

# Fictional Sample Review Pack

P-001 | Books, reconciliation and tax-review questions

FICTIONAL EXAMPLE. P-001 is not a real client. All figures and source labels are invented solely to demonstrate the format. No tax return, journal or client file has been prepared or posted.

## File control

| Field             | Illustrative record                                              |
|-------------------|------------------------------------------------------------------|
| Entity and period | P-001, US service business, year ended 31 December 2025          |
| Scope             | Bookkeeping cleanup and a proposed 1120-S review-file format     |
| Records           | Illustrative trial balance, bank statement and invoice reference |
| Review state      | Preparation and senior review are not signed off                 |
| Handoff           | Unresolved evidence and tax questions remain open                |

## What this pack demonstrates

A source index, a cash tie-out, a proposed adjustment and an open-question register. The receiving practice approves accounting treatment and tax positions. The example contains no taxable-income calculation or filing approval.

## Evidence key

BANK-12: fictional closing statement. BANK-REC-01: fictional reconciliation. TB-01: fictional trial balance. INV-07: fictional late invoice. Labels illustrate traceability and are not real supporting documents.

## Cash reconciliation | USD

| Item                       | Amount / status                                             |
|----------------------------|-------------------------------------------------------------|
| Statement balance          | 14,500                                                      |
| Outstanding payment        | (100), clearing evidence required                           |
| Adjusted statement balance | 14,400                                                      |
| Ledger cash                | 14,400                                                      |
| Difference                 | 0; arithmetic agrees, but the outstanding item remains open |

## Proposed journal | not posted

| Account            | Debit | Credit |
|--------------------|-------|--------|
| Accounting expense | 200   |        |
| Accounts payable   |       | 200    |

Fictional invoice INV-07 illustrates an accrual proposal. Actual posting would require support, period assessment and the firm's approval.

## Trial-balance bridge

| Total / balance | Before | After proposed entry |
|-----------------|--------|----------------------|
| Assets          | 16,400 | 16,400               |
| Expenses        | 63,600 | 63,800               |
| Total debits    | 80,000 | 80,200               |
| Liabilities     | 4,000  | 4,200                |
| Opening equity  | 6,000  | 6,000                |
| Revenue         | 70,000 | 70,000               |
| Total credits   | 80,000 | 80,200               |

Book profit:  $70,000 - 63,800 = 6,200$ . Balance sheet:  $16,400 = 4,200 + 6,000 + 6,200$ . Tax treatment remains undecided.

## Questions before sign-off

| Question                   | Owner and evidence needed                                                      |
|----------------------------|--------------------------------------------------------------------------------|
| Outstanding payment: 100   | Preparer obtains clearing evidence; reviewer decides any unresolved treatment. |
| Late invoice: 200          | Reviewer confirms period and tax treatment. No deduction is assumed.           |
| Equity and owner activity  | Obtain prior-year roll-forward and owner-activity records. Do not infer basis. |
| Book-to-tax reconciliation | CPA determines adjustments and ties approved figures to the return.            |
| Return review              | Use the return-specific checklist. This example is not a substitute for one.   |

## Handoff checklist

- Include the version, period, records index and proposed-entry status.
- Assign an owner and target date to each open question.
- Record actual preparer and reviewer sign-off only when completed.
- Keep missing evidence visible; do not close an item merely to balance the file.
- The receiving practice approves the final return and filing.