

February 28, 2017

Joseph Galarowicz, CPA  
Peer Review Committee Chair  
Wisconsin Institute of CPAs  
W233N2080 Ridgeview Parkway, Suite 201  
Waukesha, WI 53188

Dear Mr. Galarowicz:

On January 30, 2017, 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 Wisconsin Institute 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 2018.

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

Sincerely,

*Brian Bluhm*

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

cc: Dennis Tomorsky, CPA, JD, CGMA, President & CEO  
Jessica Murphy, Executive Relations Manager

Laurel Gron, Manager – Peer Review  
AICPA Peer Review Program

## Oversight Visit Report

November 1, 2016

To the Wisconsin Institute of CPAs  
Peer Review Committee

We have reviewed Wisconsin Institute of 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 Wisconsin Institute 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.

*John A. Lynch*

John A. Lynch Member, Oversight Task Force  
AICPA Peer Review Program

November 1, 2016

To the Wisconsin Institute of CPAs  
Peer Review Committee

We have reviewed Wisconsin Institute of CPAs' administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated November 1, 2016. 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 Wisconsin Institute of CPAs, the administering entity for the program, conducted on October 31 and November 1, 2016, the following observations are being communicated.

### **Administrative Procedures**

On the morning of October 31, 2016, I met with the Peer Review Manager 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 that 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 peer review director 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.

### **Web Site and Other Media Information**

After the AICPA staff's review of the Web site 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 Web site and monitors the Web site on a periodic basis to ensure peer review information is accurate and timely.

### **Working Paper Retention**

I reviewed the completed working papers and found no instances of noncompliance with the working paper retention policies.

### **Technical Review Procedures**

I met with the technical reviewer, to discuss procedures. She performs all technical reviews and is also an experienced technical reviewer for several other administrative entities.

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 reviewer(s) 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 the AICPA working paper oversights and RAB observation reports to the appropriate individuals.

On November 1, 2016, 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, except as noted below. Reviews were being presented to the RABs on a timely basis.

However, I noted instances where reviewer feedback should have been sent, but were not. The committee should take appropriate steps to ensure that feedback forms are issued to reviewers as the need arises. This serves as an educational process for reviewers and helps ensure that problems noted are not repeated in future reviews.

### **Oversight Program**

The Wisconsin Institute 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 observations to enhance Wisconsin Institute of CPAs' administration of the program are summarized as follows:

The administering entity should review the guidance for reviewer feedback and take the appropriate steps to ensure that feedback is issued when necessary.

*John A. Lynch*

John A. Lynch, Member, Oversight Task Force  
AICPA Peer Review Program

January 6, 2017

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

Re: Oversight Visit to Wisconsin Institute of CPAs

Dear Ms. Seefeld,

This letter represents our response to the report and letter of procedures and observations issued in connection with the review of the Wisconsin Institute of CPAs's administration of the AICPA Peer Review Program performed on October 31, 2016. 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.

### **Committee Procedures**

The committee will review the guidance on reviewer feedback and take the appropriate steps to ensure that feedback forms are issued to reviewers as the need arises.

We appreciate John Lynch's constructive advice and suggestions.

Sincerely,



Joseph Galarowicz, CPA  
WICPA Peer Review Committee Chair