



October 15, 2019

Ron Gitz, CPA, CGMA, CEO  
Lance Crappell, CPA, Peer Review Committee Chair  
Society of Louisiana CPAs  
P. O. Box 1279  
Destrehan, LA 70047

Dear Mr. Gitz and Mr. Crappell:

On October 14, 2019, 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 website.

The next administering entity oversight visit will be in 2021.

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

Sincerely,

*Brian Bluhm*

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

cc: Stacey Lockwood, Director of Professional Oversight  
Society of Louisiana CPAs

Lori D. Warden, CPA, CGMA, Manager – Peer Review  
AICPA Peer Review Program



## Oversight Visit Report

August 21, 2019

To the Society of Louisiana CPAs  
Peer Review Committee

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

### **Administering Entity's Responsibility**

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.

### **Oversight Task Force's Responsibility**

Our responsibility is to determine whether (1) administering entities are complying with the administrative procedures established by the board, (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.

### **Conclusion**

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.

*Daniel K. Goff*

Daniel K. Goff, Member, Oversight Task Force  
AICPA Peer Review Program

August 21, 2019

To the Society of Louisiana CPAs  
Peer Review Committee

We have reviewed Society of Louisiana CPA's administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated August 21, 2019. 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 July 25, 2019 and August 20 and 21, 2019, the following observations are being communicated.

### **Administrative Procedures**

On August 20, 2019, I met with the Director of Professional Oversight 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 status of open reviews, including reviews with corrective actions and implementation plans, which had not yet been completed. I found that open reviews were being effectively monitored for completion by the administrative staff and the peer review committee.

I also reviewed the timeliness of the preparation of committee decision letters. I noted no problems in these areas.

I also reviewed the policies and procedures for the granting of extensions. I found that the Director of Professional Oversight handles extension requests with discussion from the committee when the circumstances warrant.

The administering entity has developed a backup plan to support the administrators and technical reviewers if they become unable to serve in their respective capacities.

According to discussions with the Director of Professional Oversight, I found compliance with the working paper retention policies for completed reviews.

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 website is accurate and timely.

After the AICPA staff's review of the website 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 website and monitors the website periodically to ensure peer review information is accurate and timely.

### **Technical Review Procedures**

I met with the technical reviewers on August 21, 2019, to discuss procedures. I determined that the technical reviewers met the qualifications set forth in the guidance.

I reviewed the reports, letters of response, if applicable, and the working papers for several reviews. I believe the 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.

The technical reviewers were available during the RAB meeting I observed to answer any questions that arose.

### **CPA on Staff**

Administering entities are required to have a CPA on staff by January 1, 2021. The Oversight Task Force approved a waiver for this requirement for the Society of Louisiana CPAs and the Director of Professional Oversight is the designated individual managing the program.

I met with the Director of Professional Oversight and discussed their procedures for monitoring the program.

I reviewed the annual confidentiality agreements from all administering entity staff associated with the peer review. I noted that all confidentiality agreements had been obtained and signed by the staff involved with the peer review program administration.

I discussed the policies and procedures designed to maintain objectivity and skepticism to mitigate familiarity threat and safeguards that had been implemented while considering the results of the peer reviews.

### **RAB and Peer Review Committee Procedures**

I met with the committee chair and discussed their procedures for disseminating the comments resulting from RAB observation reports to the appropriate individuals.

On July 25, 2019, I attended the RAB meeting via conference call and observed the RAB's acceptance process and offered my comments at the close of discussions. 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.

Appropriate decisions were made in the acceptance process.

### **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 be communicated to The Society of Louisiana CPA's.

*Daniel K. Goff*

Daniel K. Goff, Member, Oversight Task Force  
AICPA Peer Review Program



Society of Louisiana  
Certified Public Accountants



September 19, 2019

Brian Bluhm, CPA  
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. Bluhm:

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 CPA's administration of the AICPA Peer Review Program performed on August 20 - 21, 2019. The oversight visit documents have been disseminated to all peer review program committee members, administrative staff, and technical reviewers. 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 Dan Goff's review of our administration of the AICPA Peer Review Program.

Sincerely,  
SOCIETY OF LOUISIANA CPAs

Ronald A. Gitz, CPA, CGMA  
Executive Director/CEO

Lance Crappell, CPA, CGMA  
Peer Review Committee Chair

Stacey Lockwood, CAE  
Director of Professional Oversight