

# THE ACCOUNTANT'S RISK MANAGEMENT HANDBOOK

## A PRACTICAL GUIDE TO REDUCING LIABILITY EXPOSURE IN THE PRACTICE OF ACCOUNTANCY

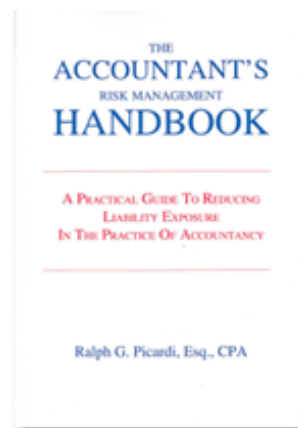
By: **Ralph G. Picardi, Esq., CPA\***

**THE RESOURCE THAT WILL HELP PROTECT YOU FROM YOUR CLIENTS, THIRD PARTIES (AND YOURSELF)**

*In one easy-to-read paperback guide, the practical, but elusive, answers to the most troublesome questions that repeatedly present themselves to accounting practitioners in all phases of the profession. Written in plain language for accountants by a CPA/Attorney who has dedicated his law practice to defending and advising accountants and their insurers on matters of professional liability, practice management and coverage. A must read, and a critical reference tool.*

### TOPICS COVERED:

- LIABILITY PROTECTION AND THE FORM OF YOUR FIRM
- DRAFTING EFFECTIVE ENGAGEMENT LETTERS
- THE NEW FTC PRIVACY RULE (including sample language)
- DETECTING CLIENT FRAUD, THEFT AND OTHER ILLEGAL ACTS
- PROTECTING CLIENT CONFIDENTIALITY (including responding to subpoenas)
- WHEN TO TAKE ON (or withdraw from) NEW CLIENTS AND ENGAGEMENTS
- FEE COLLECTION
- FILE RETENTION (including example policy)
- LIABILITY EXPOSURE TO THIRD PARTIES
- ALTERNATIVE DISPUTE RESOLUTION PROVISIONS (including sample paragraphs)
- BUILDING A CASE AGAINST YOUR CLIENT (just in case)
- REPORTING ACTUAL AND POTENTIAL CLAIMS (when and how to do it)



\*The author is a founding partner in the Boston law firm of Lapping & Picardi, LLP. Mr. Picardi, also a CPA who was an auditor with Ernst & Whinney (now Ernst & Young), concentrates his legal practice on defending accountants and lawyers in professional liability litigation, arbitration and alternative dispute resolution, and advising those professionals and their insurers on practice management and coverage matters. An experienced trial lawyer, Mr. Picardi has published articles, presented seminars and serviced risk management hotlines for accountants and their professional liability insurers for many years.

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