



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
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**CALIFORNIA BOARD OF ACCOUNTANCY (CBA)
PEER REVIEW OVERSIGHT COMMITTEE (PROC)**

**PROC MEETING
NOTICE & AGENDA**

**Friday, December 9, 2011
9:00 a.m. – 3:30 p.m.**

Embassy Suites Irvine
2120 Main Street
Irvine, CA 92614
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PROC Purpose Statement

To provide recommendations to the CBA on any matter upon which it is authorized to act to ensure the effectiveness of mandatory peer review.

- I. Roll Call and Call to Order (**Nancy Corrigan, Chair**).
- II. Report of the Committee Chair (**Nancy Corrigan**).
 - A. Approval of the October 27, 2011 PROC Minutes.
 - B. Report on the November 17-18, 2011 CBA Meeting.
 1. Discussion Regarding Disseminating Portions of the California Society of CPAs' (CalCPA) Articles Containing Peer Review Tips.
 2. Discussion Regarding Approaches to Enlisting More Peer Reviewers.
 - C. Meeting Protocol.
- III. Report on PROC Activities (**Nancy Corrigan**).
 - A. Report on the October 11, 2011 Visit to the California Society of CPAs (CalCPA) Office.
 - B. Discussion Regarding Sampling of Peer Review Reports.
 - C. Discussion Regarding Letter to the National Association of State Boards of Accountancy (NASBA) Regarding the Peer Review Oversight Committee Summit.
- IV. Reports and Status of Peer Review Initial Implementation (**Rafael Ixta, Enforcement Chief, Kathy Tejada, Enforcement Manager, and April Freeman, CBA Staff**).

- A. Statistics of Licensees Who Have Reported Their Peer Review Information to the CBA.
 - B. Status of Correspondence to Licensees Regarding Peer Review Reporting.
 - C. Status of PROC Roles and Responsibilities Activity Tracking.
 - D. Discussion of Implementation Phase-in Dates in California Code of Regulations Title 16 Section 45 – Reporting to the Board.
 - V. Discussion Regarding the PROC's Annual Report to the CBA **(Rafael Ixta)**.
- LUNCH**
- VI. Discussion Regarding Oversight of the American Institute of Certified Public Accountants' National Peer Review Committee (NPRC). **(Rafael Ixta)**.
 - VII. Discussion Regarding Failed Peer Reviews **(Rafael Ixta)**.
 - A. Enforcement Process for Failed Peer Reviews.
 - B. Summary of Failed Peer Reviews.
 - VIII. Adoption of PROC Procedures Manual **(Rafael Ixta)**.
 - IX. Discussion Regarding Peer Review Survey **(Rafael Ixta)**.
 - X. Discussion Regarding PROC Assignments **(Nancy Corrigan)**.
 - XI. Future Agenda Items **(April Freeman)**.
 - XII. Public Comment for Items Not on the Agenda.
 - XIII. Adjournment.

Please note: Action may be taken on any item on the agenda. All times are approximate. In accordance with the Bagley-Keene Open Meetings Act, all meetings of the PROC are open to the public. Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the PROC prior to the PROC taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the PROC, but the PROC Chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the PROC to discuss items not on the agenda; however, the PROC can neither discuss nor take official action on these items at the time of the same meeting. (Government Code sections 11125, 11125.7(a).) CBA members who are not members of the PROC may be attending the meeting. However, if a majority of members of the full board are present at the PROC meeting, members who are not members of the PROC may attend the meeting only as observers.

The meeting is accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting April Freeman at (916) 561-1720, or by email at afreeman@cba.ca.gov, or send a written request to the CBA office at 2000 Evergreen Street, Suite 250, Sacramento, CA 95815. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

For further information regarding this meeting, please contact:

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An electronic copy of this agenda can be found at <http://www.dca.ca.gov/cba/calendar.shtml>.