



February 8, 2023

Jeannine Birmingham, CPA, CGMA, President & CEO  
Keith Winfield, CPA, CPA, Peer Review Committee Chair  
Chuck Jordan, CPA, CPA on Staff  
Partners in Peer Review  
1041 Longfield Court  
Montgomery, AL 36117

Dear Ms. Birmingham, Mr. Winfield, and Mr. Jordan:

On February 8, 2023, the AICPA Peer Review Board Oversight Task Force accepted the report and letter of procedures and observations on the most recent oversight for the Partners in Peer Review, 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 2024.

The AICPA Peer Review Board appreciates 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

October 27, 2022

To the Peer Review Committee of Partners in Peer Review:

We have reviewed Partners in Peer Review's administration of the AICPA Peer Review Program (program) as part of our oversight program. Partners in Peer Review is responsible for administering the program in Alabama, Arkansas, and Mississippi. 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* (standards) 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 Partners in Peer Review has complied with the administrative procedures and standards in all material respects as established by the board.

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.

A handwritten signature in black ink, appearing to read "Michael DeFalco". The signature is fluid and cursive.

Michael DeFalco, Member, Oversight Task Force  
AICPA Peer Review Board



October 27, 2022

To the Peer Review Committee of Partners in Peer Review:

We have reviewed Partners in Peer Review's administration of the AICPA Peer Review Program as part of our oversight program and have issued our report thereon dated October 27, 2022. 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 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.

During the oversight conducted on October 19 and 26-27, 2022, I met with the CPA on staff, the administrators, including the Director of Peer Review Operations, the technical reviewers, and the peer review committee chair.

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

### **Administrative Procedures**

I met with the CPA on staff and administrators 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 noted that open reviews were being effectively monitored for completion by the administering entity staff and the peer review committee.

I noted committee decision letters are prepared and sent timely.

I 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 administrators, technical reviewers, and the CPA on staff if they become unable to serve in their respective capacities. I 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.

I noted that the administering entity has policies and procedures in place to determine if the information disseminated on their website regarding the AICPA Peer Review Program is accurate and timely. After 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 it periodically to determine if peer review information is accurate and timely.

### **Technical Review Procedures**

I met with the technical reviewers to discuss procedures. Based upon the review of the information provided, I determined that all 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 technical reviewer for each review properly addressed issues before the reviews were presented to the report acceptance body (RAB), which helped the efficiency and effectiveness of the acceptance process.

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

### **CPA on Staff**

I met with the CPA on staff to discuss procedures for monitoring the program. Based upon the review of the information provided, I determined that the CPA on staff met the qualifications set forth in the guidance.

I 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. I reviewed the familiarity threat policies and procedures and noted they are comprehensive.

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

I met with the peer review committee chair and discussed their procedures, including how comments resulting from RAB observation reports are disseminated to the appropriate individuals.

I reviewed procedures regarding peer review committee/RAB assessments of firms with consecutive non-pass peer review reports and whether the failure to improve may be deemed as noncooperation. After discussions with the peer review committee chair and administering entity staff, I believe these assessments are handled in a manner consistent with guidance.

I attended a RAB meeting on October 19, 2022 and observed the 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. Appropriate decisions were made in the acceptance process.

I also attended a peer review committee meeting.

## **Oversight Program**

I reviewed the oversight policies and procedures adopted by the peer review committee and noted the oversight program is comprehensive.

## **Summary**

There are no further observations to be communicated to Partners in Peer Review.



Michael DeFalco, Member, Oversight Task Force  
AICPA Peer Review Board



# PARTNERS IN PEER REVIEW

A division of The Alabama Society of CPAs



AICPA Peer Review Program  
Administered in Alabama, Arkansas, and Mississippi  
By Partners in Peer Review

January 20, 2023

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 Partners in Peer Review

Dear Mr. Bluhm:

This letter represents our acknowledgement of the oversight, report, and letter of procedures and observations issued in connection with the review of the Partners in Peer Review's administration of the AICPA Peer Review Program performed on October 19 and 26 - 27.

The oversight documents have been disseminated to all peer review program committee members, administrative staff, and technical reviewers. We are pleased that there were no specific deficiencies or observations in the oversight documents that required a written response.

Sincerely,

A handwritten signature in black ink that reads "Jeannine Birmingham".

Jeannine Birmingham, CPA  
President & CEO

A handwritten signature in black ink that reads "S. Keith Winfield, CPA".

Keith Winfield, CPA  
Committee Chair

A handwritten signature in black ink that reads "Chuck Jordan".

Chuck Jordan, CPA  
CPA on Staff