



March 18, 2024

Zachary Donah, CEO
Douglas Rodrigues, CPA, Peer Review Committee Chair
Randall Davis, CPA, Peer Review Director
Massachusetts Society of CPAs
105 Chauncy St. 10th Floor
Boston, MA 02111

Dear Mr. Donah, Mr. Rodrigues, and Mr. Davis:

On March 18, 2024, the AICPA Peer Review Board's Oversight Task Force accepted the report, letter of procedures and observations, and your response thereto on the most recent oversight of the Massachusetts Society of CPAs. These documents are now available on the AICPA Peer Review Program website.

We appreciate your cooperation and efforts in making the peer review program a success.

Sincerely,

Kim D. Meyer

Kim D. Meyer, CPA
Chair – Oversight Task Force
AICPA Peer Review Board

Oversight Report

February 1, 2024

To the Peer Review Committee of the Massachusetts Society of CPAs:

We have reviewed the Massachusetts Society of CPAs' administration of the AICPA Peer Review Program (program) as part of our oversight program. The 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 program in compliance with the *AICPA Standards for Performing and Reporting on Peer Reviews* (standards) and other guidance.

Oversight Task Force's Responsibility

Our responsibility is to determine whether (1) administering entities are complying with the standards and other guidance, (2) reviews are being conducted and reported upon in accordance with the standards and other guidance, (3) results of 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 standards and other guidance, in all material respects.

We have also issued a letter of oversight procedures and observations that details the oversight procedures performed and sets forth recommendations that did not affect the conclusions expressed in this report.



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



February 1, 2024

To the Peer Review Committee of the Massachusetts Society of CPAs:

We have reviewed the Massachusetts Society of CPAs' administration of the AICPA Peer Review Program (program) as part of our oversight program and have issued our report thereon dated February 1, 2024. That report should be read in conjunction with the observations in this letter. The observations described below were considered but did not affect the conclusions expressed in that report.

The oversight was conducted according to the procedures in the *AICPA Peer Review Program Oversight Handbook*. The oversight program is designed to improve the administering entity's administration of the 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.

During the oversight conducted on various dates from January 16 through February 1, 2024, Suzanne Heidenreich, a member of the Oversight Task Force, and I met with the President and CEO, Peer Review Director, who serves as the CPA on staff, the administrator, technical reviewers, and the peer review committee chair.

In conjunction with the administering entity oversight, the following observations are being communicated.

Administrative Procedures

We met with the CPA on staff and administrator to review procedures for administering the program. Except as noted below, we believe the administrative processes were being handled in a manner consistent with the AICPA *Standards for Performing and Reporting on Peer Reviews* (standards) and other guidance.

We noted several open reviews, including those with open corrective actions or implementation plans, that did not appear to be actively monitored for completion.

We noted peer review committee (committee) decision letters are prepared and sent timely.

We reviewed the policies and procedures for granting extensions and noted that extension requests are discussed with the committee when warranted.

The administering entity has developed a backup plan to support the administrator, technical reviewers, and the CPA on staff if they become unable to serve in their respective capacities. We reviewed the backup plan and noted it complied with guidance.

According to discussions with administering entity staff, working paper retention policies for completed reviews are consistently followed.

We noted that the administering entity has policies and procedures in place to determine if information disseminated on their website regarding the program is accurate and timely. We noted the administering entity maintains current information on their website relating to the program. In addition, the administering entity has an individual who is responsible for maintaining the website and monitors it periodically to determine if program information is accurate and timely.

Technical Review Procedures

We met with the technical reviewers to discuss their procedures.

Based on the information provided, we noted that all technical reviewers met the qualifications set forth in the guidance.

We reviewed the reports, letters of response, if applicable, and the working papers for several reviews being presented to the RAB on January 23, 2024. We noted reviews in which technical matters had not been sufficiently addressed by the technical reviewers, resulting in delay or deferral of a few reviews.

During the RAB meeting observed, the technical reviewers were available to answer any questions that arose.

CPA on Staff Procedures

We met with the CPA on staff to discuss procedures for monitoring the program.

Based on the information provided, we noted that the CPA on staff met the qualifications set forth in the guidance.

We reviewed the annual confidentiality agreements and noted that appropriate agreements were obtained and signed based on each individual's role in the program.

The administering entity has developed policies and procedures to identify familiarity threats and implement safeguards to maintain objectivity and skepticism while considering the results of

peer reviews. We reviewed the familiarity threat policies and procedures and noted they are comprehensive.

RAB and Peer Review Committee Procedures

We met with the committee chair to discuss their procedures.

We noted that comments resulting from RAB observation reports are disseminated to the appropriate individuals.

We reviewed procedures regarding RAB/committee evaluations of firms receiving consecutive non-pass peer review reports and whether the failure to correct deficiencies or significant deficiencies should be deemed as noncompliance with the requirements of the program. After reviewing evaluations and discussing with the committee chair and administering entity staff, we believe these are handled in a manner consistent with guidance.

We attended a RAB meeting on January 23, 2024 and observed the acceptance process and offered 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. Except as noted below, appropriate decisions were made in the acceptance process.

As noted in the Technical Review Procedures section, we noted reviews in which technical matters had not been sufficiently addressed by the technical reviewers and these were not identified by the RAB. The RAB was ready to accept the reviews as presented; however, based on our comments and subsequent discussion by the RAB, they agreed to delay or defer the reviews to obtain additional information from the captains and revised peer review documents.

We also attended a peer review committee meeting.

Oversight Program

We reviewed the oversight policies and procedures adopted by the committee and noted the oversight program is comprehensive.

Summary

Our recommendations to enhance the Massachusetts Society of CPAs' administration of the program are summarized as follows:

The administering entity should actively monitor open reviews, including those with corrective actions or implementation plans, so that reviews are completed timely. This includes identifying stalled reviews, sending overdue notices to firms and reviewers in accordance with guidance, and performing outreach when applicable.

Technical reviewers should exercise greater care in performing technical reviews to identify and resolve issues before the report acceptance process and the RAB should exercise care to ensure all critical matters are identified and discussed.

A handwritten signature in blue ink that reads "Richard W. Hill". The signature is written in a cursive style with a large initial 'R' and 'H'.

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

February 26, 2024

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

Re: Oversight of Massachusetts Society of CPAs

To the AICPA Peer Review Board's Oversight Task Force:

This letter represents our response to the report and letter of procedures and observations issued in connection with the oversight of the Massachusetts Society of CPAs' administration of the AICPA Peer Review Program (program) performed on various dates from January 16 through February 1, 2024.

The matters discussed herein were brought to the attention of all peer review 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 program.

Administrative Procedures

We recognize that following the administrative processes for the program is important; accordingly, the CPA on staff will monitor the status of open reviews weekly to ensure follow-up actions are taken to ensure timely completion.

Technical Review Procedures

We have provided oral feedback to the technical reviewer to promote completeness and consistency in preparing reviews being presented to the RAB. In addition, the CPA on staff will monitor the RAB discussions to evaluate whether reviews are delayed or deferred because issues are not identified during the technical review process.

RAB and Peer Review Committee Procedures

As noted above, we have provided oral feedback to the technical reviewer to promote completeness and consistency in preparing reviews being presented to the RAB. In addition, the CPA on staff will inform the RAB to exercise care to ensure all critical matters are identified and discussed and will monitor the RAB discussions to evaluate whether reviews are delayed or deferred because issues are not identified.

Sincerely,



Signature State CPA Society CEO

Zach Donah, CAE

Print CEO name

2/26/2024

Date



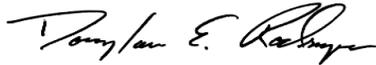
Signature of CPA on staff

Randall Davis, CPA

Print CPA on staff name

2/26/2024

Date



Signature of Peer Review Committee Chair

Douglas E. Rodrigues, CPA

Print Peer Review Committee Chair name

2/26/2024

Date