

## The Emergency Planning Checklist

		Yes	No	Comments
1	<p>Do you have a Will and is it current?</p> <ul style="list-style-type: none"> <li>Where is the Will located?</li> <li>Does your spouse know where the Will is?</li> <li>When was the last update to the Will?</li> <li>Are all the essential contacts listed in the Will (legal, professional, insurance)?</li> </ul>			
2	<p>Does your Will provide direction to your executor on matters concerning your public practice?</p> <ul style="list-style-type: none"> <li>What method or process should your executor follow in valuing your practice? If you've made prior arrangements, has value been determined?</li> <li>Has your executor been briefed on what to do and who to contact in an emergency situation (insurance, ICAA, professional colleagues)?</li> </ul>			
3	<p>Have you made any arrangements with another member or practitioner to acquire or assist in the disposition of your practice?</p> <ul style="list-style-type: none"> <li>Have you established key contact with a potential successor?</li> <li>Have the details been worked out (like valuing the practice, who to sell to, terms of sale)?</li> </ul>			
4	<p>Does your spouse and/or executor know who to notify concerning the practice?</p> <ul style="list-style-type: none"> <li>Having the list ready is important.</li> <li>Lawyer, Canada Pension, etc.</li> </ul>			
5	Notification to ICAA — practice advisor or other senior staff.			
6	<p>Notification to professional liability insurers (does executor know who your insurer is)?</p> <ul style="list-style-type: none"> <li>Important to protect the value of the estate.</li> <li>Does the executor know to convert your liability policy to a discovery policy and carry for a number of years (6)?</li> </ul>			
7	<p>What will be the status of any employees?</p> <ul style="list-style-type: none"> <li>Need to lay out a plan for employees and give some direction.</li> </ul>			
8	<p>Does anyone know the password codes for access to your computer files?</p> <ul style="list-style-type: none"> <li>Helps in getting practice dealt with quickly.</li> </ul>			
9	<p>Does your plan include some form of communication to clients advising them of the situation and how your estate will deal with them?</p> <ul style="list-style-type: none"> <li>Prompt notice helps preserve value of practice.</li> </ul>			
10	Is there clear direction on A/R & A/P etc., billings?			
11	What's the quality of your practice? Well-documented files so they 'stand on their own' will increase the sale price.			

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