



MAXIMUM EFFICIENCY.
ABSOLUTE PERFORMANCE.
PCPS AT A GLANCE.



RESOURCES TO REV UP YOUR FIRM'S PERFORMANCE



Private Companies Practice Section (PCPS) is the add-on firm practice management membership section of the AICPA. PCPS works as the strategic service center for the performance of your firm — help your firm overcome challenges and run more smoothly. Join today and give everyone in the firm access to:

Exclusive Tools

Keep your firm in peak condition with various technical toolkits that can be easily integrated into your practice. PCPS members get valuable customized reports by participating in the PCPS/TSCPA National Map survey, the largest firm practice management benchmarking survey in the profession.

Resource Centers

Stay ahead of the curve with guidance and customizable tools from PCPS Firm Practice Management Resource Centers, including Strategy and Planning, Human Capital and Practice Growth & Client Service. Explore these and others by visiting aicpa.org/PCPS.

Valuable Benefits

Operate efficiently with discounts on:

- Management of an Accounting Practice (MAP) handbook
- Practitioners Symposium and TECH+ Conference
- Various AICPA products related to firm practice management
- Much more

Insightful Newsletters, Podcasts and Webcasts

From workload compression to cloud computing, give your firm a boost through various channels that provide valuable insights from both practicing CPAs and experts in the profession. In addition to *The Practicing CPA* and *PCPS Perspectives* e-newsletters, you'll also receive a complimentary subscription to *CPA Practice Advisor*.

Networking Opportunities

Focused networking groups offer members a community of their peers from which to learn and share best practices.

KNOW THE ROAD YOU'RE TRAVELING



Face the white-knuckle stress of the ever-changing regulatory landscape with PCPS as your navigator. The AICPA's efforts provide members with the smoothest route through all the profession's twists and turns.

PCPS Small- and Mid-Sized Firms Advocacy

The PCPS Technical Issues Committee (TIC) protects the interests of small- and mid-sized firms and the clients they serve by providing input to standard-setting bodies such as FASB, GASB and the AICPA's senior committees and boards.

Affecting Change in Standards and Legislation

TIC provides standards-setters with practical assistance as well, such as "field testing" portions of proposed guidance, providing practical examples of potential implementation difficulties and serving on standard-setting task forces. *TIC Alerts* help practitioners stay ahead of the curve in the A&A landscape.

Optimize Your Practice

The PCPS CPA Firm Top Issues Survey is a study that takes a look at the most significant issues facing firms across the country. PCPS uses the results of this survey to develop initiatives that assist firms in addressing these challenges. Below is a snapshot of the survey results and related resources aimed at easing the practice management pressure points. [To view complete survey results, go to aicpa.org/PCPS/topissues.](https://aicpa.org/PCPS/topissues)

SOLE PRACTITIONERS

1. Keeping up with changes and complexity of tax laws
2. Seasonality/workload compression
3. The effect on firms caused by new federal and state regulations

Resources:

- Health Care Reform Toolkit
- Client Evaluation Tool and Disengagement Letter
- PCPS Technical Issues Committee Alerts (e-newsletters)



FIRMS WITH 2-TO-5 PROFESSIONALS

1. Finding qualified staff
2. Keeping up with changes and complexity of tax law
3. Succession planning

Resources:

- Human Capital Center: Team recruitment strategies and tools
- Tangible Property Regulation — Repair Regs Guidance and Resources
- Succession Planning Resource Center: Sample practice continuation agreement



FIRMS WITH 6-TO-10 PROFESSIONALS

1. Finding qualified staff
2. Succession planning
3. Seasonality/workload compression

Resources:

- Virtual recruiting with Accountingfly's online networking
- Succession Planning Resource Center: Readiness Assessment
- AICPA Tax Practitioner's Toolkit: Client Tax Extension FAQ template



FIRMS WITH 11-TO-20 PROFESSIONALS

1. Retaining qualified staff
2. Finding qualified staff
3. Succession planning

Resources:

- Human Capital Center: Employee retention and work/life
- PCPS Firm inMotion e-Toolkit: Coaching Guidelines
- Emerging Partner Training Forum



FIRMS WITH 21+ PROFESSIONALS

1. Retaining qualified staff
2. Finding qualified staff
3. Owner/partner accountability and unity

Resources:

- PCPS Firm inMotion e-Toolkit: Staff Assessment and Career Development Plan
- Human Capital Center: Building an Inclusive Environment Implementation Guide
- Human Capital Center: Accountability and Unity Guide and Action Plan



Please note that PCPS is available only to public accounting firms. Consulting firms may be approved for membership (see requirements below).*

Name of firm or organization _____

Business address _____ ZIP _____

Email address _____ Telephone number _____

Website _____

Referred by: (Name of individual or firm, or how you heard about PCPS.)

Code:

1. Form of business entity

- Sole proprietorship Partnership Corporation LLC LLP

2. (a) Name of partner or equivalent Mr. Ms. _____ AICPA membership number _____
*If applicable**

Existing aicpa.org username (required) _____
Partner must be registered on aicpa.org to grant PCPS access.

Telephone number _____ Email _____

(b) Name of person to contact at the firm concerning PCPS membership and other matters. Note that the managing partner will be recorded as the PCPS contact if left blank.

Mr. Ms. _____ AICPA membership number _____
*If applicable**

Telephone number _____ Email _____

3. Number of personnel at your firm

	CPAs	Non-CPAs
Partners (or individuals with ownership status)		
Professional (other than partners)		
Total		

Annual dues for PCPS membership: \$35 per CPA in your firm; membership fee is capped at \$700.

Applicant Statement: To the best of our knowledge and belief, the information submitted herewith is true and correct. We agree to be governed by and comply with the membership requirements and the rules and regulations as established from time to time by the PCPS Executive Committee, **including the payment of dues and the submission of peer review documents** for the PCPS public file** (includes both hard-copy and online/web postings). Send a written statement if you do not do attest services.

***Requirements for PCPS membership:** Firm with majority financial voting interest owned by CPAs. AICPA membership: All CPA owners eligible for AICPA membership must be members.

Signature _____ Date _____ Telephone number _____

Four convenient ways to register today:

FAX 800.362.5066

MAIL Attn: AICPA Member Service
American Institute of CPAs
220 Leigh Farm Road; Durham, NC 27707-8110

EMAIL centers@aicpa.org

ONLINE aicpa.org/PCPS

SEND NO MONEY NOW! Payment is due upon invoice receipt.

*Non-CPA associates working in CPA firms are eligible for AICPA membership.

**If a PCPS firm performs services within the scope of the AICPA's practice-monitoring standards, the firm must be enrolled in an approved practice monitoring program and is required to submit documents related to the firm's most recent peer review. These documents will be posted to the AICPA website. If your firm does not perform such services, please send written confirmation with your application.