



January 27, 2022

Stephanie Peters, CAE, President & CEO  
Sarah DeVoe, CPA, Peer Review Committee Chair  
Phillip Windschitl, CPA, Peer Review Technical Director  
Virginia Society of CPAs  
4309 Cox Road  
Glen Allen, VA 23060

Dear Ms. Peters, Ms. DeVoe, and Mr. Windschitl:

On January 25, 2022, the AICPA Peer Review Board Oversight Task Force accepted the report and letter of procedures and observations on the most recent oversight for the Virginia 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 2023.

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 Report

December 16, 2021

To the Virginia Society of Certified Public Accountants' Peer Review Committee:

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



John M. Guido, Member, Oversight Task Force  
AICPA Peer Review Program



December 16, 2021

To the Virginia Society of Certified Public Accountants' Peer Review Committee:

We have reviewed the Virginia 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 16, 2021. 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.

In conjunction with the administering entity oversight conducted on December 15–16, 2021, the following observations are being communicated.

### **Administrative Procedures**

On December 15, 2021, I met with the Peer Review Technical Director and peer review 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 found that open reviews were being effectively monitored for completion by the administering entity staff and the peer review committee.

I reviewed the timeliness of the preparation of committee decision letters. I noted no problems in this area.

I also reviewed the policies and procedures for granting extensions. I found that the Peer Review Technical Director and administrators handle extension requests with discussion from the committee when the circumstances warrant.

The administering entity has developed a backup plan to support the program administrators, technical reviewers, and the CPA on staff if they become unable to serve in their respective capacities.

According to discussions with the Peer Review Technical Director, I found compliance with the working paper retention policies for completed reviews.

I met with the Peer Review Technical Director 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 it periodically to ensure peer review information is accurate and timely.

### **Technical Review Procedures**

On December 16, 2021, I met with the technical reviewers to discuss procedures. I determined that each 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 technical reviewer for each review properly addressed issues before presenting them to the committee. This helped the efficiency and effectiveness of the acceptance process.

During the observed report acceptance body (RAB) meeting, the technical reviewers were available to answer any questions that arose.

### **CPA on Staff**

On December 15, 2021, I met with the Peer Review Technical Director, who serves as the CPA on staff. We discussed procedures for monitoring the program. I determined that the CPA on staff met the qualifications set forth in the guidance.

I reviewed the annual confidentiality agreements, noting the current confidentiality agreement templates were utilized. Based on each individual's role in the program, all administering entity staff had an appropriately signed a confidentiality agreement in place.

I discussed the policies and procedures designed to mitigate familiarity threats and the implemented safeguards to ensure objectivity and skepticism while considering the results of peer reviews.

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

On December 15, 2021, I met with the committee chair and discussed their procedures for disseminating comments resulting from RAB observation reports to the appropriate individuals.

On December 16, 2021, I attended the peer review committee meeting. The committee functioned as the RAB, and the meeting was orderly. I observed the committee's acceptance process and offered my 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. Appropriate decisions were made in the acceptance process.

### **Oversight Program**

The Virginia Society of Certified Public Accountants' 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 Virginia Society of Certified Public Accountants.



John M. Guido, Member, Oversight Task Force  
AICPA Peer Review Program

January 24, 2022

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 Virginia Society of CPAs

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 VSCPA's administration of the AICPA Peer Review Program performed on December 16, 2021.

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,



Stephanie Peters, CAE  
President & CEO  
Virginia Society of CPAs



Sarah DeVoe, CPA  
Peer Review Committee Chair  
Virginia Society of CPAs

*J. Phillip Windschitl, CPA*

J. Phillip Windschitl, CPA  
Peer Review Technical Director  
CPA on Staff  
Virginia Society of CPAs