



March 22, 2019

Scott D. Wiley, CAE, President & CEO
Kathleen Hoover, CPA, Peer Review Committee Chair
The Ohio Society of CPAs
4249 Easton Way, Ste. 150
Columbus, OH 43219

Dear Mr. Wiley and Ms. Hoover:

On March 22, 2019, the AICPA Peer Review Board Oversight Task Force accepted the report and letter of procedures and observations on the most recent oversight visit for The Ohio Society of CPAs, the administering entity for the AICPA Peer Review Program, and the administering entity's response thereto. A copy of this acknowledgement, the two oversight visit documents, and your response have now been posted to the AICPA Peer Review Program website.

The next administering entity oversight visit will be in 2020.

The AICPA Peer Review Board appreciates your cooperation and efforts in making the peer review program a success.

Sincerely,

Brian Bluhm

Brian Bluhm, CPA
Chair – Oversight Task Force
AICPA Peer Review Board

cc: Laura Hay, CPA, Executive Vice President
The Ohio Society of CPAs

Laurel Gron, CPA, Senior Manager – Peer Review
AICPA Peer Review Program

Oversight Visit Report

November 16, 2018

To The Ohio Society of CPAs
Peer Review Committee

We have reviewed The Ohio Society of CPAs' administration of the AICPA Peer Review Program (program) as part of our oversight program. The Ohio Society of CPAs is responsible for administering the program in Ohio. Our procedures were conducted in conformity with the guidance established by the AICPA Peer Review Board (board) as contained in the *AICPA Peer Review Program Oversight Handbook*.

Administering Entity's Responsibility

The administering entity is responsible for administering the AICPA Peer Review Program in compliance with the *AICPA Standards for Performing and Reporting on Peer Reviews*, interpretations, and other guidance established by the board.

Oversight Task Force's Responsibility

Our responsibility is to determine whether (1) administering entities are complying with the administrative procedures established by the board as set forth in the *AICPA Peer Review Program Administrative Manual*, (2) the reviews are being conducted and reported upon in accordance with the standards, (3) the results of the reviews are being evaluated on a consistent basis by all administering entity peer review committees, and (4) information disseminated by administering entities is accurate and timely.

Conclusion

Based on the results of the procedures performed, we have concluded that The Ohio Society of CPAs has complied with the administrative procedures and standards in all material respects as established by the board.

As is customary, we have issued a letter of oversight visit procedures and observations that details the oversight procedures performed and sets forth recommendations that were not considered to be of sufficient significance to affect the conclusions expressed in this report.



Thomas J. Parry, Member, Oversight Task Force
AICPA Peer Review Program

November 16, 2018

To The Ohio Society of CPAs
Peer Review Committee

We have reviewed The Ohio Society of CPAs' administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated November 16, 2018. That report should be read in conjunction with the observations in this letter, which were considered in determining our conclusions. The observations described below were not considered to be of sufficient significance to affect the conclusions expressed in that report.

The oversight visit was conducted according to the procedures in the *AICPA Peer Review Program Oversight Handbook*. An oversight program is designed to improve the administering entity's administration of the AICPA Peer Review Program through feedback on its policies and procedures, and to provide resource assistance from an AICPA Peer Review Board Oversight Task Force member on both technical and administrative matters.

In conjunction with the oversight visit of The Ohio Society of CPAs, the administering entity for the program, conducted on November 15-16, 2018, the following observations are being communicated.

Administrative Procedures

On the morning of November 15, 2018, I met with the Director of Technical Services and the CPA on Staff to review the program's administration. Except as noted below, I believe the administrative processes were being handled in a manner consistent with peer review standards.

I noted the administering entity did not have sufficient procedures in place to ensure the reviewers' resume verification process was conducted in accordance with the Oversight Handbook. As a result, the Plan of Administration was not approved until September 12, 2018.

I reviewed the files, which were still open due to follow-up actions, which had not yet been completed. I found that the follow-up actions were being effectively monitored for completion by the administrative staff and the peer review committee.

I also reviewed the policies and procedures for the granting of extensions. I found that the Director of Technical Services handles short-term extension requests with discussion from the committee when the circumstances warrant.

I also reviewed the timeliness of technical reviews and the preparation of committee decision letters. I found no problems in these areas.

The administering entity has developed a backup plan to support the administrators and technical reviewers if they become unable to serve in their respective capacities.

Website Information

I met with the Director of Technical Services to review the administering entity's procedures to determine if the information disseminated regarding the AICPA Peer Review Program by the administering entity on their website is accurate and timely.

After the AICPA staff's review of the website material, I noted that the administering entity maintains current information as it relates to the peer review program. In addition, the administering entity has an individual who is responsible for maintaining the website and monitors the website on a regular basis to ensure peer review information is accurate and timely.

Working Paper Retention

According to discussions with the Director of Technical Services, I found compliance with the working paper retention policies for completed reviews.

Technical Review Procedures

I met with the technical reviewers to discuss procedures. They perform all technical reviews and are experienced reviewers.

I reviewed the reports, letters of response, if applicable, and the working papers for several reviews. I believe that all review issues were addressed properly by the technical reviewers before reviews were presented to the committee. This helped the acceptance process to be effective and efficient.

Review Presentation

Reviews are brought to the committee without open technical issues. Accordingly, it was not necessary for the committee to spend a great deal of time reviewing specific technical issues.

Committee Procedures

I met with the committee chair and discussed their procedures for disseminating the comments resulting from RAB observation reports to the appropriate individuals.

On November 16, 2018, I attended the on-site peer review committee meeting. I observed the committee's acceptance process and offered my comments at the close of discussions.

The on-site committee functioned as the report acceptance body (RAB), and the meeting was very orderly. It was apparent that the committee members had reviewed the reports and working papers prior to the meeting and had a good understanding of the program to reach an appropriate decision for each review.

Appropriate decisions were made in the acceptance process, including assigned corrective actions and reviewer monitoring. Reviews were being presented to the RABs on a timely basis.

Oversight Program

The Ohio Society of CPAs' peer review committee has adopted a formal oversight program that is well documented. I reviewed the document and procedures performed and found it to be comprehensive.

Summary

My observation to enhance The Ohio Society of CPAs' administration of the program is summarized as follows:

- Reviewers' resume verification procedures should be performed timely. All components of the Plan of Administration should be completed and filed by the deadline.

A handwritten signature in black ink, appearing to read "Tom Parry". The signature is fluid and cursive, with a large initial "T" and "P".

Thomas J. Parry, Member, Oversight Task Force
AICPA Peer Review Program

March 22, 2019

Brian Bluhm, Chair
Oversight Task Force
AICPA Peer Review Board
Palladian I Corporate Center
220 Leigh Farm Road
Durham, NC 27707-8110

Re: Oversight Visit to The Ohio Society of CPAs

Dear Mr. Bluhm:

This letter represents our response to the report and letter of procedures and observations issued in connection with the review of The Ohio Society of CPA's administration of the AICPA Peer Review Program (program) performed on November 15 - 16, 2018. The matters discussed herein were brought to the attention of all peer review program committee members, administrative staff, and technical reviewer(s). In addition, the matters discussed in this letter will be monitored to ensure they are effectively implemented as part of our administration of the AICPA Peer Review Program.

Administrative Procedures

We recognize the importance of timely performance of the Reviewer's Resume Verification procedures and that all components of the Plan of Administration should be completed and filed by the deadline. This was an unfortunate one-time oversight and it was certainly not a deliberate act of not complying with the requirement. Unfortunately the administrator that handled the process left the OSCPA, during the time of the PRIMA roll. With all of the issues being experienced at the time, the resume verification information was hurriedly reviewed and we miscalculated the 3 year verification cycle. We thought that 2018 was the last year of the 3 year cycle, not 2017, so we planned on verifying the remainder of the resumes in 2018. Once we were notified of the issue, we promptly rectified the situation and completed the verification. We have implemented a process to ensure that this type of oversight doesn't occur again in the future.

We appreciate Mr. Parry's constructive advice and suggestions.

Sincerely,



Kathleen M. Hoover, CPA
Peer Review Committee Chair



Scott D. Wiley, CAE
President and CEO