

**ADMINISTRATIVE PROCEDURES FOR ILLINOIS CPA SOCIETY
PEER REVIEW COMMITTEE**

MAIL BALLOTS

Adopted by the ICPAS Peer Review Executive Committee
on November 6, 2002, with Amendments Through October 17, 2017

1. Ballots will be used for acceptance of peer reviews, corrective actions and/or implementation plans at the discretion of the Executive Committee or the RAB subcommittee chair.
2. Reasons for such ballots include but are not limited to:
 - a. The committee deferred acceptance of a particular review in anticipation of additional information and/or clarification of the information presented.
 - b. After acceptance of a particular review, the committee becomes aware of conflicting information and/or additional AICPA guidance within a reasonable period of time (generally within 30 days) that would have had a significant effect on the firm's peer review report and/or Finding for Further Consideration (FFC) forms, or on the committee's consideration of those documents.
 - c. The review is extremely straightforward and a RAB will not be meeting within 30 days.
3. The ballot may take the form of either a mail ballot, fax ballot or an email ballot.
4. To ensure confidentiality, the ballot will not contain the firm's name, but instead its peer review number.
5. Ballots will be kept with the firm's files until such files are destroyed during the program's normal file retention process.
6. The results of ballots will be recorded in the minutes of the committee's next meeting.
7. It is the responsibility of each committee member to return his/her ballot promptly. Ballots must be received from two-thirds of the committee before results can be sent to the firm. If one member requests further committee discussion, the ballot will be voided and the review discussed at the committee's next meeting.
8. A sample ballot follows.

ICPAS PEER REVIEW EXECUTIVE COMMITTEE

**ACCEPTANCE OF REVISED CORRECTIVE/MONITORING ACTION
FOR REVIEW #350xxx**

MAIL BALLOT

I vote to:

Waive the accelerated review requirement and instead require the firm to have a pre-issuance review of its last remaining audit. The pre-issuance review will be completed by September 30, 20xx and the oversight reviewer will report to the Committee on the results of his pre-issuance review by October 31, 20xx.

_____ I feel this issue warrants further committee discussion.

Comments:

Name _____

Date _____

**PLEASE VOTE AND FAX/EMAIL THIS PAGE ASAP TO HEATHER
LINDQUIST OR RAFAEL WIESENBERG at 312/993-0307 OR
lindquist@icpas.org or wiesenbergr@icpas.org, RESPECTIVELY**