



January 29, 2020

Amy A. Pitter, President/CEO
Thomas Kirwin, CPA, Peer Review Committee Chair
Massachusetts Society of CPAs
105 Chauncy St. 10th Floor
Boston, MA 01527

Dear Ms. Pitter and Mr. Kirwin:

On January 27, 2020, 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 Massachusetts 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 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: Beth Lyons, Executive Vice President
Massachusetts Society of CPAs

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

Oversight Visit Report

November 21, 2019

To the Massachusetts Society of CPAs Peer Review Committee

We have reviewed Massachusetts Society of CPAs' administration of the AICPA Peer Review Program (program) as part of our oversight program. Massachusetts Society of CPAs is responsible for administering the program in Massachusetts and New Hampshire. 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 Massachusetts 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.



Richard W. Hill, Member, Oversight Task Force
AICPA Peer Review Program



November 21, 2019

To the Massachusetts Society of CPAs Peer Review Committee

We have reviewed Massachusetts Society of CPAs' administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated November 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 Massachusetts Society of CPAs, the administering entity for the program, conducted on November 20 and 21, 2019, the following observations are being communicated.

Administrative Procedures

On November 20, 2019, I met with the Executive Vice President 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 Executive Vice President handled extension requests with discussion from the committee when the circumstances warrant.

The administering entity has developed a backup plan to support the administrator(s) and technical reviewer if they become unable to serve in their respective capacities.

According to discussions with the Executive Vice President, I found compliance with the working paper retention policies for completed reviews.

I met with the Executive Vice President 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 reviewer to discuss procedures. I determined that the technical reviewer 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 reviewer 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 has approved a waiver for this requirement for the Massachusetts Society of CPAs and the Executive Vice President is the designated individual for managing the program.

I met with the Executive Vice President and discussed their procedures for monitoring the program.

I reviewed the annual confidentiality agreements from all administering entity staff associated with 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 threats 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 November 21, 2019, I attended the on-site peer review committee meeting.

There were three concurrent RAB meetings and the technical reviewers rotated among those meetings. I observed reviews from each RAB and noted the meetings were orderly. I observed the RABs' acceptance process and offered my comments at the close of discussions. It was apparent that the RAB 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.

Oversight Program

The Massachusetts Society 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

There are no further observations to be communicated to the Massachusetts Society of CPAs.

A handwritten signature in blue ink that reads "Richard W. Hill". The signature is written in a cursive style.

Richard W. Hill, Member, Oversight Task Force
AICPA Peer Review Program



Peer Review
Program

Administered in Massachusetts by
Massachusetts Society of CPAs

January 8, 2020

Brian Bluhm, CPA
Oversight Task Force
AICPA Peer Review Board
Palladian | Corporate Center
220 Leigh Farm Road
Durham, NC 27707-8110

Re: Oversight Visit to Massachusetts

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 Massachusetts Society of CPAs administration of the AICPA Peer Review Program performed on November 20 & 21, 2019. 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 Richard Hill's review of our administration of the AICPA Peer Review Program.

Sincerely,

Amy Pitter, CEO

Thomas P. Kirwin, CPA, Chair, Peer Review Executive Committee

Beth A. Lyons, Executive Vice President