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The Peer Review Committee of the Ohio Society of CPAs
4249 Easton Way, Suite 150
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The oversight was conducted according to the administrative oversight procedures in the AICPA *Peer Review Program Oversight Handbook*. The administrative oversight program is designed to ensure that the AICPA Peer Review Program is being administered in accordance with guidance as issued by the AICPA Peer Review Board.

In conjunction with the administrative oversight of the The Ohio Society of CPAs, the administering entity for the AICPA Peer Review Program (program), was conducted and completed on January 8, 2018 the following observations are being communicated.

Administrative Procedures

In late December 2017, I discussed the program's administration with the Lisa Brown, Director, Technical Services. I believe the administrative processes were being handled in a manner consistent with peer review standards. Though all committee members are qualified, I did note that some had not updated resumes to reflect training.

Due to the new applications monitored by PRIMA, I did not perform procedures with respect to follow-up actions or extensions.

I reviewed the timeliness of the scheduling process, technical reviews, and the preparation of acceptance and follow-up letters. I found no problems in these areas.

I reviewed the back-up plan to support the program administrator and technical reviewer if they become unable to serve in that capacity and found it satisfactory.

Web Site and Other Media Information

I reviewed the administering entity's procedures to determine if the information disseminated regarding the AICPA Peer Review Program by the administering entity on its Web site and other media information (if applicable) is accurate and timely.

After reviewing the Web site material and other media information (if applicable), 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 Web site and monitors the Web site on a regular basis to ensure peer review information is accurate and timely.

Working Paper Retention

In discussion with the administrative staff, they are well aware of the workpaper retention policy. Now that the process is being automated in PRIMA, they are in the process of checking all files from May-September to ensure that PRIMA is automatically deleting the information as required and if not they will notify the AICPA.

Technical Review Procedures

I reviewed the list of technical reviewers. The OSCPA has 4 technical reviewers (Glenn Roberts, Michael Arend, Thomas Bowns, and Mark Welp), who perform all technical reviews. They are experienced reviewers and Glenn Roberts has been involved in teaching various reviewer courses.

I reviewed the reports, letters of response, if applicable, and the working papers for six reviews. I believe that all review issues were addressed properly by the technical reviewer before reviews were presented to the committee, including comments from the reviewers to draw attention to special concerns. This helped the acceptance process to be effective and efficient. My sample also included reviews that were deferred and I believe those were handled properly.

There did appear to be numerous complications that arose during this period due to PRIMA implementation. Although we did not note instances of non-compliance on the part of the administrating entity, we did note delays in the review process itself, complications in obtaining revisions from firms and team captains, and limitations on accessing and viewing information that reduces the effectiveness of this oversight process.

Summary

My observations to enhance the administration of the program are summarized as follows:
- We recommend that committee members be reminded to update their resumes routinely, such as once a conference is attended, rather than waiting until they need to schedule a review.
- We encourage the staff to continue making recommendations to the AICPA to make the program easier to deal with for both firms and the administrating entity, especially with respect to follow-up revisions for acceptance.
- We also recommend that to properly perform the biennial committee chair oversight on the administrating entity that the AICPA should provide limited AE access to PRIMA to the oversighter in order to more effectively and efficiently perform the required procedures.
- We also recommend that the administering entity request that the guidelines and checklists for oversight be revised by the AICPA to reflect implementation of PRIMA.

Kathleen Hoover, Chair
Peer Review Committee of the OSCPA