

May 6, 2022

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

RE: Administration of Peer Reviews

Dear Ms. Birmingham and Mr. Jordan:

We are pleased to let you know that on April 28, 2022, the AICPA Peer Review Board Oversight Task Force (OTF) approved your request to administer the AICPA Peer Review Program for the year ended December 31, 2022.

Requirements for the 2023 Plan of Administration (POA)

On May 3, 2022, the OTF approved revisions to the compliance requirements for the 2023 POA. You will report on compliance with both requirements in the POA due April 1, 2023.

Minimum required oversights

To assist with your planning, you will need to perform a minimum of **four** oversights, which is based on a minimum of 1% of peer reviews performed with a minimum of

- one system review and
- one engagement review.

Administering Entity Annual Oversight Report

Prepare an annual oversight report covering, at a minimum, the one-year period for reviews accepted from January 1, 2022 – December 31, 2022. AICPA staff will provide additional information on a future AE monthly call.

Thank you for your continuing commitment to the AICPA Peer Review Program. We appreciate your contributions and welcome your feedback.

If you have any questions or feedback, please contact Ivory Bare at ivory.bare@aicpa-cima.com or 919.402.2376.

Sincerely,

Brian Bluhm

Brian Bluhm
Chair – Oversight Task Force
AICPA Peer Review Board