Gondaliya CPA
Your Growth Partner

Choosing a Virtual CPA Checklist

Gondaliya CPA Professional Corporation · Registered Ontario CPA Firm

Twelve questions to ask before you engage

For Ontario businesses considering a remote accountant. Current to 6 November 2026.

- [ ] **Is the firm registered with CPA Ontario?**
  Ask first, and check the public directory yourself.
- [ ] **Who will actually do your work?**
  The person on the call is not always the preparer.
- [ ] **How is the fee structured?**
  Fixed and annual is easier to plan around than hourly.
- [ ] **Is the fee quoted before or after tax?**
  Ask, so you are comparing the same number.
- [ ] **What exactly is included?**
  Bookkeeping, payroll, GST/HST and the return are separable.
- [ ] **How quickly do they answer?**
  A stated response standard beats a vague promise.
- [ ] **Which software do they work in?**
  It should be software you can also see into.
- [ ] **How do documents reach them?**
  A portal, not email attachments.
- [ ] **Who can see your financial data?**
  Access should be limited to your engagement team.
- [ ] **What happens if CRA writes to you?**
  Confirm representation is part of the engagement.
- [ ] **Can they handle your sector?**
  Ask what they already do in your industry.
- [ ] **Do they do assurance work, or refer it out?**
  Compilations, reviews and audits are different things.

Gondaliya CPA performs compilation engagements under CSRS 4200, which provide no assurance. Audit and review engagements are referred out. Educational information only, not advice.

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