

December 04, 2015

Michael LeBlanc
Society of Louisiana CPAs
P.O. Box 1279
Destrehan, LA 70047

Dear Mr. LeBlanc:

On November 30, 2015 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 Society of Louisiana 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 Web site.

The next state oversight visit will be in 2017.

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

Sincerely,

Debra Seefeld

Debra Seefeld, Chair
Oversight Task Force
AICPA Peer Review Board

cc: Ron Gitz, CPA, CGMA, State Society CEO
Stacey Lockwood, Society of Louisiana CPAs
Laurel Gron, AICPA Peer Review Program Technical Manager

Oversight Visit Report

September 30, 2015

To the Society of Louisiana CPAs Peer Review Committee

We have reviewed the Society of Louisiana CPAs administration of the AICPA Peer Review Program as part of our oversight program. 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 Society of Louisiana 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.

Steven K. Stucky, CPA

Steven K. Stucky, Member, Oversight Task Force
AICPA Peer Review Program

September 30, 2015

To the Society of Louisiana CPAs Peer Review Committee

I have reviewed the Society of Louisiana CPAs administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated September 30, 2015. 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 Society of Louisiana CPAs, the administering entity for the program, conducted on September 29-30, 2015 the following observations are being communicated:

Administrative Procedures

On the morning of September 29, 2015, I met with the Director of Professional Oversight and the Professional Oversight Administrator to review the program's administration. I believe the administrative processes were being handled in a manner consistent with peer review standards.

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 Professional Oversight Administrator handles short-term extension requests with discussion from the committee when the circumstances warrant.

I also 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.

The Society of Louisiana CPAs has developed a back-up plan to support the Peer Review Program if one of them become unable to serve in their respective capacities. I believe that the backup plan is sufficient to enable the Society to maintain the administration of the program if circumstances ever warranted its implementation.

Web Site and Other Media Information

I met with the Director of Professional Oversight 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 is accurate and timely.

After the AICPA staff's review of the Web site material and other media, we 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 to ensure peer review information is accurate and timely.

Working Paper Retention

I reviewed the completed working papers for several reviews and found compliance with the working paper retention policies.

Technical Review Procedures

Volunteer committee members serve as technical reviewers. The technical review is performed by a committee member prior to the RAB. I met with one technical reviewer in person plus five via the telephone. They are experienced reviewers and perform all technical reviews. All technical reviewers meet the requirements for committee members and technical reviewers.

I reviewed the reports, working papers, and, if applicable, letters of response for thirteen (13) of the nineteen (19) reviews scheduled for consideration on September 30, 2015. I believe that all review issues were addressed properly by the technical reviewers prior to presentation to the RAB. This helped the acceptance process to be effective and efficient.

Reviews are presented to the RABs by the committee member assigned as the technical reviewer. Feedback is issued to the technical reviewers when deemed appropriate by the RABs.

Review Presentation

All reviews are accepted via telephone conference with at least 3 members voting on report acceptance. The committee members meet at least annually in person. The technical reviewers and committee members were prepared for discussion prior to the RAB.

Committee and RAB Procedures

I met with the committee chair and discussed their procedures for disseminating the comments resulting from the AICPA working paper oversights to the appropriate individuals. It was determined the committee issued reviewer feedback when appropriate.

On September 29 and 30, 2015 I attended the RAB and Peer Review Committee meetings. I observed the RAB's acceptance process and offered comments at the close of discussions.

There was one Report Acceptance Body (RAB) meeting and it was very orderly. I attended the RAB for the report acceptance considerations and it was apparent that the 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.

Appropriate decisions were made in the acceptance process, appropriate follow-up actions were assigned and reviewers were being appropriately monitored including the issuance of reviewer feedback when warranted. Reviews were being presented to the RABs on a timely basis.

Oversight Program

The Society of Louisiana 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

There are no further observations to communicate to the Society of Louisiana CPAs.

Steven K. Stucky, CPA

Steven K. Stucky, Member, Oversight Task Force
AICPA Peer Review Program



LCPA Peer Review Program

Administered in Louisiana by the
Society of Louisiana CPAs



AICPA Peer Review Program

Administered in Louisiana by the
Society of Louisiana CPAs

November 2, 2015

Richard W. Hill, CPA
Chair, Oversight Task Force
AICPA Peer Review Board
Palladian I Corporate Center
220 Leigh Farm Road
Durham, NC 27707-8110

Re: Oversight Visit to Society of Louisiana CPAs

Dear Mr. Hill:

This letter represents our response to the report and letter of procedures and observations issued in connection with the review of the Society of Louisiana CPAs administration of the AICPA Peer Review Program performed on September 29-30, 2015. The oversight visit documents have been disseminated to all peer review program committee members, administrative staff, and technical reviewer(s). We are pleased to note there were no specific deficiencies or observations included in the oversight documents on which a written response was required. This letter represents our acknowledgement of the oversight visit.

We appreciate Steve Stucky's review of our administration of the AICPA Peer Review Program.

Sincerely,
Society of Louisiana CPAs

Michael L. LeBlanc, CPA
Peer Review Committee Chair