



February 5, 2021

Ralph Albert Thomas, CGMA, CEO & Executive Director
Frank Boutillette, CPA, Peer Review Committee Chair
James Hardenberg, CPA, Chief Learning Officer
New Jersey Society of CPAs
105 Eisenhower Parkway, Suite 300
Roseland, NJ 07068

Dear Mr. Thomas, Mr. Boutillette and Mr. Hardenberg:

On February 4, 2021, the AICPA Peer Review Board Oversight Task Force accepted the report and letter of procedures and observations on the most recent oversight for the New Jersey 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 documents, and your response have now been posted to the AICPA Peer Review Program website.

The next administering entity oversight will be in 2022.

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

Oversight Visit Report

December 11, 2020

To the New Jersey Society of Certified Public Accountants' Peer Review Committee

We have reviewed New Jersey Society of Certified Public Accountants' administration of the AICPA Peer Review Program (program) as part of our oversight program. The New Jersey Society of Certified Public Accountants is responsible for administering the program in New Jersey. 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.

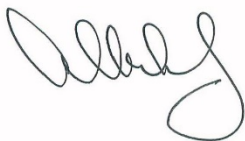
Oversight Task Force's Responsibility

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 New Jersey Society of Certified Public Accountants 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.



Albert Denny, Member, Oversight Task Force
AICPA Peer Review Program



December 11, 2020

To the New Jersey Society of Certified Public Accountants' Peer Review Committee

We have reviewed New Jersey Society of Certified Public Accountants' administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated December 11, 2020. 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 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 of the New Jersey Society of Certified Public Accountants, the administering entity for the program, conducted on December 10–11, 2020, the following observations are being communicated.

Administrative Procedures

On December 10, 2020, Mike DeFalco, a member of the Oversight Task Force, and I met with the CPA on Staff to review the program's administration. We believe the administrative processes were being handled in a manner consistent with peer review standards.

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

We also reviewed the policies and procedures for granting extensions. We found that the administrators handle 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 reviewer if they become unable to serve in their respective capacities.

According to discussions with the CPA on Staff, we found compliance with the working paper retention policies for completed reviews.

We met with the CPA on Staff 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, we 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

On December 10, 2020 we met with the technical reviewer to discuss procedures. We determined that the technical reviewer met the qualifications set forth in the guidance.

We reviewed the reports, letters of response, if applicable, and the working papers for several reviews. We 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 reviewer was available during the RAB meetings we observed to answer any questions that arose.

CPA on Staff

On December 10, 2020, we met with the CPA on staff and discussed their procedures for monitoring the program. We determined that the CPA on staff met the qualifications set forth in the guidance.

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

We 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

On December 10, 2020, we met with the committee chair and discussed their procedures for disseminating the comments resulting from RAB observation reports to the appropriate individuals.

On December 11, 2020, we attended the peer review committee meeting.

There were two concurrent RAB meetings. We observed the RAB's acceptance process and offered our 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 for each review.

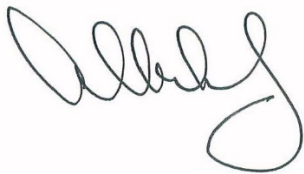
Appropriate decisions were made in the acceptance process.

Oversight Program

The New Jersey Society of Certified Public Accountants' peer review committee has adopted a formal oversight program that is well documented. We reviewed the document and procedures performed and found it to be comprehensive.

Summary

There are no further observations to be communicated to the New Jersey Society of Certified Public Accountants.

A handwritten signature in black ink, appearing to read "Albert Denny". The signature is fluid and cursive, with a large loop at the end.

Albert Denny, Member, Oversight Task Force
AICPA Peer Review Program



Peer Review
Program

Administered in New Jersey by New Jersey Society of CPAs

January 27, 2021

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

Re: Oversight of the New Jersey Society of 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 New Jersey Society of CPA's administration of the AICPA Peer Review Program performed on December 10-11, 2020. The oversight 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 Albert Denny's and Mike DeFalco's review of our administration of the AICPA Peer Review Program.

Sincerely,

Ralph Albert Thomas, CPA (DC), CGMA, CEO & Executive Director

Frank R. Boutillette, CPA, CGMA, Peer Review Executive Committee Chair

James L. Hardenberg, CPA, CGMA, CAE, Chief Learning Officer