

**ACFE SA Forensic Standards**

**STANDARD PRACTICES FOR  
INVESTIGATIVE AND FORENSIC  
ACCOUNTING ENGAGEMENTS**

**Draft of February 2021**



**ACFE**<sup>TM</sup>

Association of Certified Fraud Examiners

**South Africa Chapter #91**

## **MEMBERS OF THE FORENSIC ACCOUNTING FORUM**

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## **ACFE SA STANDARDS COMMITTEE**

**Jaco de Jager**



The South African Chapter of the Association of Certified Fraud Examiners (ACFE SA) established a Forensic Accounting Forum in 2018 to implement a specialist stream for Certified Fraud Examiners practising in investigative and forensic accounting. The Forensic Accounting Forum operates through a Committee made up of members of the ACFE SA with a specialised interest in investigative and forensic accounting representatives of various accounting professional bodies whose members are also involved in forensic accounting.

The mandate of the Forensic Accounting Forum includes the development of Standard Practices to improve the consistency and comparability of practice amongst Certified Fraud Examiners performing investigative and forensic accounting engagements (“Forensic Accounting engagements”) in their capacity as Forensic Accountants.

The primary purpose of these Standard Practices is to protect the public by ensuring consistency with a minimum standard of practice to be met by all Certified Fraud Examiners belonging to the South African Chapter of the ACFE in the performance of Forensic Accounting engagements. The Standard Practices also provide a framework for the application of professional judgment in Forensic Accounting engagements and prohibit offensive practices. These Standard Practices are not pronouncements of the Association of Certified Fraud Examiners whose Standards and Code of Conduct are set out in the Fraud Examiners Manual. They will be upheld through the ACFE Professional Standards and ACFE Code of Ethics.

These Standard Practices complement, rather than reiterate, the ACFE Code of Conduct. Because the ACFE Code of Conduct addresses various principles, including professionalism, diligence, integrity, confidentiality, conflict of interest, competence and independence as well as an obligation to testify truthfully and without bias or prejudice. These Standard Practices for Forensic Accounting engagements do not address these issues. Instead, they focus solely on those practice issues which are specific to the performance of Forensic Accounting engagements.

All Certified Fraud Examiners performing Forensic Accounting engagements commencing on or after 1 January 2022, will be required to follow these Standard Practices. To the extent possible, all Certified Fraud Examiners who have Forensic Accounting engagements currently in progress on 1 May 2021 are also strongly encouraged to ensure that these engagements follow the Standard Practices.

The Forensic Accounting Forum and the Standards Committee of ACFE SA are grateful to the many individuals and groups who commented on the intermediary documents published during the development of these Standard Practices. We further want to thank all the other Regulatory and Professional bodies who helped us compile these standards and communicating these standards also to their members thereby ensuring that together we attain a one standard approach by all.

Sincerely



Jaco de Jager

4 February 2021

Adopted with revisions and permission

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DRAFT FOR COMMENTS

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# 1. INTRODUCTION, DEFINITION & APPLICABILITY OF FORENSIC ACCOUNTING STANDARD PRACTICES

## 1.1 Introduction

- a. Standard practices for investigative and forensic accounting (Forensic Accounting) engagements have been prepared by the ACFE SA Forensic Accounting Forum and have been approved by the ACFE SA.
- b. The Forensic Accounting Forum consisted of representatives from regulatory and accounting professional bodies. Further note that these standards are based on the *Standard Practices for Investigative and Forensic Accounting Engagements*, AICPA professional standards (issued July 2019), and *Statement on Standards for Forensic Services No. 1 (SSFS 1)* published by the Canadian Institute of Chartered Accountants and used with their permission.
- c. The following entities formed part of the Forensic Accounting Forum:
  - ACCA
  - ACFE SA
  - AGSA
  - AFROSAI-E
  - CIMA
  - ESAAG
  - IIA SA
  - IRBA
  - PAFA
  - SAICA
  - SAIGA
  - SAIPA
- d. These are the minimum standard practices that should be met by all Certified Fraud Examiners conducting Forensic Accounting engagements (collectively referred to in this document as “Forensic Accounting practitioners”).

- e. Forensic Accounting practitioners should perform all Forensic Accounting engagements in accordance with the ACFE Professional Standards, the ACFE Code of Conduct, including these Forensic Accounting standard practices together with the Standards of their relevant Accounting Profession.
- f. Forensic Accounting standard practices are needed to protect the public interest by ensuring consistency to a minimum standard of practice.
- g. Forensic Accounting standard practices are different from Forensic Accounting engagement procedures. Standard practices relate to the Forensic Accounting practitioner's professional skills, the performance of his or her engagement, and the preparation of his or her report. Forensic Accounting procedures are the specific acts or steps performed by the practitioner to attain his or her objectives in the particular engagement.
- h. These Forensic Accounting standard practices are not intended to codify detailed practical rules that will address all matters that may be associated with a Forensic Accounting engagement. Rather, they are intended to provide conceptual guidance to assist in the application of professional judgment. Wherever possible, they are intended to be principle-based, rather than rule-based, leaving more room for professional judgment when applying such guiding principles to specific circumstances.
- i. No standard of general application can be phrased to suit all circumstances or combinations of circumstances that may arise. Due to the unique nature of many Forensic Accounting engagements, the application of professional accounting skills, investigative skills, and an investigative mindset must be customised to the specific circumstances of each engagement. This tailoring requires the repeated application of professional judgment in the determination of what constitutes good practice in a particular case.

## 1.2 *Definition of forensic accounting engagements*

- a. "Investigative and forensic accounting engagements" are those that:
  - require the application of professional accounting skills, investigative skills, and an investigative mindset; and
  - involve disputes or anticipated disputes, or where there are risks, concerns or allegations of fraud or other illegal or unethical conduct.
- b. "Professional accounting skills" require the following sub-components:
  - an understanding of how business activity is documented, recorded, reported, managed and controlled;



- the ability to identify, obtain, examine and evaluate relevant information;<sup>1</sup>
  - the ability to quantify the financial impact of actual or expected transactions or events;
  - the ability to perform and interpret relevant analyses of information;
  - the ability to document and explain business information and the results of the financial analyses for decision-making purposes; and
  - the ability to render relevant and appropriate opinions and conclusions based on the findings and results of the work performed.
- c. “Investigative skills” require the following sub-components:
- an understanding of the context within which the engagement is to be conducted (for example, the Tribunal process, laws, regulations, contracts or policies relevant to the engagement);
  - the ability to identify, obtain, examine and assess information relevant to the engagement;
  - the ability to analyse and compare various types and sources of information;
  - an understanding of the types of information that would assist in establishing motivation, intent and bias;
  - an understanding of the ways in which information could be fabricated or concealed;
  - an understanding that information collected and the work performed, including the work and information of others,<sup>2</sup> may become subject to disclosure and be tendered as evidence; and
  - the ability to document and present investigative findings and conclusions for decision-making purposes.

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<sup>1</sup> For the purposes of these Forensic Accounting standard practices, information does not become evidence until admitted by a Tribunal as such. Accordingly, these standard practices do not refer to the determination of what constitutes admissible evidence.

“Tribunal” is defined to include any trier of fact including, without limitation, a judge, arbitrator, umpire, commissioner, justice of the peace or other officer or person having by law or by consent of the parties the authority to hear, receive and examine evidence or to conduct any alternative dispute resolution process.

<sup>2</sup> As defined in 4(14).

- d. An “investigative mindset” requires a sceptical attitude in the identification, pursuit, analysis and evaluation of information relevant to each engagement, contemplating that it may be biased, false and/or incomplete. This is applicable in identifying and assessing relevant issues, assessing the plausibility of the underlying assumptions, assessing substance over form, and developing hypotheses for the purpose of addressing the issues under investigation.

### *1.3 Application of the definition*

- a. Professional accounting skills, investigative skills, and an investigative mindset should each be applied to every Forensic Accounting engagement; however, not all of their sub-components will be applied in every Forensic Accounting engagement.
- b. The Forensic Accounting Forum believes that investigative skills are not restricted to investigative engagements, but are also applied in loss quantification and other Forensic Accounting engagements, although the extent to which investigative skills are applied varies according to the nature of the engagements.
- c. An investigative mindset is also necessary for all Forensic Accounting engagements. In dealing with dispute-related engagements, the investigative mindset is employed to assist in determining and evaluating procedures, findings and conclusions. In consulting engagements, the investigative mindset is applied to determine and evaluate the procedures that need to be performed. For example, in an engagement to develop fraud prevention policies, an investigative mindset is applied to establish the process for determining ways in which policies could be violated.
- d. At its boundaries, a skills-based definition for Forensic Accounting engagements will likely overlap with definitions for other disciplines, such as assurance, information technology, business valuation, corporate finance, tax, private investigation, and insolvency and restructuring<sup>3</sup>. To the extent that such engagements include components that meet the definition of Forensic Accounting engagements, such components would become Forensic Accounting engagements and the individuals performing such components must follow these Forensic Accounting standard practices as well as any professional standards that may apply.

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<sup>3</sup> See also 4(14) – 4(16).

- e. The Forensic Accounting Forum believes the definition will be useful in helping practitioners in other disciplines recognize when they need the skills of Forensic Accounting practitioners.

#### *1.4 Applicability of Forensic Accounting Standard Practices*

- a. These Forensic Accounting standard practices should be applied to all Forensic Accounting engagements, and to work performed by all individuals on such engagements.
- b. In the context of this document, “work” means the work of Forensic Accounting practitioners, including that performed by other individuals, within the domain of the Forensic Accounting engagement.
- c. Some professional engagements will include one or more parts that meet the definition of a Forensic Accounting engagement. In these circumstances, these Forensic Accounting standard practices should be applied to those parts of the professional engagement that meet the definition.
- d. These Forensic Accounting standard practices are not intended to supersede any standards, rules or legislation relevant to the field of expertise pertaining to a specific Forensic Accounting engagement, and Forensic Accounting practitioners should refer to these standards, rules or legislation to support their work.
- e. Forensic Accounting practitioners accepting Forensic Accounting engagements in a jurisdiction other than their home jurisdiction should have adequate knowledge of, and meet the relevant standards and regulatory and legal requirements applicable to, that jurisdiction.

## **2. ENGAGEMENT ACCEPTANCE**

### *2.1 General*

- a. Forensic Accounting practitioners should establish the parameters of the engagement with their client<sup>4</sup> and document these parameters, including their role, the purpose(s) and general scope of the work to be performed, the nature of any report, and, where applicable, the terms and conditions

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<sup>4</sup> In the context of these Forensic Accounting standard practices, “client” means an external third party or the appropriate internal authority.

for the Forensic Accounting engagement. These parameters should be established as part of the initial engagement acceptance.

- b. A Forensic Accounting practitioner engaged as an expert witness in a litigation engagement may not provide opinions pursuant to a contingent fee arrangement.
- c. Where possible, Forensic Accounting practitioners should prepare or obtain an engagement letter<sup>5</sup> for each engagement where the engagement parameters described in 200.01 are documented.
- d. Forensic Accounting practitioners should discuss material changes to the parameters of the engagement with the client and document the changes accordingly in a supplementary engagement letter.<sup>5</sup>
- e. Forensic Accounting practitioners should have reasonable assurance that the Forensic Accounting engagement team collectively has the necessary expertise, competencies, resources and time to perform the engagement.
- f. Where Forensic Accounting practitioners are aware of circumstances where their independence may reasonably be questioned, they should disclose these circumstances to their client.
- g. Forensic Accounting practitioners should not accept a Forensic Accounting engagement if they expect to be unable to complete the engagement for any reason or if any known constraints would prevent the completion of the engagement in accordance with professional standards and regulatory and legal requirements.

## 2.2 *Forensic accounting practitioners unable to continue forensic accounting engagement*

- a. If Forensic Accounting practitioners encounter exceptional circumstances that bring into question their ability to continue performing a Forensic Accounting engagement, they should:
  - consider their professional responsibilities;
  - consider obtaining legal advice;
  - consider the possibility of withdrawing from the Forensic Accounting engagement; and

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<sup>5</sup> For internal or legislative engagements, the engagement letter may be replaced by a “memo to file” which should include the items described in 2(1).

- if they withdraw, deliver to the client all information including all papers and property originally provided by the client and any other information reasonably required by the client in respect of the subject matter of the engagement, promptly render an account for outstanding fees and disbursements, and reasonably co-operate with any successor Forensic Accounting practitioner(s).

### **3. PLANNING AND SCOPE OF WORK**

#### *3.1 General*

- a. The Forensic Accounting engagement work should be adequately planned.
- b. Each Forensic Accounting engagement is unique; accordingly, the planning for each engagement should be customised and evolve as the engagement progresses, requiring the repeated application of professional judgment:
  - identifying the objectives of the engagement;
  - obtaining sufficient understanding of the circumstances of the engagement and the events giving rise to the engagement;
  - obtaining sufficient understanding of the context within which the engagement is to be conducted (for example, any Tribunal process, laws, regulations, contracts or policies relevant to the engagement);
  - identifying any limitation of scope where access has been denied or information cannot be obtained or provided; and
  - evaluating the resources necessary to complete the work, and identifying a suitable engagement team.
- c. When planning the extent of the scope of work for a particular Forensic Accounting engagement, Forensic Accounting practitioners should consider:
  - developing hypotheses, as applicable, to address the circumstances and context of the engagement;
  - identifying the approach(es), procedures and techniques that will allow the practitioners to meet the engagement objectives within the constraints of time, cost and availability of information;

- identifying financial and other information relevant to the engagement, and developing a strategy to acquire such information; and
  - determining the impact of the nature and timing of any reporting requirements.
- d. Forensic Accounting practitioners performing Forensic Accounting engagements that require expertise beyond their own should inform the client's counsel and/or the client at the earliest opportunity of the need to retain such expertise.
- e. Forensic Accounting practitioners should assess the need to obtain independent legal advice on specific matters pertaining to a Forensic Accounting engagement, including the current state of the law and any relevant contractual or legal requirements/precedents specific to the jurisdictions in which they are working.

### 3.2 *Supervision*

- a. Forensic Accounting practitioners may delegate portions of Forensic Accounting engagements to appropriately qualified assistants, agents or subcontractors.
- b. Forensic Accounting practitioners should properly supervise and be responsible for the work of their assistants, agents or subcontractors. The nature, timing and extent of such supervision will vary with the complexity of the engagement and the experience of the persons assigned.

## **4. INFORMATION COLLECTION AND ANALYSIS**

### 4.1 *General*

- a. Forensic Accounting practitioners should use an investigative mindset<sup>6</sup> in the identification, pursuit, analysis and evaluation of information relevant to each Forensic Accounting engagement, contemplating that it may be biased, false, unreliable and/or incomplete.
- b. Throughout a Forensic Accounting engagement, Forensic Accounting practitioners should use an investigative mindset to assess the timing, nature and extent of the approach(es), procedures and techniques to be used.

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<sup>6</sup> "Investigative mindset" is defined in 1(11) .

- c. The type of information obtained may relate to the facts pertaining to the underlying issues of the Forensic Accounting engagement as well as factors relating to motivation, intent and bias.
- d. Forensic Accounting practitioners should consider the relevance of all information that arises during the course of a Forensic Accounting engagement.
- e. Forensic Accounting practitioners should identify, analyse, assess and compare all relevant information, assess substance over form, and develop and test, as needed, hypotheses for the purpose of evaluating the issues in the Forensic Accounting engagement.

#### 4.2 *Information collection*

- a. Forensic Accounting practitioners should be cognizant of and, where appropriate, maintain the chain of custody, including origin, possession and disposition of all documents and other material,<sup>7</sup> particularly originals, relevant to a Forensic Accounting engagement.
- b. Forensic Accounting practitioners should establish appropriate control and management procedures to safeguard the confidentiality, integrity and preservation of all documents and other material that come into their possession or are created during the course of a Forensic Accounting engagement.
- c. Where practical, Forensic Accounting practitioners should maintain copies of all documents and other materials relevant to their findings and conclusions.
- d. Forensic Accounting practitioners should maintain an appropriate record of all relevant information received orally.

#### 4.3 *Reasonable assumptions*

- a. Forensic Accounting practitioners should evaluate the reasonableness and consistency of all estimates and assumptions having regard to the Forensic Accounting practitioners' competence, expertise and other available relevant information.

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<sup>7</sup> Including, where applicable, electronic documents, meta-data and computer hardware, storage devices and media as required under any applicable statute, rules of civil procedure, guidelines and practice directions governing the discovery and preservation of electronic documents.

- b. Where Forensic Accounting practitioners receive estimates and assumptions that are outside of their competence and expertise, and Forensic Accounting practitioners intend to rely on such estimates and assumptions, they should consider the reasonableness of those estimates and assumptions.

#### *4.4 Conflicting information and alternative theories*

- a. Forensic Accounting practitioners should review all information received during a Forensic Accounting engagement, and consider its relevance, reliability, reasonableness, completeness and consistency with other known engagement information.
- b. Forensic Accounting practitioners should consider and address reasonable alternative theories, approaches and methodologies that may be relevant to their work.

#### *4.5 Reliance on the work of others*

- a. During a Forensic Accounting engagement, Forensic Accounting practitioners may rely on persons or firms possessing expertise relevant to the Forensic Accounting engagement (collectively referred to in these Forensic Accounting standard practices as “others”).
- b. Forensic Accounting practitioners should evaluate the nature and level of intended reliance on the work and/or information of others. The results of this evaluation will impact the extent to which the following factors need to be assessed:
- their knowledge, expertise and competence relevant to the Forensic Accounting engagement;
  - their business and professional reputation;
  - their objectivity and independence in relation to the Forensic Accounting practitioners’ requirements;
  - the source of their information;
  - the overall reasonableness of their assumptions, methodologies, findings and conclusions; and
  - the relevance of their work and information to the engagement objectives.

If this evaluation identifies inadequacies or a high level of risk, Forensic Accounting practitioners should perform additional procedures to address or resolve such factors. If Forensic Accounting



practitioners are not satisfied with regard to these factors, they should either not rely on the work of the individual(s) concerned or disclose their concerns.

- c. There should be an appropriate understanding between Forensic Accounting practitioners and others on whom they are relying concerning their respective roles and responsibilities relating to the Forensic Accounting engagement. Forensic Accounting practitioners and these others should communicate sufficiently to minimize misunderstandings that could cause practitioners to misinterpret the work and/or information of others.
- d. A Forensic Accounting practitioner should not subordinate his or her opinion to that of any other party.

## **5. FILE DOCUMENTATION**

### *5.1 General*

- a. Forensic Accounting practitioners' working papers should contain or have a reference to all information used and relied upon in carrying out a Forensic Accounting engagement, including the following documents<sup>8</sup> or summaries thereof which would usually be retained on file:<sup>9</sup>

- research;
- accounting, banking and other business records, and agreements;
- pleadings, criminal or regulatory charges, and other legal claims;
- affidavits and discovery transcripts;
- engagement letters and other correspondence;
- reports<sup>10</sup> issued;
- schedules and calculations, including all necessary explanations;
- notes and other recordings of interviews, meetings and discussions;
- documentation of key issues considered and key assumptions made;

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<sup>8</sup> Including documents that may ultimately be privileged.

<sup>9</sup> Such retention may be in any format, including electronic format, or in the report itself.

<sup>10</sup> The issue relating to the retention of draft reports (as defined in footnote 11) must be researched

- the approach(es) taken and specific techniques used;
  - a record of the nature, extent and timing of procedures performed and the results of such procedures;
  - a record of the identities of the individual(s) performing the Forensic Accounting engagement and a record that the work performed by assistants was supervised and reviewed; and
  - where the work of others is relied upon, their findings and conclusions.
- b. The form and content of individual working papers are affected by matters such as the terms of the Forensic Accounting engagement, including the nature of the report required, the nature and complexity of the subject business, and the needs in the particular circumstances for supervision and review of the work performed by any assistants.
- c. While it is neither necessary nor practical for Forensic Accounting practitioners to document in their working papers every observation, consideration or conclusion, practitioners need to document matters that, in their professional opinion, are important to support their work and/or were relevant in reaching their findings, opinions and/or conclusions.
- d. Working papers should be maintained in an organised manner.
- e. Forensic Accounting practitioners should adopt reasonable procedures for safe custody of working papers and retain them for a period of time sufficient to meet the requirements of the Forensic Accounting engagement and to satisfy any pertinent legal requirements of records retention.

## **6. REPORTING**

### *6.1 General*

- a. Forensic Accounting practitioners may communicate their findings and conclusions in a number of different forms:
- written, oral or visual;

- draft,<sup>11</sup> interim or final;
- point-form or narrative; and
- formal, affidavit or letter form.

To the extent that such communication may be construed by the recipient to be a report based on the terms of the engagement, these are collectively referred to in these Forensic Accounting standard practices as “reports”. All such reports should be governed by the Forensic Accounting standard practices set out below.

- b. When assessing the nature of the report to be provided, Forensic Accounting practitioners should consider the:
- purpose and use contemplated for the report;
  - standard practices applicable for the Forensic Accounting engagement including, where appropriate, Tribunal proceedings; and
  - quality, quantity and reliability of available information.
- c. Prior to the issuance of the report, Forensic Accounting practitioners should be satisfied that there is sufficient support for the content of the report, including any findings and conclusions reached.
- d. Forensic Accounting practitioners should present their findings and conclusions in an objective and unbiased manner.
- e. Forensic Accounting practitioners should confine their findings and conclusions to the subject matter, principles and methodologies within their competence, including their knowledge, skill, experience, training and education.
- f. The ultimate decision regarding the occurrence of fraud is determined by a trier of fact; therefore, a member performing forensic services is prohibited from opening regarding the ultimate conclusion of fraud. This does not apply when the member is the trier of fact. A Forensic Accounting practitioner may provide expert opinions relating to whether evidence is consistent with certain elements of fraud or other laws based on objective evaluation.

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<sup>11</sup> For the purpose of these standard practices, a draft report is one that has been issued to the client or to the client’s representative.

- g. Forensic Accounting practitioners should consider all relevant information that could impact their findings and conclusions.
- h. If Forensic Accounting practitioners become aware of their names being associated with false or misleading information:
- before the distribution of the information, they should request that such information be corrected; and
  - after the distribution of the information, they should request that appropriate action be taken to correct the misinformation.

If appropriate action is not taken, practitioners should consider taking alternative action, including obtaining legal advice.

## 6.2 *Contents of all reports*

- a. All reports should include the following information:
- the name(s) and professional designation(s) of the Forensic Accounting practitioners and/or the firm responsible for the report;
  - who retained the Forensic Accounting practitioner(s) and to whom the report is directed;
  - the date of the report;<sup>12</sup>
  - the effective date for the findings and conclusions, if different from the date of the report;
  - the objectives and circumstances of the Forensic Accounting engagement and the purpose for which the report is being prepared;
  - identification of the documents and sources of information relied upon to prepare the report;<sup>13</sup>
  - the extent of reliance on the work of others;

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<sup>12</sup> The date used should be the last date when conclusions were reached concerning the report.

<sup>13</sup> This type of information is generally reported in the Scope of Review section of the report.

- the techniques and procedures performed when preparing the report, including a description of the approach(es) and rationale for selecting such an approach(es);
- any underlying assumptions and the reasons for relying on such assumptions;
- the definition(s) of any technical terms and interpretations used in the report;
- the findings and conclusions reached and any supporting analyses and charts;
- sufficient information to enable the user to relate the findings and conclusions to the supporting analyses, information and documents;
- any restrictions on the use of the report; and
- any scope or other limitations affecting the findings and conclusions.

### 6.3 *Special reporting circumstances*

- a. Where the independence of the Forensic Accounting practitioner may reasonably be questioned, the following should be disclosed:
  - the role of the practitioner;
  - the relationship of the practitioner to any of the involved parties; and
  - the Forensic Accounting practitioners' conclusion regarding whether they are independent.
- b. Where different approaches adopted yield different results, the report should include the range of such results and, where possible, provide information to facilitate a conclusion.
- c. When relevant information is unavailable or relevant analyses are unable to be performed, the limitation(s) on the scope of the work, the reasons for the limitation(s), and the potential impact on the findings and conclusions, and any other qualifications, should be disclosed in the report.

## 2. EXPERT TESTIMONY

### 7.1 *Role of forensic accounting expert witnesses*

- a. “Forensic Accounting expert witnesses” are Forensic Accounting practitioners who provide expert testimony to a Tribunal.<sup>14</sup> Tribunals generally allow expert testimony to provide impartial and objective assistance in understanding matters beyond the expertise of the trier of fact. Given the significance of such reliance, Tribunals have consistently required of expert witnesses a level of transparency in their decision-making and impartiality in their testimony that satisfies the requirement that they not be seen as advocating for one side, i.e., that their primary duty is to the Tribunal.
- b. Forensic Accounting practitioners should comply with the following Forensic Accounting standard practices when intending to serve as Forensic Accounting expert witnesses:
  - Expert witnesses have a duty to provide independent assistance to the Tribunal by way of objective unbiased testimony in relation to matters within their expertise.
  - Expert witnesses should make it clear when a particular question or issue falls outside their expertise.
  - Expert witnesses should never assume the role of an advocate.
  - Expert witnesses should take reasonable steps to provide the Tribunal with the information, assumptions on which their testimony is based, and any limitations that impact their testimony.
- c. Forensic Accounting practitioners should follow all Forensic Accounting standard practices when giving their oral testimony or provide suitable caveats regarding any limitations in their ability to do so.
- d. When a Forensic Accounting Practitioner is engaged as an expert witness by one party in a litigation engagement to provide expert opinions, the member may not perform the work as an “agreed upon procedure engagement”. When performing services under the as an agreed upon procedure engagement, the Forensic Accounting practitioner does not perform an examination or

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<sup>14</sup> For the purposes of these Forensic Accounting standard practices on the role of Forensic Accounting expert witnesses, “Tribunal” has the same meaning as in footnote 1 and the Forensic Accounting standard practices in this section refer to proceedings in which a Forensic Accounting practitioner is giving evidence under oath or by affirmation.

a review and does not provide an opinion or conclusion. However, results may be reported as an agreed-upon procedure in an engagement in which the Forensic Accounting practitioner is engaged by the trier of fact or both sides of the dispute jointly, or both. In each scenario, this statement and the agreed-upon procure standard relevant to the particular accounting profession applies.

## 7.2 *Curriculum vitae*

- a. Curricula vitae used by Forensic Accounting expert witnesses should accurately represent their qualifications, including their education, career history and professional experience relevant to the matters at hand.