



Summary of the regulation of public accounting services in Australia

Public Accounting Services include accounting; auditing & assurance services; bookkeeping; consumer and commercial credit services; financial planning/advice; financial reporting; forensic accounting; insolvency and corporate reconstruction; management accounting; management consulting; taxation; transactional accounting; and valuation services.

Public Accounting Services do not include company secretarial or information technology services unless such services are provided in conjunction with the activities listed above.

Activities	Prerequisites	How to (min. requirement)	Obligations	Member Group
<p>Members undertaking pro-bono work*</p> <p>*excludes those who sign audit reports for SMSFs, for which a PPC or LPC is required</p>	CPA or FCPA status.	No additional requirements.	<ul style="list-style-type: none"> • Have access to the Members' Handbook • Follow CPA Australia's Constitution, By-Laws, Applicable Regulations & Code of Professional Conduct (APES 110) • 120 hours CPD per triennium (minimum 20 hours per year) • Appropriate professional indemnity insurance, reviewed yearly. A complimentary opt-in policy is available for members providing pro-bono or voluntary accounting services in the community • Adhere to external regulatory and legal requirements (including any requirements to hold a Limited Practice Certificate or Public Practice Certificate) 	Members providing services to community and not for profit organisations.
<p>Members contracting as an employee</p> <p>Public Accounting Services as a consultant to one or more public practices</p>	CPA or FCPA status.	<p>Provide CPA Australia, in writing, with evidence that they are engaged as a contracted employee and covered by the contracted firm's professional indemnity insurance policy.</p> <p>Applies to each contracted agreement.</p>	<ul style="list-style-type: none"> • Have access to the Members' Handbook • Follow CPA Australia's Constitution, By-Laws, Applicable Regulations & Code of Professional Conduct (APES 110) • 120 hours CPD per triennium (minimum 20 hours per year) • Appropriate professional indemnity insurance as a sub-contractor or employee, reviewed yearly and confirmed in writing by all contracted parties • Adhere to external regulatory and legal requirements 	Members seeking alternative employment arrangements.



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<p>Public Accounting Services for fees \$1 - \$10,000 gross fees per calendar year.*</p> <p>*excludes those who sign audit reports for SMSFs, for which a PPC or LPC is required</p>	<p>CPA or FPCA status.</p>	<p>No additional requirements.</p>	<ul style="list-style-type: none"> • Have access to the Members' Handbook • Follow CPA Australia's Constitution, By-Laws, Applicable Regulations & Code of Professional Conduct (APES 110) • 120 hours CPD per triennium (minimum 20 hours per year) • Appropriate professional indemnity insurance, reviewed yearly • Unable to advertise or hold their services out to the public • Adhere to external regulatory and legal requirements (i.e. Tax Agents registration, AFSL financial planning regulations, RCA) 	<p>Members undertaking work for family or friends.</p> <p>Members undertaking small paid assignments based on individual skill sets.</p>
<p>Limited Practice Certificate</p> <p>Public Accounting Services for fees \$10,000 - \$45,000 gross fees per calendar year.</p>	<p>CPA or FCPA status.</p> <p>Completion of CPA Program Taxation segment (unless RTA registration held).</p> <p>Appropriate work experience.</p> <p><u>Note:</u> all applicants are required to have completed Australian tax, company law and auditing prior to enrolling in the Practice Management program.</p>	<p>Completion of the Practice Management distance learning program.</p>	<ul style="list-style-type: none"> • Have access to the Members' Handbook • Follow CPA Australia's Constitution, By-Laws, Applicable Regulations & Code of Professional Conduct (APES 110) • 120 hours CPD per triennium (minimum 20 hours per year) • Professional indemnity insurance requirements as per CPA Australia's By-Laws & Professional Standards Legislation (PSL) • Limited Liability Scheme membership & disclosure requirements (as per individual state requirements) • Able to advertise and promote services • Use of CPA Australia public practice branding on approval • Participate in the Quality Review Program, tailored to individual practice profile; comply with APES 320 Quality Control for Firms and APES 325 Risk Management for Firms • Meet ASIC registration requirements, CPA SMSF auditor competency requirements and abide by requirements contained in APES 110, 320, 410 and ASA 230 (if applicable) • Annual declaration of compliance upon certificate renewal • Adhere to external regulatory and legal requirements (i.e. Tax Agents registration, AFSL financial planning regulations, RCA) 	<p>Existing PPC holders with a client base under \$45,000 gross fees per calendar year.</p> <p>Members wishing to work part time from home, undertaking parenting duties or carers.</p> <p>Members not in full time employment or undertaking postgraduate / further studies.</p> <p>Members considering a career change or transitioning into public practice.</p>

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<p>Public Practice Certificate</p> <p>Public Accounting Services for fees greater than \$45,000 gross fees per calendar year.</p>	<p>CPA or FCPA status.</p> <p>Completion of CPA Program Taxation segment (unless RTA registration held).</p> <p>Appropriate work experience.</p> <p><i>Note:</i> all applicants are required to have completed Australian tax, company law and auditing prior to enrolling in the Practice Management program.</p>	<p>Completion of the Public Practice Program, which includes:</p> <ul style="list-style-type: none"> Practice Management distance learning program Intensive. <p>Have an approved practice structure which complies with CPA Australia's By-Laws.</p>	<ul style="list-style-type: none"> Have access to the Members' Handbook Follow CPA Australia's Constitution, By-Laws, Applicable Regulations & Code of Professional Conduct (APES 110) 120 hours CPD per triennium (minimum 20 hours per year) Professional indemnity insurance requirements as per CPA Australia's By-Laws & Professional Standards Legislation (PSL) Limited Liability Scheme membership & disclosure requirements (as per individual state requirements) Able to advertise and promote services Use of CPA Australia public practice branding on approval Participate in the Quality Review Program, tailored to individual practice profile; comply with APES 320 Quality Control for Firms and APES 325 Risk Management for Firms Meet ASIC registration requirements, CPA SMSF auditor competency requirements and abide by requirements contained in APES 110, 320, 410 and ASA 230 (if applicable) Annual declaration of compliance upon certificate renewal Adherence to external regulatory and legal requirements (i.e. Tax Agents registration, AFSL financial planning regulations, RCA) 	<p>Members holding equity in a practice or principals of a practice.</p> <p>Employees of practitioners who wish to become a partner or equity holder in the future.</p> <p>Members undertaking Public Accounting Services where a PPC is mandatory by regulation (i.e. liquidators).</p> <p>Members wishing to move into public practice.</p> <p>Limited Practice Certificate holders earning over \$45,000 gross per calendar year.</p>
<p>Members undertaking audits of SMSFs (Self-Managed Superannuation Funds)</p>	<p>Limited Practice Certificate or Public Practice Certificate.</p> <p><i>Defined thresholds do not apply – LPC or PPC is mandatory.</i></p>	<p>Demonstrate they have completed an approved course in the audit of SMSFs.</p> <p>Meets the competency requirements for auditors of SMSFs prescribed by the Joint Accounting Bodies.</p>	<p>In addition to the prescribed obligations for a LPC or PPC, complete 30 hours of professional development activity in each CPD triennium in the following areas:</p> <ul style="list-style-type: none"> superannuation training, which does not only need to deal with the audit of SMSFs (minimum eight hours) financial statement or compliance audit training (minimum eight hours) financial accounting training (minimum four hours). <p>These requirements are included in the minimum 120 hour CPD requirement. Detailed guidance on the requirements, as prescribed by the Joint Accounting Bodies, can be found on the CPA Australia website</p>	<p>Any member undertaking an audit of a SMSF.</p>



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			and must be adhered to.	
Members undertaking review engagements	<p>CPA or FCPA status.</p> <p>External regulatory or legal requirements may include a requirement to hold a Limited Practice Certificate or Public Practice Certificate.</p> <p>Subject to the defined thresholds in law and regulations.</p>	<p>Ensure that those who undertake work on their behalf have appropriate knowledge and experience, and are properly supervised in the conduct of the review engagement.</p> <p>Competency requirements for assurance practitioners undertaking review engagements prescribed by the Joint Accounting Bodies.</p>	<p>In addition to the prescribed statutory obligations for a LPC or PPC, complete 30 hours of professional development activity in each CPD triennium comprising any combination of courses on reviewing or auditing financial statements and financial accounting training.</p> <p>These requirements are included in the minimum 120 hour CPD requirement.</p> <p>Detailed guidance on the requirements, as prescribed in the Joint Accounting Bodies guide 'Competency Requirements for Assurance Practitioners Undertaking Review Engagements', can be found on the CPA Australia website and must be adhered to.</p>	<p>Any member undertaking assurances of second tier companies limited by guarantee.</p>