

January 26, 2018

Bonnie Stewart, Executive Director
Lori Riiska, CPA, Peer Review Committee Chair
Connecticut Society of CPAs
716 Brook Street, Suite 100
Rocky Hill, CT 06067-3433

Dear Ms. Stewart & Ms. Riiska:

On January 25, 2018 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 Connecticut 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 2019.

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

Sincerely,

Richard Hill

Richard Hill, CPA, Chair
Chair, Oversight Task Force
AICPA Peer Review Board

cc: Bonnie A. Olivieri, Practice Programs Manager

Laurel Gron, Manager – Peer Review
AICPA Peer Review Program



Oversight Visit Report

October 5, 2017

To the Connecticut Society of CPA's Peer Review Committee

We have reviewed the Connecticut Society of CPA's administration of the AICPA Peer Review Program (program) as part of our oversight program. Connecticut Society of CPAs is responsible for administering the program in Connecticut. 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*. 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. 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.

Based on the results of the procedures performed, we have concluded that the Connecticut 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.

A handwritten signature in black ink, appearing to read "Randy Watson".

Randy Watson, Member, Oversight Task Force
AICPA Peer Review Program



Peer Review Program

American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707-0110

October 5, 2017

To the Connecticut Society of CPA's Peer Review Committee

We have reviewed Connecticut Society of CPA's administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated October 5, 2017. 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 Connecticut Society of CPAs, the administering entity for the program, conducted on October 4-5, 2017, the following observations are being communicated.

Administrative Procedures

On the morning of October 4, 2017, I met with the Practice Programs Manager to review the program's administration. I believe the administrative processes were being handled in a manner consistent with peer review standards.

In the spring 2017 the AICPA rolled out a new automated document workflow for processing and tracking the peer review process. The new system requires more interaction with firms, reviewers and administration to successfully document and process the peer reviews. The benefits are the scheduling notifications, letters to firms and reviewers are automatically generated by the system and emailed to the appropriate parties. According to discussions with the Practice Programs Manager, based on her discussions with firms and reviewers the required communications were going out on a timely basis. "In flight" reviews generated some technical issues early on, however, those issues for the most part have been resolved. "In flight" reviews were reviews scheduled or in process at the time the new system went live.



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 Practice Programs Manager handles short-term extension requests with discussion from the committee when the circumstances warrant.

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

Web Site and Other Media Information

I met with the Web site manager 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 Web site and other media information (if applicable) is accurate and timely.

After the AICPA staff's review of the Web site material and other media information (if applicable), I noted that the administering entity is not maintaining current information as it relates to the peer review program. The administering entity is installing a new system and made the decision to not include updated peer review web site information in the conversion to the new system. The administering entity should either update the links on the current website or remove the peer review information from the website.

Working Paper Retention

I reviewed the completed working papers and determined that the working paper retention policies were complied with in accordance with guidelines established in the *AICPA Peer Review Program Administrative Manual*.

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 timely brought to the RAB. The RAB consists of 3 members from the full committee. I observed the committee's acceptance process and offered my comments at the close of the discussions. It was apparent that the committee members had reviewed the reports and working papers thoroughly prior to the meeting and had a good understanding of the program to reach an appropriate decision for each review.

Committee Procedures

I was unable to meet with the committee chair, but did meet with the committee member that was standing in for the committee chair and discussed their procedures for disseminating the comments resulting from RAB observation reports to the appropriate individuals.

On October 5, 2017, I attended the on-site peer review committee meeting, as well as the state's executive committee meeting.

Appropriate decisions were made in the peer review administration, scheduling, Committee member participation and review of the technical reviewers.

However, I noted the Committee chair was not team captain qualified as the current peer review training had not been completed. This would disqualify her from Committee chair status. In addition, there were a few committee members that had taken the training but had not updated their resumes to so indicate.

Oversight Program

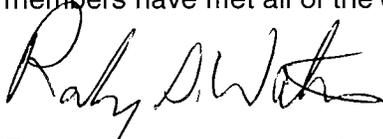
The Connecticut Society of CPA's peer review committee has adopted a formal oversight program that is well documented. I reviewed the document and procedures performed and found it to be comprehensive.

Summary

My observations to enhance Connecticut Society of CPA's administration of the program are summarized as follows:

The administering entity should ensure that the links are properly working and contain current information or remove the links from the website, if the system no longer accommodates the peer review information on its website. This is a repeat comment.

The administering entity should ensure that the Committee chair and a majority of its Committee members have met all of the qualifications required of a team captain.



Randy Watson, Member, Oversight Task Force
AICPA Peer Review Program



Advocacy. Community. Education.

AICPA and CTCPA Peer Review Programs
Administered in Connecticut by the Connecticut Society of CPAs



January 18, 2018

Richard Hill, CPA
Chair, AICPA Oversight Task Force
AICPA Peer Review Program
Palladian One Corporate Center
220 Leigh Farm Road
Durham, NC 27707-8110

Dear Mr. Hill:

Re: 2017 Oversight Visit to Connecticut Society of CPAs

This letter represents our response to the report and letter of procedures and observations issued in connection with the review of the Connecticut Society of CPAs administration of the AICPA Peer Review Program performed on October 4- 5, 2017. The matters discussed herein were brought to the attention of all peer review committee members, administrative staff, and technical reviewers. 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

No issues identified.

Website and Other Media Information

The CTCPA website has been updated with all applicable sections linked to the AICPA peer review website. Our website will be continuously monitored for compliance.

Working Paper Retention

No issues identified.

Technical Review Procedures

No issues identified.

Review Presentation

No issues identified.

Committee Procedures

An observation was made that the Committee chair was not team captain qualified. She had previously enrolled in an AICPA training course that was subsequently cancelled. She will be taking the training course by January 31, 2018.

The remaining committee members have taken the training course and have updated their resumes.

Oversight Program

No issues identified.

We appreciate the constructive advice and suggestions that Randy Watson provided.

Sincerely,

Lori Riiska, CPA
Chair, CTCPA Peer Review Committee

Bonnie D. Stewart
CTCPA Executive Director

The Connecticut Society of CPAs