

EBPAQC RESOURCES AND TOOLS

The EBPAQC has many valuable resources and tools available to help members. They are provided to members in periodic EAlerts and are also available on the Center's website.

- **Center website** (<http://ebpaqc.aicpa.org>) - The Center has a dedicated website that provides information about the Center, membership requirements, resources, events and AICPA EBP products. The website also has a Discussion Forum and archives of past EAlerts and Live Forum events.
- **EAlerts** - These periodic emails are sent to the firm's Designated Partner and Center Administrator and provide timely information about current developments and upcoming events. You are encouraged to share these EAlerts with your staff. The EBPAQC has issued over 220 EAlerts which are archived on the EBPAQC website.
- **Live Forum CPE Webinar Events** - These member-only events provide a wealth of information about current EBP audit issues and provide members the ability to ask questions of the experts. The Center has sponsored over 40 Live Forum events, many of which are archived on the EBPAQC website. A CPE credit option is available for live events.
- **Online Member-to-Member Discussion Forum** - The Center website has an online member-to-member discussion forum which allows you and your staff to interact with other Center members. This can be a great resource to your firm. The Forum has grown to over 2,900 registered users with over 1,800 topics. You and your staff are encouraged to use the Forum and share information and help others by responding to topic postings.
- **Resource Centers** - The Center website has online resource centers with information and tools on important EBP topics. (See list of resources and tools available on these resource centers below.)
- **Tools and Aids** - The Center has developed many helpful tools which are available on the Center website. Below is a list of the member tools.
 - FASB Accounting Standards Codification™
 - Responding to Requests for Proposals
 - Audit Preparedness Checklist
 - EBP Audit Tools and Resources
 - Common EBP Audit Deficiencies
 - ERISA Audit Inventory and Staffing Schedule
 - Internal Inspection Tool
 - Documentation of Use of a Type 2 Service Auditor's Report in an Employee Benefit Plan Financial Statement Audit

- **Topix Primer Series** - The Center has prepared primers which provide information on certain EBP topics, including the following:
 - Limited Scope Audits
 - Alternative Investments in EBP Plans
 - Stable Value Funds and Investment Contracts
 - 403(b) Plans
 - Cash Balance Plans
 - Plan Sponsor Subsidies Under the Medicare Prescription Drug Improvement and Modernization Act of 2003
 - Plan Investments in Bank Collective Investment Funds
 - Parties in Interest and Prohibited Transactions
 - Insurance Company Products Offered to Employee Benefit Plans

- **Plan Advisories** - The Center has prepared client advisories that are intended to help you communicate with you plan clients on their responsibilities for internal controls, monitoring TPAs and investments.
 - Effective Monitoring of Outsourced Plan Recordkeeping and Reporting Functions
 - The Importance of Internal Controls in Financial Reporting and Safeguarding Plan Assets
 - Valuing and Reporting Plan Investments
 - Understanding Auditor Communications

- **Tools for Plan Sponsors** - The EBPAQC has prepared and compiled resources for plan sponsors and other EBP stakeholders.
 - Audit Quality and Auditor Selection
 - Find a Center Member by firm (alpha) or state name)
 - Article: Quality Counts for Your Plan's Financial Statement Audit
 - Plan Advisories
 - FAS No. 157 Resource Center
 - 403(b) Plan Resources
 - DOL/Regulatory Resources
 - RFP and Auditor Evaluation Process Checklist

- **DOL Regulatory Resources**
 - Links to DOL Regulations and Filing sites
 - DOL Pension Audit Quality Enforcement Program
 - Links to DOL and IRS compliance enforcement program information
 - Links to DOL publications and articles
 - DOL contact information

- **EBP Testimony and Comment Letters**
 - AICPA comment letter on exposure draft of a Proposed Accounting Standards Update – *Technical Corrections*
 - AICPA testimony on SAS 70 reports, fraud and privacy principles
 - AICPA testimony on fraud in employee benefit plans
 - AICPA testimony on Generally Accepted Privacy Principles (GAPP)
 - AICPA testimony on employee benefit plan auditing and financial reporting models

- AICPA testimony on stable value investments
- AICPA testimony on hard-to-value assets
- AICPA comment letter on the certification of alternative investments in limited scope audits
- AICPA testimony on health and welfare plan audits
- **General Accounting and Auditing**
 - Audit requirements and responsibilities
 - Frequently asked questions
 - SAS No. 70 and Service Organizations
 - Fraud
 - Limited Scope Audits
 - Real Estate
- **Employee Benefit Plan Marketing Toolkit** - The following tools are included in the Marketing Toolkit:
 - Sample General Announcement to All Firm Staff
 - Sample Announcement to Employee Benefit Plan Audit Staff (granting access to website)
 - EPBAQC Press Release and Press Relations Guidelines
 - EBPAQC Logo Usage and Guidelines
 - Client Communication
 - Client Talking Points
 - Newsletter Sample
 - Sample Web site Text
 - Networking Strategies
 - Marketing Strategies
 - Pipeline Tool

Other Useful AICPA Resources

- **AICPA Accounting and Auditing Technical Hotline**
 - Questions may be submitted via a technical inquiry form available at <http://www.aicpa.org/members/div/infohot/index.htm>, or
 - Via email at aahotline@aicpa.org, or
 - Call 1-877-242-7212
- **AICPA Ethics Hotline (for auditor independence and ethics inquiries)**
 - Via email at ethics@aicpa.org, or
 - Call 1-888-777-7077 (option 5, followed by option 2)

List of EBPAQC Tools and Resources Available in the Resource Centers:

- **Plan Investments**
 - **FASB ASC 820 (FAS 157) Fair Value Measurements**
 - Getting Started: Applying New Accounting Rules for Measuring and Reporting Fair Value of Plan Investments: Considerations for Employee Benefit Plan Implementation of FASB Statement No. 157, *Fair Value Measurements*

- New Accounting Rules for Valuing and Reporting Investments in Plan Financial Statements: A Summary of the Reporting and Disclosure Requirements of FASB Statement No. 157, *Fair Value Measurements*
 - Assessing the Fair Values of Your Plan Investments: Considerations for Plan Management in Understanding How Fair Values Are Determined under FASB Statement No. 157, *Fair Value Measurements*
 - Illustrative Fair Value Disclosures
 - FASB ASC 820 (FAS 157) Plan Sponsor FAQs
 - Plan Advisory, *Valuing and Reporting Plan Investments*
 - Center Member EBPAQC Live Forum Calls - *FAS 157 Q&A; FAS 157 Implications to Employee Benefit Plans*
 - Links to other resources
- **Alternative Investments**
 - “Topix” Primer, *Alternative Investments in Employee Benefit Plans*
 - AICPA *Alternative Investments – Audit Consideration, A Practice Aid for Auditors*
 - PCAOB Staff Audit Practice Alert No. 2, *Matters Related to Auditing Fair Value Measurements of Financial Instruments and the Use of Specialists*
 - Plan Advisory, *Valuing and Reporting Plan Investments*
 - Stable Value Investments Resource Center
 - Center Member EBPAQC Live Forum Calls – *Alternative Investment Audit Issues with Employee Benefit Plans; Alternative Investments – EBP Audit Considerations*
- **Stable Value Investments**
 - Links to technical guidance
 - "Topix" Primer, *Stable Value Funds and Investment Contracts—An Overview*
 - Center Member EBPAQC Live Forum Calls – *Implementing the Stable Value Investments FSP-Questions and Answers; Additional Live Forum on Implementing the Stable Value Investments FSP*
- **403(b) Plans**
 - 403(b) Plan Audit Frequently Asked Questions
 - “Topix” Primer, *403(b) Plans*
 - 403(b) Filing and Audit Requirements
 - 403(b) Getting Started: Meeting the New Form 5500 Reporting and Audit Requirements
 - 403(b) Questions to Expect from Your Plan Auditor
 - 403(b) Sample Auditor Request List for Plan Information
 - EBPAQC 403(b) Plan Audit Live Forum archives (2 Webinars)
 - DOL contact information for 403(b) questions
 - Links to other resources
- **Limited Scope Audits**
 - Links to DOL regulatory information
 - “Topix” Primer, *Limited Scope Audits of Employee Benefit Plans*
 - Limited Scope Decision Tree

- Excerpts from past employee benefit plan audit risk alerts
- EBPAQC Live Forum archive-*Limited Scope Audits, Basics and Beyond*
- **Audit Documentation (SAS No. 103)**
 - Links to various resources
- **Internal Control Communications (SAS No. 115)**
 - Examples of Internal Control Communications for Employee Benefit Plans
 - Summary of SAS No. 115 Requirements
 - SAS No. 115 Frequently Asked Questions
 - SAS No. 115 Web Forum
 - Links to other AICPA resources
- **Risk Assessment Standards Nos. 104-111**
 - Establishing an Understanding with the Client
 - Conducting a Risk Assessment/Fraud Specific Audit Team Meeting
 - Estimating Planning Materiality and Tolerable Misstatement
 - Performing Preliminary and Substantive Analytical Procedures
 - "What Could Go Wrong" Questions
 - Links to other resources
 - Links to AICPA CPE and self study courses
- **Form 11-K Audits**
 - Links to: Form 11-K Instructions and cover sheet and the PCAOB Website
 - Form 11-K SEC Reporting Requirements
 - AICPA and SEC Independence Rules Comparison
 - Sample illustrative Form 11-K engagement letter
 - Audits Live Forum archives
 - Excerpt from the 2007 EBP Audit Risk Alert on Form 8-K requirements
- **Health and Welfare Benefit Plans**
 - Accounting and Reporting
 - About Health and Welfare Benefit Plans
 - Confidentiality, Indemnification, and Business Associates Agreements
 - Frequently Asked Questions
 - "Topix" Primer, *Plan Sponsor Subsidies Under the Medicare Prescription Drug, Improvement and Modernization Act of 2003*
 - The Health Insurance Portability and Accountability Act
 - EBPAQC Live Forum archives-*Health and Welfare Plan Audits - Part 2; Health and Welfare Plan Audits - Part 1*
- **Defined Benefit Pension Plans**
 - General Accounting and Auditing Information
 - Frequently Asked Questions
 - "Topix" Primer, *Cash Balance Plans*
 - Link to the PPA Resource Center

- EBPAQC Live Forum Archives-*Defined Benefit Pension Plan Audits; and Understanding Actuarial Reports and Valuation Assumptions*
- Link to JOA Article

- **Fraud in Employee Benefit Plans**
 - Fraud Risk Factors in Employee Benefit Plans
 - DOL Criminal Enforcement Cases
 - EBP Fraud Examples
 - DOL article, *10 Warning Signs that Pension Contributions are Being Misused*
 - EBPAQC Live Forum Archive-*Fraud Risks in Employee Benefit Plans*

- **Auditor Independence**
 - Link to DOL independence rules
 - Link to AICPA independence rules
 - DOL and AICPA Independence Rules Comparison
 - AICPA and SEC Independence Rules Comparison
 - Contact information for independence inquiries

- **Pension Protection Act of 2006**
 - Links to the PPA Document and Interpretations
 - Summary of Pension Protection Act of 2006
 - Key Provisions of the Pension Protection Act of 2006
 - EBPAQC Roundtable Discussion archive-*Pension Protection Act: Audit Considerations*
 - Links to DOL and IRS websites

- **Parties in Interest and Prohibited Transactions**
 - “Topix” Primer, *Employee Benefit Plans – Parties in Interest and Prohibited Transactions Primer*
 - Links to various resources