

Clarify.

11 helpful items every technical research memo should include.

- Name of company**
- Title of memo or issue**
- Date of preparation**
- Prepared by** – First & last name
- Reviewed by** – First & last name
- Background** – This should state all relevant facts surrounding the issue. Do not editorialize here. It should contain the facts only. Assume the reader knows nothing about the company or the issue at hand. It is typically several paragraphs, and includes specific clauses in agreements, if applicable.
- Issue(s)** – Spell out the specific accounting issue(s) in the form of a question or questions. Each issue should be a separate question.
- Technical Reference** – This is where to put the actual text from the related technical literature (ASC's, SAB's, etc.). Do not editorialize here. It is just a repository for the actual text so the reader can reference it without having to do their own research. If it's too voluminous, simply state "See Exhibit XX," and put the actual references as an exhibit to the memo.
- Discussion** – In this section, describe the situation in a more conversational tone, matching the facts with the related technical references. Make specific citations to actual paragraph numbers where the technical literature addresses the situation being described. If there is more than one possible solution, describe both and address which one is preferable, including the reason for the preference.
- Conclusion** – Definitively and concisely answer the question(s) posed in the Issue section above based on the discussion section.
- Presentation and Disclosure** – If the results of this memo will be included on the face of the financial statements, show the actual presentation here. If there is footnote disclosure, prepare the actual footnote disclosure and include it here.