

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

CONFIDENTIALITY AND CONFLICT OF INTEREST

Adopted by the ICPAS Peer Review Executive Committee
on September 5, 1997, with Amendments Through October 17, 2017

Notification to Committee Members of these Requirements:

Prior to the first committee meeting of the year, members will be asked to sign a statement that they have received, and agree to abide by, the following:

1. This procedure statement
2. The committee charge

Agreement to abide by these policies and procedures extends beyond committee service and confidentiality should be maintained in perpetuity.

Submission of Information to Committee Members:

1. Committee members should not keep materials relating to specific reviews beyond the time a review is accepted by committee. In cases where a committee member will need to retain confidential materials, they should be kept in a secure and separate location from general office files.

Departmental Procedures:

1. All confidential information about the program will be kept in department filing cabinets which will be locked each night.
2. Committee minutes will be kept in three-ring binders separate from all other ICPAS committee minutes.
3. Any information prepared by the department for the general ICPAS membership will either be in summary form (i.e., no firm names mentioned) or the department will get written permission to use a firm's name.
4. Confidential information will only be shared with the following:
 - a. ICPAS and AICPA peer review staff

- b. ICPAS contract technical reviewer(s) and peer review administrator(s)
- c. ICPAS Peer Review Committee and AICPA Peer Review Board members
- d. ICPAS President & CEO
- e. ICPAS COO & CFO

General Telephone Requests:

As described in the *AICPA Standards for Performing and Reporting on Peer Reviews*, department staff and contract employees are limited in the kind of information they can give concerning an enrolled firm. Basically, staff may confirm whether the firm is enrolled in the program, their address and telephone number, and the date of their last/upcoming review. All other inquiries must be directed to the enrolled firm.