

Oversight Visit Report

October 28, 2020

To the Tennessee Society of Certified Public Accountants' Peer Review Committee

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



Thomas J. Parry, Member, Oversight Task Force
AICPA Peer Review Program



October 28, 2020

To the Tennessee Society of Certified Public Accountants' Peer Review Committee

We have reviewed the Tennessee 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 October 28, 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 Tennessee Society of Certified Public Accountants, the administering entity for the program, conducted on October 27–28, 2020, the following observations are being communicated.

Administrative Procedures

On October 27, 2020, I met with the Director of Member 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 timeliness of the preparation of committee decision letters. I noted no problems in these areas.

I also reviewed the policies and procedures for granting extensions. I found that the administrative staff screen extension requests and then send them to the Committee Chair for approval with discussion from the committee and or CPA on Staff when the circumstances warrant.

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

According to discussions with the Director of Member Services, I found compliance with the working paper retention policies for completed reviews.

I met with the Director of Member Services 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 the website periodically to ensure peer review information is accurate and timely.

Technical Review Procedures

On October 27, 2020, I met with the primary technical reviewer to discuss procedures. I determined that the technical reviewer met the qualifications set forth in the guidance.

I reviewed the reports, letters of response, if applicable, and the working papers for the reviews being presented at the report acceptance body (RAB) meeting. I believe the review issues were addressed properly by the technical reviewer before reviews were presented to the RAB. This helped the acceptance process to be effective and efficient.

The technical reviewer was available during the RAB meeting I observed to answer any questions that arose.

CPA on Staff

On October 27, 2020 I met with the CPA on staff and discussed the 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 from all administering entity staff associated with peer review. I noted that all confidentiality agreements had been obtained and signed by the staff involved with the peer review program administration.

I 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 October 27, 2020 I met with the committee chair and discussed the procedures for disseminating the comments resulting from RAB observation reports to the appropriate individuals.

On October 28, 2020, I attended the RAB meeting and annual peer review committee meeting.

The RAB meeting was orderly. I observed the RAB'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 to reach an appropriate decision for each review.

Appropriate decisions were made in the acceptance process.

Oversight Program

The Tennessee 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 Tennessee Society of Certified Public Accountants.

A handwritten signature in black ink, appearing to read "Tom Parry", written in a cursive style.

Thomas J. Parry, Member, Oversight Task Force
AICPA Peer Review Program