



November 13, 2015

Mark A. Malachin
The Ohio Society of CPA's
535 Metro Place South
PO Box 1810
Dublin, OH 43017-1810

Re: Administrative Oversight Visit to The Ohio Society of CPA's

Dear Mr. Malachin:

The oversight visit was conducted according to the administrative oversight procedures in the *AICPA Peer Review Program Oversight Handbook*. The administrative oversight program is designed to ensure that the AICPA Peer Review Program is being administered in accordance with guidance as issued by the AICPA Peer Review Board.

In conjunction with the administrative oversight visit of The Ohio Society of CPA's, the administering entity for the AICPA Peer Review Program (program), conducted on November 13, 2015, the following observations are being communicated.

Administrative Procedures

On the afternoon of November 13, 2015, I met with Lisa Brown, Director Technical Services, 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 peer review director handles short-term extension requests with discussion from the committee when the circumstances warrant and with the chair of the committee as appropriate.

I also reviewed the timeliness of the scheduling process, technical reviews, and the preparation of acceptance and follow-up letters. I noted on two of the reviews selected that the acceptance letter was not dated in accordance with standards (within two weeks of committee acceptance).

I reviewed the back-up plan to support the program administrator and technical reviewer if she becomes unable to serve in that capacity.

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Website and Other Media Information

I inquired with the technical support department and reviewed procedures to determine if the information disseminated regarding the AICPA Peer Review Program by the administering entity on its Web site and other media information is accurate and timely.

After reviewing the Web site material and other media information, 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 weekly 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 reviewers, to discuss procedures. Multiple technical reviewers perform the technical reviews, they are experienced reviewers, and are involved in teaching various reviewer courses. In addition, technical reviewers meet regularly to discuss issues as needed.

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

Summary

My observations to enhance the administration of the program are summarized as follows:

The administrative staff should be sure and timely issue and date the acceptance letters within two weeks of the reviews acceptance.

Sincerely,



Mark A. Malachin, Chairman, Peer Review Committee

The Ohio Society of CPA's
cc: Scott D. Wiley, CAE, President-CEO



November 17, 2015

Mark A. Malachin, Chair
OSCPA Peer Review Committee
535 Metro Place S
P.O. Box 1810
Dublin, OH 43017-7810

Re: Oversight Visit to the Ohio Society of CPAs

Dear Mr. Malachin:

This letter represents our response to the report and letter of procedures and observations issued in connection with the review of The Ohio Society of CPA's administration of the AICPA and OSCP A Peer Review Programs (programs) performed on November 13, 2015. The matters discussed herein were brought to the attention of all peer review program committee members, administrative staff, and technical reviewers. 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 and OSCP A Peer Review Programs.

The observations to enhance The Ohio Society of CPA's administration of the programs is that the administrative staff should be sure to timely issue and date the acceptance letters within two weeks of the review acceptance.

Administrative Procedures

The administrative staff recognizes that a timely issuance of the acceptance letter is important to the peer review process. The two instances where this was an issue were part of an isolated group. The letters were generated through PRISM and issued timely. However due to a technology issue within the PRISM system, the date that the letter was generated was not captured properly resulting in the improper date on the letters. The AICPA was notified once we realized there was an issue and the matter has since been resolved. The administrative staff has incorporated a cross check procedure to ensure that this issue does not occur again in the future.

We appreciate your suggestion.

Sincerely,

Lisa G. Brown
Director, Technical Services