule of trade payables and determine whether the total agrees with the trial balance.
- ~~99-69.~~ Inquire whether balances are reconciled with the creditors' statements and compare with prior period balances. Compare turnover with prior periods.
- ~~100-70.~~ Consider whether there could be material unrecorded liabilities.
- ~~101-71.~~ Inquire whether payables to shareholders, directors and other related parties are separately disclosed.

Accrued and Contingent Liabilities

- ~~102-72.~~ Obtain a schedule of the accrued liabilities and determine whether the total agrees with the trial balance.
- ~~103-73.~~ Compare major balances of related expense accounts with similar accounts for prior periods.
- ~~104-74.~~ Inquire about approvals for such accruals, terms of payment, compliance with terms, collateral and classification.
- ~~105-75.~~ Inquire about the method for determining accrued liabilities.
- ~~106-76.~~ Inquire as to the nature of amounts included in contingent liabilities and commitments.
- ~~107-77.~~ Inquire whether any actual or contingent liabilities exist which have not been recorded in the accounts. If so, discuss with management whether provisions need to be made in the accounts or whether disclosure should be made in the notes to the financial statements.

Income and Other Taxes

- ~~108-78.~~ Inquire from management if there were any events, including disputes with taxation authorities, which could have a significant effect on the taxes payable by the entity.
- ~~109-79.~~ Consider the tax expense in relation to the entity's income for the period.
- ~~110-80.~~ Inquire from management as to the adequacy of the recorded deferred and current tax liabilities including provisions in respect of prior periods.

Subsequent Events

~~414-81.~~ Obtain from management the latest interim financial statements and compare them with the financial statements being reviewed or with those for comparable periods from the preceding year.

~~412-82.~~ Inquire about events after the balance sheet date that would have a material effect on the financial statements under review and, in particular, inquire whether:

- (a) Any substantial commitments or uncertainties have arisen subsequent to the balance sheet date;
- (b) Any significant changes in the share capital, long-term debt or working capital have occurred up to the date of inquiry; and
- (c) Any unusual adjustments have been made during the period between the balance sheet date and the date of inquiry.

Consider the need for adjustments or disclosure in the financial statements.

~~413-83.~~ Obtain and read the minutes of meetings of shareholders, directors and appropriate committees subsequent to the balance sheet date.

Litigation

~~414-84.~~ Inquire from management whether the entity is the subject of any legal actions-threatened, pending or in process. Consider the effect thereof on the financial statements.

Equity

~~415-85.~~ Obtain and consider a schedule of the transactions in the equity accounts, including new issues, retirements and dividends.

~~416-86.~~ Inquire whether there are any restrictions on retained earnings or other equity accounts.

Operations

~~417-87.~~ Compare results with those of prior periods and those expected for the current period. Discuss significant variations with management.

~~418-88.~~ Discuss whether the recognition of major sales and expenses have taken place in the appropriate periods.

~~419-89.~~ Consider extraordinary and unusual items.

~~420-90.~~ Consider and discuss with management the relationship between related items in the revenue account and assess the reasonableness thereof in the context of similar relationships for prior periods and other information available to the practitioner.

Form of Unqualified Review Report

REVIEW REPORT TO ...

We have reviewed the accompanying balance sheet of XYZ Company at 31 December 20XX, and the related statements of income and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to issue a report on these financial statements based on our review.

We conducted our review in accordance with Hong Kong Standard on Review Engagements 2400 "Engagements to Review Financial Statements" issued by the Hong Kong Institute of Certified Public Accountants. This Standard requires that we plan and perform the review to obtain moderate assurance as to whether the financial statements are free of material misstatement. A review is limited primarily to inquiries of company personnel and analytical procedures applied to financial data and thus provides less assurance than an audit. We have not performed an audit and, accordingly, we do not express an audit opinion.

Based on our review, nothing has come to our attention that causes us to believe that the accompanying financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with Hong Kong Financial Reporting Standards⁴.

PRACTITIONER

Date
Address

⁴ or indicate International Financial Reporting Standards.

Examples of Review Reports Other Than Unqualified

Qualification for a Departure From Hong Kong Financial Reporting Standards

REVIEW REPORT TO ...

We have reviewed the accompanying balance sheet of XYZ Company at 31 December 20XX, and the related statements of income and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to issue a report on these financial statements based on our review.

We conducted our review in accordance with Hong Kong Standard on Review Engagements 2400 "Engagements to Review Financial Statements" issued by the Hong Kong Institute of Certified Public Accountants. This Standard requires that we plan and perform the review to obtain moderate assurance as to whether the financial statements are free of material misstatement. A review is limited primarily to inquiries of company personnel and analytical procedures applied to financial data and thus provides less assurance than an audit. We have not performed an audit, and, accordingly, we do not express an audit opinion.

Management has informed us that inventory has been stated at its cost which is in excess of its net realizable value. Management's computation, which we have reviewed, shows that inventory, if valued at the lower of cost and net realizable value as required by Hong Kong Financial Reporting Standards⁵, would have been decreased by \$X, and net income and shareholders' equity would have been decreased by \$Y.

Based on our review, except for the effects of the overstatement of inventory described in the previous paragraph, nothing has come to our attention that causes us to believe that the accompanying financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with Hong Kong Financial Reporting Standards⁵.

PRACTITIONER

Date
Address

⁵ See footnote 4.

Adverse Report for a Departure From Hong Kong Financial Reporting Standards

REVIEW REPORT TO

We have reviewed the balance sheet of XYZ Company at 31 December 20XX, and the related statements of income and cash flows for the year then ended. These financial statements are the responsibility of the Company's management. Our responsibility is to issue a report on these financial statements based on our review.

We conducted our review in accordance with Hong Kong Standard on Review Engagements 2400 "Engagements to Review Financial Statements" issued by the Hong Kong Institute of Certified Public Accountants. This Standard requires that we plan and perform the review to obtain moderate assurance as to whether the financial statements are free of material misstatement. A review is limited primarily to inquiries of company personnel and analytical procedures applied to financial data and thus provides less assurance than an audit. We have not performed an audit and, accordingly, we do not express an audit opinion.

As noted in footnote X, these financial statements do not reflect the consolidation of the financial statements of subsidiary companies, the investment in which is accounted for on a cost basis. Under Hong Kong Financial Reporting Standards⁶ the financial statements of the subsidiaries are required to be consolidated.

Based on our review, because of the pervasive effect on the financial statements of the matter discussed in the preceding paragraph, the accompanying financial statements do not give a true and fair view (or are not presented fairly, in all material respects) in accordance with Hong Kong Financial Reporting Standards⁶

PRACTITIONER

Date
Address

⁶ See footnote 4.