

2008 NCCPAP/NASSAU SUFFOLK MAP COMMITTEE SURVEY

This confidential survey has been prepared to give our members the ability to compare how practioners in our area are running their practices.

This survey is based on the survey conducted by Kenneth Hauptman, CPA and Eliot H. Lebenhart, CPA in 2006. We also used the 2008 survey prepared by The PCPS/TSCPA National MAP survey.

If you wish to take their national survey, the web-site is:
<http://map.pcps.org>

Their survey closes July 11, 2008.

We will be conducting our survey through August 31, 2008

Fax the completed survey to:

NCCPAP/ Nassau Suffolk (516) 997-5155

Mail the completed survey to:

NCCPAP/Nassau Suffolk
22 Jericho Turnpike, Suite 110
Mineola, NY 11501

Do not put your name on the sheets when responding.

The results will be the subject of our October, 2008 MAP Committee meeting.

2008 NCCPAP/NASSAU SUFFOLK MAP COMMITTEE SURVEY

1) Which of the following best describes your practice? (select one)

- 1. Sole practitioner, with employees _____yes _____no
- 2. Sole practitioner, without employees _____yes _____no
- 3. Single office firm _____yes _____no
- 4. Multiple office firm _____yes _____no

2) If you rent office space, which of the following best describes your office?

- 1. Sub let from another accountant _____yes _____no
- 2. Sub let from another professional _____yes _____no
- 3. Rent your own space _____yes _____no
- 4. Work out of your home _____yes _____no

3) If you rent office space, approximately how much do you pay per square foot? _____

4) How long has your firm been in business?

- 1. Less than one year _____
- 2. 1 to five years _____
- 3. 6-10 years _____
- 4. 11-20 years _____
- 5. More than 20 years _____

5) Do you have attest engagements?

- 1. Compilation _____yes _____no
- 2. Review _____yes _____no
- 3. Audit _____yes _____no

6) If you prepare audits, how many do you prepare per year? _____

7) How do you bill an individual tax return?

- Minimum fees _____yes _____no
- Minimum fees for children's returns _____
- Do you charge extra for e-filing? _____yes _____no
- Do you charge extra for paper filing? _____yes _____no

8) How much would you charge for a tax return for a NYS resident, married filing jointly, with 2 W-2's, 2 1099-Int's, 2 1099-Div, 2 stock transactions with mortgage interest, real estate tax and donations?
amount billed _____

9) What would your hourly billing rate be for a professional earning \$50,000 per year? _____

10) Do you bill for the following?

- | | _____yes | _____no | If yes, what is the rate? |
|---------------------------|----------|---------|---------------------------|
| Copying | _____yes | _____no | _____ |
| Faxes | _____yes | _____no | _____ |
| Clerical | _____yes | _____no | _____ |
| Travel time | _____yes | _____no | _____ |
| Mileage | _____yes | _____no | _____ |
| Overnight mail/messengers | _____yes | _____no | _____ |

11) Do you use a multiple for determining rates? _____yes _____no
If yes, what is the multiple? _____

12) Billing method

- Hourly _____yes _____no
- Retainer _____yes _____no

2008 NCCPAP/NASSAU SUFFOLK MAP COMMITTEE SURVEY

13) How often do you adjust your rates? _____

14) What portion of your 12/31/07 receivables were

Current _____
 Over thirty days _____
 Over sixty days _____
 Over ninety days _____
 Total (must be 100%) _____

15) Do you charge interest on delinquent accounts?

_____yes _____no

16) How do you collect delinquent fees?

Sue _____yes _____no
 Collection agencies _____yes _____no
 Negotiation _____yes _____no
 Do not collect _____yes _____no

17) Do you accept credit cards? _____yes _____no

18) Hourly billing rates

Partner/Owner \$ _____
 Senior \$ _____
 Junior \$ _____
 Bookkeepers \$ _____
 Clerical \$ _____

19) Do you provide Health insurance? _____yes _____no

If yes

pre tax _____yes _____no
 post tax _____yes _____no
 Do you pay all _____yes _____no
 Do you pay part _____yes _____no
 How much does employee pay? _____

20) Do you provide a retirement plan?

if yes

Pension/profit sharing _____yes _____no
 SEP _____yes _____no
 Simple/401(k) _____yes _____no

21) Do you provide vacations? _____yes _____no

if yes

One week _____yes _____no
 Two weeks _____yes _____no
 More than two weeks _____yes _____no

22) Do you provide sick days? _____yes _____no

if yes

number of days _____

23) Do you have a web site? _____yes _____no

24) What software do you use for?

Tax returns _____
 Write-up/tb _____
 Research _____

2008 NCCPAP/NASSAU SUFFOLK MAP COMMITTEE SURVEY

25) During the course of the year do you need to borrow from a credit line? _____yes _____no

If yes

What time of year is it most needed?

26) What are the limits of your malpractice insurance?

\$500,000 _____yes _____no

\$500,000-\$1,000,000 _____yes _____no

\$1,000,000-\$2,000,000 _____yes _____no

More than \$2,000,000 _____yes _____no

No insurance _____yes _____no

27) Are you a member of:

AICPA _____yes _____no

NYSSCPA _____yes _____no

Other

If other, (aside from NCCPAP) what organization?
