

Wednesday, Feb. 21, 2024

Board Meeting Agenda

10:00 a.m.

Board Room #3

Second Floor Conference Center

9960 Mayland Drive

Henrico, VA 23233

Individuals submitting comments may do so in person, via an authorized representative, or in writing.

- 10:00 a.m. Call to Order – **Wendy P. Lewis, CPA, Chair**
Security Briefing – **Nicole Reynolds, Licensing and Operations Support**
Determination of Quorum
Approval of Feb. 21, 2024, Agenda
Approval of Jan. 17, 2023, Board meeting minutes
- 10:15 a.m. Public comment period*
- 10:25 a.m. Public comment period for Enforcement Agenda
- 10:35 a.m. Enforcement Agenda – **Matthew Ross, Enforcement Director**
- **Consent Agenda**
 - 2023-0073 - Consent Order (Bradshaw / Lewis)
 - **Decisions after Informal Fact Finding Hearing**
 - 2022-0572 - Presiding Officer Recommendation (Moyers)
 - 2023-0074 - Presiding Officer Recommendation (Bradshaw)
 - 2023-0150 - Presiding Officer Recommendation (Bradshaw)
 - 2023-0182 - Presiding Officer Recommendation (Bradshaw)
 - 2023-0215 - Presiding Officer Recommendation (Glynn)
 - 2023-0227 - Presiding Officer Recommendation (Glynn)
 - 2023-0087 - Discussion to vacate enforcement order based on Respondent being deceased (Glynn)
- 11:05 a.m. NASBA and AICPA Committee Updates – **Wendy P. Lewis, CPA, Chair**
- 11:20 a.m. Executive Director's Report – **Nancy Glynn, CPA, Executive Director**
- General updates
 - Financial and Board Report update – **Renai Reinholtz, Deputy Director**
 - Enforcement update – **Matthew Ross, Enforcement Director**
 - Communications Update – **Kelli Yoder, Communications Coordinator**
 - Customer survey results
 - Renewal communication plan

- 11:35 a.m. Board Discussion Topics – **Wendy P. Lewis, CPA, Chair**
- Professional Licensure Task Force – **Nadia Rogers, CPA, Vice-chair**
 - VBOA Enforcement Processes Manual – **Matt Ross, Enforcement Director**
 - Board Meeting Deliberation and Recusal Guidelines – **Matt Ross, Enforcement Director**
 - S.M.A.R.T. Goals 2023 update – **Nancy Glynn, CPA, Executive Director**
 - 150 Hours – Research – **Fergus Johnson, Management Fellow**
 - Code and Regulations Including Fee Structure – Bills in session
- 12:30 p.m. Adjourn for lunch
- 1:00 p.m. Board Discussion Topics (Continued) – **Wendy P. Lewis, CPA, Chair**
- S.M.A.R.T. Goals 2023 update – **Nancy Glynn, CPA, Executive Director**
 - CPA Pipeline – Oct. 2023 – Calendar of Milestones for Board Members
 - Inactive Status Policy – April 2024 – States Survey / Stakeholder Input
 - Review VBOA Policies – June 2024 – Review Policies and guidance documents
 - CPE Requirements – June 2024 – Defining SMART goal and outcomes
- 1:30 p.m. Closed Session
- Contract negotiations - §2.2-3711(6) Licensing System – SOW for discussion and approval
 - Disciplinary and Legal advice – § 2.2-3711(A)(8)
 - Personnel matters – § 2.2-3711(A)(1)
- 2:15 p.m. Additional Items for Discussion – **Wendy P. Lewis, CPA, Chair**
- Sign Conflict of Interest forms and travel expense vouchers
 - Future meeting dates
 - April 12, 2024: Norfolk State University (Chair and vice-chair elections)
 - May 15, 2024 (planning meeting)
 - June 12, 2024
- 2:30 p.m. Adjournment

***Five-minute public comment, per person, on those items not included on the agenda.**

Persons desiring to attend the meeting and requiring special accommodations/interpretive services should contact the VBOA office at (804) 367-8505 at least five days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The VBOA fully complies with the Americans with Disabilities Act.

**Board Meeting
January 17, 2024
Draft minutes**

The Virginia Board of Accountancy met on Wednesday, January 17, 2024, in Board Room #4 of the Perimeter Center, 9960 Mayland Drive, Henrico, VA 23233.

MEMBERS PRESENT:

William R. Brown, CPA
Dale G. Mullen
David Cotton, CPA, CFE, CGFM
Angela Rudolph-Wiseman, CPA

**MEMBERS OF THE
BOARD ATTENDING
VIRTUALLY:**

Nadia A. Rogers, CPA, Vice Chair

LEGAL COUNSEL:

James Flaherty, Assistant Attorney General,
Office of the Attorney General

STAFF PRESENT:

Nancy Glynn, CPA, Executive Director
Renai Reinholtz, Deputy Director
Matthew Ross, Enforcement Director
Nicole Reynolds, Licensing and Operations Support
Veronica Paulson, Administrative Assistant
Kelli Yoder, Communications Coordinator
Fergus Johnson, Management Fellow

**MEMBERS OF THE
PUBLIC PRESENT:**

Molly Wash, Virginia Society of Certified Public Accountants
Maureen Dingus, CAE, COO, Virginia Society of Certified Public
Accountants
Reza Mahbod, CPA, CISA, CGFM, CICA, CGMA, CDFM, CFE

**MEMBERS OF THE
PUBLIC PRESENT FOR
PART OF THE MEETING:**

Sherida Haughton, Performance Management Group, L. Douglas Wilder
School of Government and Public Affairs

**MEMBERS OF THE
PUBLIC PRESENT
VIRTUALLY:**

Jason Sayre
Scott Stanberry
Makuria Negia

**Board Meeting
January 17, 2024
Draft minutes**

CALL TO ORDER

Ms. Rogers called the meeting to order at 10 a.m.

SECURITY BRIEFING

Ms. Reynolds provided the emergency evacuation procedures.

DETERMINATION OF QUORUM

Ms. Rogers asked to join the meeting virtually, there were no concerns or objections from the Board. Ms. Rogers chaired the meeting in Ms. Lewis' absence. Ms. Rogers determined there was a quorum present.

APPROVAL OF AGENDA

Upon a motion by Mr. Cotton and duly seconded, the members voted unanimously to approve the January 17, 2024, agenda, as amended. The members voting "AYE" were Mr. Brown, Ms. Rogers, Mr. Mullen, Mr. Cotton, and Ms. Rudolph-Wiseman.

APPROVAL OF MINUTES

Upon a motion by Ms. Rudolph-Wiseman and duly seconded, the members voted unanimously to approve the December 1, 2023, Board meeting minutes, as amended. The members voting "AYE" were Mr. Brown, Ms. Rogers, Mr. Mullen, Mr. Cotton, and Ms. Rudolph-Wiseman.

PUBLIC COMMENT PERIOD

Mr. Jason Sayre addressed the Board regarding a former enforcement matter.

Annual 2023 Peer Review Oversight Committee (PROC) Report – Reza Mahbod, CPA, CISA, CGFM, CICA, CGMA, CDFM, CFE

Ms. Rogers introduced Mr. Mahbod and thanked the Peer Review Oversight Committee (PROC) for their service. Mr. Mahbod led the discussion regarding the PROC's 2023 Report. The review and evaluation period covered January 1, 2023, through December 31, 2023. Mr. Mahbod noted that, based upon the PROC's review and evaluations, peer reviews are being conducted and reported on consistently and in accordance with the Standards for Performing and Reporting on Peer Reviews promulgated by the AICPA Peer Review Board. The VBOA may rely upon the VSCPA and the National Peer Review

**Board Meeting
January 17, 2024
Draft minutes**

Committee in carrying out its responsibilities with respect to the licensing requirements of firms for this period. Mr. Mahbod fielded questions from the Board.

ENFORCEMENT PUBLIC COMMENT PERIOD

Mr. Stanberry addressed the Board to request reconsideration of the Board's Enforcement Order pertaining to file number 2023-0246.

Mr. Negia addressed the Board regarding Enforcement file number 2022-0366.

ENFORCEMENT AGENDA – Matthew Ross, Enforcement Director

The following actions were taken during open session:

Case #2022-0392

Upon a motion by Mr. Cotton and duly seconded, the members voted to approve the consent order as written.

CALL FOR VOTE:

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM – Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: None (0)
Nays: None (0)

Case #2023-0012

Upon a motion by Mr. Cotton and duly seconded, the members voted to approve the Consent Order as written.

CALL FOR VOTE:

**Board Meeting
January 17, 2024
Draft minutes**

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM –Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: None (0)
Nays: None (0)

Case #2023-0343

Upon a motion by Mr. Cotton and duly seconded, the members voted to approve the Consent Order as written.

CALL FOR VOTE:

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM –Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: None (0)
Nays: None (0)

Case #2023-0082

Mr. Cotton recused himself and left the Board room at 10:33 a.m. Mr. Cotton was not present during the vote on this matter.

Upon a motion by Ms. Rudolph-Wiseman and duly seconded, the members voted to approve the Consent Order as written.

CALL FOR VOTE:

**Board Meeting
January 17, 2024
Draft minutes**

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Four (4)

Abstain: None (0)

Nays: None (0)

Case #2023-0326

Mr. Brown recused himself and left the Board room at 10:37 a.m. Mr. Cotton returned to the Board room at this time. Mr. Brown was not present during the vote on this matter.

Upon a motion by Mr. Cotton and duly seconded, the members voted to approve the Consent Order as written.

CALL FOR VOTE:

Dale G. Mullen – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM – Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Four (4)

Abstain: None (0)

Nays: None (0)

Mr. Brown returned to the Board room.

Case #2023-0407

Upon a motion by Ms. Rudolph-Wiseman and duly seconded, the members voted to approve the Consent Order as written.

CALL FOR VOTE:

**Board Meeting
January 17, 2024
Draft minutes**

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM –Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: None (0)
Nays: None (0)

Case #2022-0366

The Board members reviewed the record, which consisted of the licensing file, Informal Fact-Finding Conference transcript, exhibits, and the Presiding Officer's Recommendation and Summary of the Informal Fact-Finding Conference. After discussion, a motion was made by Mr. Cotton and duly seconded, to adopt the Presiding Officer Recommendation as written and incorporate it as part of their order. The Board found by substantial evidence that Respondent violated the Code of Virginia 54.1-111 (A) (2) and (3), 54.1-4409.1 (A), 54.1-4414(i) and (ii) (2), (3) and (4) and 54.1-4412.1(F).

The Board imposed the recommended \$3,000 monetary penalty for Respondent's violations.

CALL FOR VOTE:

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM –Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: None (0)
Nays: None (0)

Case #2023-0246

Ms. Glynn left the Board room at 10:45 a.m.

**Board Meeting
January 17, 2024
Draft minutes**

Upon Respondent petition for reconsideration, the Board members reviewed the record, which consisted of the licensing file, Informal Fact-Finding Conference transcript, exhibits, and the Presiding Officer's Recommendation and Summary of the Informal Fact-Finding Conference. After discussion, a motion was by Ms. Rudolph-Wiseman and duly seconded, to amend the Board Order in this matter. The original order in this matter was amended, in that Respondent's license would be activated upon him providing proof of completion of 120 hours of CPE, instead of the 1-year suspension listed in the original order.

CALL FOR VOTE:

Dale G. Mullen – Aye
William R. Brown, CPA – Aye
Nadia A. Rogers, CPA – Aye
David Cotton, CPA, CFE, CGFM – Aye
Angela Rudolph-Wiseman, CPA – Aye

VOTE:

Ayes: Five (5)
Abstain: None (0)
Nays: None (0)

Ms. Glynn returned to the Board room at 10:52.

NASBA and AICPA COMMITTEE UPDATES

Ms. Rogers advised that the AICPA Board of Examiners met on December 18, 2023, during which the following were discussed: Prometric contract update, CPA Evolution readiness update, CPA Exam financial update (including 2025 pricing recommendations), and Internal Audit, Risk, Compliance (iARC) project spotlights. Additionally, 2024-25 Committee appointments were discussed.

NASBA's UAA Committee met on January 9, 2024. During this meeting, the Committee discussed the proposed changes to UAA Rules 7-4 and 7-5 along with the respective Exposure Draft comments submitted by the January 2, 2024, deadline. The UAA Committee approved the changes, which were ultimately submitted to NASBA's Board of Directors for discussion and approval.

NASBA Regulatory Response Committee

Mr. Cotton advised that the Regulatory Response Committee will meet Tuesday, January 23, 2024, in Nashville, TN.

**Board Meeting
January 17, 2024
Draft minutes**

NASBA Enforcement Resources Committee

Mr. Brown informed the Board that the Enforcement Resources Committee met on October 10, 2023, to discuss items from the previous year. They will be working on a DOL issue in 2024.

EXECUTIVE DIRECTOR'S REPORT

General updates

- Ms. Glynn updated the Board on VBOA current staffing and introduced Veronica Paulson as the new VBOA Administrative Assistant.
- Ms. Glynn apprised the Board regarding the Credit Relief Initiative, including the timeline for continued credit reinstatements. She also discussed the successful launch of the new CPA exam.
- Ms. Glynn announced that VBOA is preparing for license renewal season, which will begin March 1 and conclude on June 30, 2024.

Financial and Board Report update

Ms. Reinholtz presented the December 2023 Financial and Board Reports and fielded questions from the Board.

Enforcement update

Mr. Ross reported on the progress of the Enforcement Division. He noted that VBOA would be posting a new Enforcement position. He fielded questions from the Board.

Communications update

Ms. Yoder reported to the Board that the January Customer Service Survey is in process.

She informed the Board that the annual VBOA-approved Ethics will be live as of February 1, 2024, and that the newest issue of *Accrued Interest* is in draft form.

Ms. Yoder communicated that VBOA is seeking the best place for an on-campus Board meeting planned for April 2024.

**Board Meeting
January 17, 2024
Draft minutes**

Policy update

Mr. Johnson reported that VBOA submitted Fast-Track regulations in September 2023 that amended three regulations; 18VAC5-22-60: Determining whether a college or university is an accredited institution.

18VAC5-22-70: Education, and 18VAC5-22-80: Examination. The changes were approved by the Governor on January 16, 2024, and will be published in the Register of Regulations on February 12, 2024.

Board Discussion Topics – Nadia Rogers, CPA, Vice Chair

Board Meeting Deliberation and Recusal Guidelines – Matt Ross, Enforcement Director

Mr. Ross led the discussion on the creation of Board Recusal Guidelines to be applied at any Board meeting during decisions regarding Enforcement disciplinary matters. This document differs from the Enforcement manual currently published on Town Hall. This manual is meant to guide the public or respondents in an Enforcement matter. The Board Recusal Guidelines are intended to guide the Board. Mr. Cotton requested that his draft policy be reviewed again by the Board. Board discussion ensued. Mr. Mullen made a motion to defer the matter and the vote to a subsequent Board meeting. Ms. Rogers advised that all members should be prepared to discuss and vote on the matter at the February 21, 2024, Board meeting.

Professional Licensure Task Force Concept Exposure - Nadia Rogers, CPA, Vice Chair

Ms. Rogers informed the Board that a NASBA Professional Licensure Task Force update was hosted by Stephanie Saunders, NASBA Board Chair, on January 8, 2024. Ms. Rogers, Mr. Cotton, and Ms. Rudolph-Wiseman attended the meeting. Ms. Rogers indicated that the task force will present new concepts to be considered for inclusion in the UAA to update the current licensure model.

Ms. Rogers indicated that Ms. Saunders advised that there is no plan to change the 150-hour requirement. Ms. Rogers discussed the new concept of a “Structured Professional Program” being considered by the Task Force, which would involve on-the-job experience earned for credit that is not ultimately reflected as earned credit on the transcript of an accredited institution. NASBA has requested that State Boards and other interested parties send comments or recommendations to the UAA Committee by March 31, 2024.

Ms. Rogers asked that all Board members watch the re-broadcast of the meeting and be prepared to discuss it together in the future. NASBA plans to present the new concepts at its Regional Meeting in June 2024.

FY2023 S.M.A.R.T. Goals update – Nancy Glynn, CPA, Executive Director

Ms. Glynn led the discussion of selected 2024 S.M.A.R.T. Goals.

**Board Meeting
January 17, 2024
Draft minutes**

150 Hours – Research - Fergus Johnson, Management Fellow

Mr. Johnson updated the Board on his research into the 150-hour education requirement, including the methodology behind his analysis and the origin of the data. Ms. Rogers suggested that the Board discuss the results when they are available and then take a formal position on the outcome. She suggested that an article overviews the findings should be included in a VBOA newsletter after it has been reviewed by the Board.

Code and Regulations Including Fee Structure – Final Code revisions

Ms. Glynn updated the Board on the progress of the Code section changes submitted to the General Assembly. She informed the Board that the bills, H.B. 1337 and S.B. 463, had been sponsored by Delegate Runion and Senator Hackworth, respectively, and would be on the agenda in House and Senate committees in the weeks following the Board meeting. Ms. Glynn or Mr. Ross will attend the legislative meetings whenever the bills are to be discussed during session.

Adjourn for Lunch 12:15 p.m.

The Board entered into closed session to discuss of personnel matters and contract negotiations.

Begin Closed Session

Upon a motion by Mr. Brown, and duly seconded, the members approved by unanimous vote the meeting be recessed and the Virginia Board of Accountancy convene a closed meeting under the Virginia Freedom of Information Act to a matter lawfully exempted from open meeting requirements under the ‘discussion or consideration of the investment of public funds’ exemption contained in Virginia Code §2.2-3711(6), and ‘[discussion of] specific public officers, appointees, or employees’ exemption contained in Virginia Code § 2.2-3711(A)(1).

The following non-members were in attendance for a portion of the closed meeting to reasonably aid in the consideration of this topic: Nancy Glynn, Matthew Ross, James Flaherty, Nicole Oliver, and Sherida Haughton.

The members voting “AYE” were, Mr. Brown, Ms. Rogers, Mr. Mullen, Mr. Cotton, and Ms. Rudolph-Wiseman.

End Closed Session

**Board Meeting
January 17, 2024
Draft minutes**

Upon a motion by Mr. Brown, and duly seconded, the Virginia Board of Accountancy convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, § 2.2-3712 (D) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE, BE IT RESOLVED, that the VBOA hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia laws were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the VBOA.

The members voting "AYE" were Mr. Brown, Ms. Rogers, Mr. Mullen, Mr. Cotton, and Ms. Rudolph-Wiseman.

Board Discussion Topics (Continued) – Nadia Rogers, CPA, Vice Chair

CPA Pipeline – Oct. 2023 - Calendar of Milestones for Board Members

Ms. Glynn discussed recent VCU CPA Pipeline initiatives and various meetings attended by both her and Wendy Lewis, which were focused on increasing the Pipeline. Ms. Glynn invited the Board to suggest meetings or school events within their own geographical area that could be attended by Board members.

Ms. Glynn confirmed that Ms. Rogers would be speaking with several firms regarding CPA Evolution at an upcoming session hosted by the VSCPA. Ms. Rogers suggested that information regarding Board members being available to attend university and student group meetings should be included in the VBOA newsletter.

Ms. Glynn apprised the Board of VBOA's current social media presence on LinkedIn, Facebook, and Instagram.

Inactive Status Policy – April 2024 – States Survey / Stakeholder Input

Ms. Glynn advised that the Board defer discussions on this policy until there is an update on the progress of the current Code revisions.

Review VBOA Policies – June 2024 – Review Policies and guidance documents

Ms. Glynn informed the Board that the policies and guidelines goal will be addressed after the new Code changes are instituted.

**Board Meeting
January 17, 2024
Draft minutes**

CPE Requirements – June 2024

Additional Items for Discussion

- Sign Conflict of Interest forms
 - Sign Travel Expense vouchers
 - Board members submission to the Ethics Council disclosure due February 2nd
 - Future meeting dates – Current and future meeting dates were discussed and are subject to change.
 - February 21, 2024
 - Potential April Campus Meeting
 - May 15, 2024 (Planning Meeting)
 - June 12, 2024
-

The Board entered **closed session** to discuss personnel and legal matters.

Begin closed meeting

Upon a motion by Mr. Brown, and duly seconded, the members approved by unanimous vote the meeting be recessed and the Virginia Board of Accountancy convene a closed meeting under the Virginia Freedom of Information Act to a matter lawfully exempted from open meeting requirements under the ‘Legal advice regarding specific legal matters’ exemption contained in Virginia Code §2.2-3711 (A)(8) and disciplinary matters exemption contained in Virginia Code §2.2-3711(A) (27).

The following non-members were in attendance for a portion of the closed meeting to reasonably aid in the consideration of this topic: Nancy Glynn, Matthew Ross, and James Flaherty.

The members voting “AYE” were Mr. Brown, Ms. Rogers, Mr. Mullen, Mr. Cotton, and Ms. Rudolph-Wiseman.

End closed meeting

Upon a motion by Ms. Rudolph-Wiseman and duly seconded, the Virginia Board of Accountancy convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, § 2.2-3712 (D) of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law.

**Board Meeting
January 17, 2024
Draft minutes**

NOW THEREFORE, BE IT RESOLVED, that the VBOA hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia laws were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the VBOA.

The members voting "AYE" were Ms. Rogers, Mr. Brown, Mr. Mullen, Mr. Cotton, and Ms. Rudolph-Wiseman.

ADJOURNMENT

There being no further business before the VBOA, Ms. Rogers adjourned the meeting at 2:30 p.m.

APPROVED:

Nadia A. Rogers, CPA, Vice Chair

COPY TESTE:

Nancy Glynn, CPA, Executive Director

Budget vs. Actual Expenditures As of January 31, 2024



		FY24 Operating Budget	FY24 YTD Expenditures	% Expended	FY23 YTD Expenditures	FY22 Expenditures	FY21 Expenditures
Salaries & Benefits							
1123	Salaries	1,188,712	622,249	52.3%	1,036,015	897,977	844,009
11XX	Benefits	534,267	220,464	41.3%	390,631	354,860	352,058
Total Salaries & Benefits		\$ 1,722,979	\$ 842,713	48.9%	\$ 1,426,646	\$ 1,252,837	\$ 1,196,067
Contractual Services							
1211	Express Services	3,500	3,073	87.8%	5,407	655	33
1214	Postal Services	21,000	5,422	25.8%	18,467	15,395	14,576
1215	Printing Services	7,500	7,419	98.9%	3,448	5,766	3,208
1216	Telecommunications - VITA	10,800	6,511	60.3%	10,593	11,449	10,921
1217	Telecommunications - Nonstate (CallFire)	2,500	390	15.6%	1,442	1,200	1,530
1219	Inbound Freight	300	159	53.0%	220	135	22
1221	Organization Memberships (primarily NASBA)	8,336	7,080	84.9%	8,642	9,279	7,674
1222	Publication Subscriptions	1,270	420	33.1%	1,323	4,357	3,655
1224	Training - Courses, Workshops, Conferences	6,445	150	2.3%	8,769	6,126	763
1227	Training-Transportation, Lodging, Meals, Incidentals	15,500	(335)	(2.2)%	13,115	4,635	-
1242	Fiscal Services (Credit Card Merchant Fees)	49,000	18,263	37.3%	48,315	45,864	47,123
1243	Attorney Services	27,000	23,121	85.6%	17,207	16,097	26,217
1244	Mgmt. Services - NASBA/special accommodations	14,800	6,861	46.4%	11,079	10,387	9,012
1246	Public Info/Public Relations (subscriptions)	3,385	4,468	132.0%	2,914	2,485	439
1247	Legal Services (court reporting services)	5,500	2,568	46.7%	4,072	8,363	11,460
1264	Food and Dietary Services	2,500	1,270	50.8%	2,662	2,352	1,127
1265	Laundry & Linen Services	-	20	---	-	-	-
1266	Manual Labor Services (Includes shredding services)	550	180	32.7%	120	200	1,410
1268	Skilled Services	2,100	1,100	52.4%	1,125	1,650	-
1272	VITA Pass through - System Hosting, Maintenance, and Admin	-	-	---	229,224	222,006	320,442
1272	VITA Pass through - Shared ISO Audit Services	-	-	---	18,093	20,425	-
1272	VITA Pass through - ECOS fees	-	-	---	-	4,755	-
1272	VITA Pass through - System Reporting Tool	-	-	---	-	5,750	-
1273	Info Mgmt Design and Development Services (PM support)	85,000	900	1.1%	28,930	19,450	230,725
1275	Computer Software Maintenance (MLO and website hosting)	243,854	161,326	66.2%	6,830	7,050	7,235
1278	VITA Information Technology Infrastructure Services (monthly services)	80,400	17,794	22.1%	53,872	52,008	57,838
1279	Computer Software Development Services	244,000	-	0.0%	-	-	-
1282	Travel - Personal Vehicle	7,500	2,946	39.3%	6,668	4,927	962
1283	Travel - Public Carriers	150	114	75.9%	13	497	-
1284	Travel - State Vehicles	450	378	84.1%	217	-	-
1285	Travel - Subsistence and Lodging	4,500	2,317	51.5%	3,360	1,890	-
1288	Travel, Meal Reimburse - Not IRS Rpt	2,000	1,415	70.7%	1,654	1,106	-
Total Contractual Services		\$ 849,840	\$ 275,330	32.4%	\$ 507,782	\$ 486,259	\$ 760,054

		FY24 Operating Budget	FY24 YTD Expenditures	% Expended	FY23 YTD Expenditures	FY22 Expenditures	FY21 Expenditures
<u>Supplies and Materials</u>							
1312	Office Supplies	1,500	1,128	75.2%	916	864	904
1313	Stationery and Forms	1,800	-	0.0%	1,146	404	644
1323	Gasoline	150	16	11.0%	65	-	-
1335	Packaging and Shipping Supplies	1,200	-	0.0%	369	369	720
1342	Medical & Dental Supplies	50	-	0.0%	-	-	30
1352	Custodian Repair & Maintenance	-	-	---	-	-	14
1362	Food & Dietary Supplies	350	79	22.4%	192	126	107
1363	Food Service Supplies	150	72	47.9%	-	236	35
1373	Computer Operating Supplies	1,200	220	18.4%	748	786	1,236
Total Supplies & Materials		\$ 6,400	\$ 1,515	23.7%	\$ 3,435	\$ 2,785	\$ 3,689
<u>Transfer Payments</u>							
1413	Awards & Recognition	500	-	0.0%	500	623	343
1415	Unemployment Compensation	-	-	---	-	-	216
1418	Incentives	1,200	680	56.7%	1,226	-	-
Total Transfer Payments		\$ 1,700	\$ 680	40.0%	\$ 1,726	\$ 623	\$ 559
<u>Continuous Charges</u>							
1512	Automobile Liability Insurance	231	-	0.0%	231	231	231
1516	Property Insurance	540	-	0.0%	540	540	1,224
1534	Equipment Rentals	10,105	3,975	39.3%	8,643	7,454	8,099
1539	Building Rentals - Non-State Owned Facilities	104,318	60,446	57.9%	101,512	97,997	95,005
1541	Agency Service Charges (shared services)	62,600	28,080	44.9%	60,498	49,465	52,373
1551	General Liability Insurance	5,400	-	0.0%	5,328	5,328	328
1554	Surety Bonds	40	-	0.0%	-	40	40
1555	Worker's Compensation	1,110	-	0.0%	926	1,110	1,094
Total Continuous Charges		\$ 184,344	\$ 92,501	50.2%	\$ 177,678	\$ 162,165	\$ 158,394
<u>Equipment</u>							
2216	Network Components	750	-	0.0%	-	1,653	877
2217	Other Computer Equipment	200	7	3.5%	405	155	130
2218	Computer Software Purchases	500	-	0.0%	386	418	50
2231	Electronic Equipment	-	1,329	---	967	1,170	-
2233	Voice and Data Transmission Equipment	-	-	---	-	-	969
2262	Office Furniture	1,200	-	0.0%	454	755	-
2263	Office Incidentals	-	-	---	46	63	345
2328	Construction, Building Improvements	-	-	---	-	-	150
Total Equipment		\$ 2,650	\$ 1,336	50.4%	\$ 2,259	\$ 4,214	\$ 2,521
Total Expenses		\$ 2,767,913	\$ 1,214,075	43.9%	\$ 2,119,526	\$ 1,908,884	\$ 2,121,284
Chapter 2 Appropriation		\$ 2,767,913					

Cash Balances



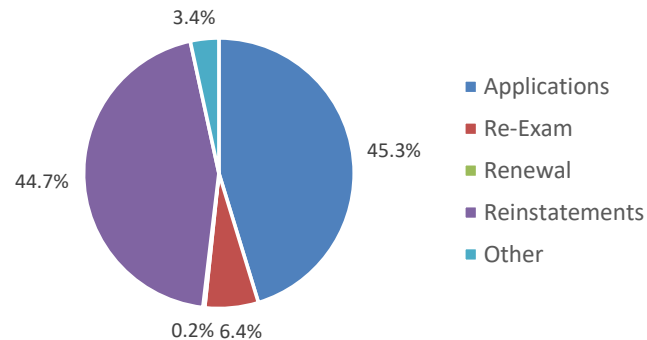
	Operating Fund		Trust Fund	
	FY2024	FY2023	FY2024	FY2023
	As of 1/31/24	As of 1/31/23	As of 1/31/24	As of 1/31/23
Beginning Cash Balance July 1	\$ 2,890,877	\$ 2,556,744	\$ 3,205,952	\$ 3,341,044
YTD Revenue Collected	283,510	295,185	-	-
Interest earnings	28,133	11,642	33,849	16,095
Accounts Payable	19,699	3,558	-	-
Cash Transfers In per Board Policy #1	-	193,303	141,788	-
Cash Transfers Out per Board Policy #1	(141,788)		-	(193,303)
YTD Expenditures	(1,214,075)	(1,176,407)	-	-
Cash Balance	\$ 1,866,356	\$ 1,884,026	\$ 3,381,589	\$ 3,163,836
Required Cash Transfers:				
Central Service Agencies Transfer	\$ (11,983)	\$ (11,983)	-	-
Cash Balance after required transfers	\$ 1,854,373	\$ 1,872,043	\$ 3,381,589	\$ 3,163,836

Revenue Collections by Fee Type

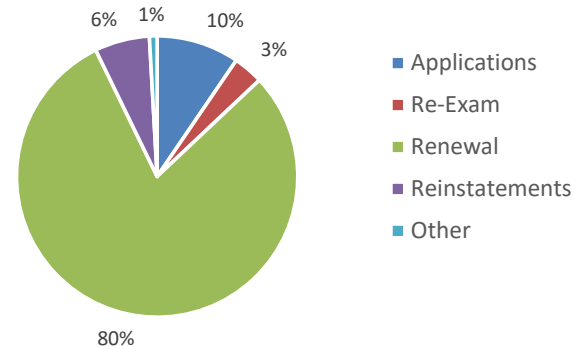


Fee Type	FY2024 - YTD as of 1/31/24	FY2023 - YTD as of 1/31/23	Fiscal Year Ending 6/30/23	Fiscal Year Ending 6/30/22	Fiscal Year Ending 6/30/21
Exam Application Fee	\$ 81,960	\$ 73,515	\$ 139,635	\$ 130,560	\$ 149,430
Individual License Application Fee	42,000	43,875	67,950	70,800	83,100
Firm License Application Fee	4,100	2,900	5,000	4,100	4,500
Re-Exam Application	18,080	42,880	76,900	72,080	83,420
Renewal Fee	640	1,405	1,782,800	1,777,925	1,824,315
Reinstatement Fee	126,400	119,100	140,850	98,600	63,150
Duplicate Wall Certificate Fee	1,225	875	1,725	2,150	1,700
License Verification Fee	7,450	10,025	16,650	21,325	16,625
CPA Exam Score Transfers	775	750	1,150	1,075	1,325
Administrative Fee	80	-	-	45	646
Bad Check Fee	100	159	239	50	50
Total Revenue by Fee Type	\$ 282,810	\$ 295,484	\$ 2,232,899	\$ 2,178,710	\$ 2,228,261
Net Revenue per Cardinal	\$ 283,510	\$ 295,185	\$ 2,232,824	\$ 2,178,830	\$ 2,199,041
Difference	\$ (700)	\$ 300	\$ 75	\$ (120)	\$ 29,220

FY24 YTD Revenue Collections



FY23 Revenue Collections



Accounts Receivable



	FY2024 - YTD as of 1/31/24	FY2023 - YTD as of 1/31/23	Fiscal Year Ending 6/30/23	Fiscal Year Ending 6/30/22	Fiscal Year Ending 6/30/21
Fines levied	\$ 200,402	\$ 435,601	\$ 759,525	\$ 189,950	\$ 128,042
Fines collected	\$ 151,186	\$ 147,340	\$ 335,357	\$ 157,851	\$ 138,947
Fines Discharged	\$ 1,500	\$ 52,542	\$ 52,542	\$ -	\$ -
Outstanding Current fines receivable (< 365 Days)	\$ 372,021	\$ 362,001	\$ 546,076	\$ 49,751	\$ 29,041
Outstanding Written-off receivables (=> 365 Days)	\$ 830,345	\$ 604,199	\$ 608,574	\$ 680,731	\$ 669,342

**Individual and firm license activity
Jan. 31, 2024**

<i>Fiscal Period</i>	Period ending 1/31/2024	Period ending 1/31/2023	Period ending 6/30/2023	Period ending 6/30/2022	Period ending 6/30/2021
REGULANTS					
Individuals					
Active, licensed CPAs	27,248	27,218	26,556	26,482	26,715
Inactive, licensed CPAs	2,159	2,174	2,090	2,053	2,033
Total Licensed CPAs	29,407	29,392	28,646	28,535	28,748
Out-of-state licensees	10,150	10,017	9,867	9,669	9,572
Reinstatements - Individuals	334	326	274	257	170
New CPA licenses issued	544	603	940	1,039	1,069
Expired/voluntarily surrendered licenses	31	22	1,041	1,337	119
Exam Candidates					
Number of first time exam candidates	702	635	931	1,118	1,193
Firms					
Total active, licensed CPA firms	1,136	1,135	1,094	1,172	1,125
Reinstatements - Firms	19	10	19	18	8
New CPA firm licenses issued	34	22	44	42	38
Expired/voluntarily surrendered licenses	7	1	81	76	12

All Open Enforcement Complaints - As of December 31, 2023

All Open Enforcement Complaints



All Open Complaint Types

CPE Deficiency	19
Acts Discreditable	9
Due Professional Care	16
Unlicensed Activity	32
Peer Review	2
Total	78

All Open Enforcement Complaints - As of February 6, 2024

All Open Enforcement Complaints



All Open Complaint Types

CPE Deficiency	32
Acts Discreditable	9
Due Professional Care	16
Unlicensed Activity	34
Peer Review	1
Total	92

New and Closed Complaints - December 31, 2023 to February 6, 2024

Opened Complaints



Opened Complaint Types

CPE Deficiency	35
Acts Discreditable	1
Unlicensed Activity	14
Due Professional Care	3
Total	53

Closed Complaints



Closed Complaint Types

CPE Deficiency	24
Due Prof. Care/Acts Disc.	4
Unlicensed Activity	12
Acts Discreditable	1
Total	46

Disposition Types

Advisory Letter	8	Board Order	2
Consent Order	27	Closed Agency Referral	0
No Finding	0	No Violation	2
No Jurisdiction	1	Other	1
Total	41		

CPE Audit Report as of January 31, 2024						
	Ending 1/31/2024	Year Ending 6/30/2023	Year Ending 6/30/2022	Year ending 6/30/2021	Year Ending 6/30/2020	Year Ending 6/30/2018
CPE Audits Selected	372	428	573	751	696	1366
CPE Audits Passed	143	318	432	597	544	1139
CPE Audits Deficient	46	108	141	154	152	227
CPE Audits Pending	183	2	0	0	0	0
CPE Deficiency Rate	24%	25%	25%	21%	22%	17%

Other audits completed during Calendar Years							
	Reinstatement and Inactive Audits			Self-Report Audits		Enforcement Audits	
	2023	2022	2021	2023	2022	2023	2022
Audits Selected	422	462	276	153	224	10	52
CPE Audits Passed	309	395	265	23	47	4	34
CPE Audits Deficient	0	2	0	126	177	6	18
CPE Audits Pending	113	65	11	4	0	0	0
						60%	35%

All Non-CPE Enforcement Cases

Complaint #	Type	Status	Disposition	Date Received	Date Entered	Status Date	TotalDays
2021-018-011U	Unlicensed Activity	IFF Scheduled		April 8, 2021	NA	January 22, 2024	1,034
2021-0091	Due Professional Care	Requested Additional Information		Sep 8, 2021	Oct 18, 2021	Sep 11, 2023	881
2021-0145	Unlicensed Activity - O	NOAV - Sent		Dec 10, 2021	Dec 10, 2021	Mar 30, 2023	788
2022-0046	Due Professional Care	IFF - Scheduled		Jan 27, 2022	Jan 27, 2022	Jan 29, 2024	740
2022-0084	Unlicensed Activity - G	IFF - Scheduled		Feb 24, 2022	Feb 28, 2022	Jan 29, 2024	712
2022-0347	Due Professional Care	NOAV - Sent		Jun 3, 2022	Jun 3, 2022	Jun 22, 2022	613
2022-0362	Unlicensed Activity - O	NOAV - Sent		Jun 21, 2022	Jun 21, 2022	Aug 3, 2022	595
2022-0384	Due Professional Care	Probable Cause Review		Jul 19, 2022	Jul 19, 2022	Jul 26, 2023	567
2022-0545	Due Professional Care	Probable Cause Review		Sep 15, 2022	Sep 15, 2022	Jan 22, 2024	509
2022-0558	Due Professional Care	IFF - Scheduled		Oct 4, 2022	Oct 4, 2022	Dec 7, 2023	490
2022-0572	Unlicensed Activity - O	Board Meeting - Pending		Oct 7, 2022	Oct 7, 2022	Jan 19, 2024	487
2022-0690	Due Professional Care	IFF - Scheduled		Nov 29, 2022	Nov 29, 2022	Dec 7, 2023	434
2022-0701	Due Professional Care	NOAV - Sent		Dec 2, 2022	Dec 2, 2022	Dec 2, 2022	431
2022-0732	Unlicensed Activity - O	IFF - Scheduled		Dec 12, 2022	Dec 12, 2022	Nov 3, 2023	421
2023-0073	Unlicensed Activity - O	Board Meeting - Pending		Feb 17, 2023	Feb 17, 2023	Jan 19, 2024	354
2023-0074	Unlicensed Activity - O	Board Meeting - Pending		Feb 17, 2023	Feb 17, 2023	Jan 19, 2024	354
2023-0140	Unlicensed Activity - O	IFF - Scheduled		Apr 3, 2023	Apr 3, 2023	Dec 7, 2023	309
2023-0150	Unlicensed Activity - O	Board Meeting - Pending		Apr 11, 2023	Apr 11, 2023	Jan 19, 2024	301
2023-0149	Unlicensed Activity - O	Consent Order - Sent		Apr 11, 2023	Apr 11, 2023	Jan 26, 2024	301
2023-0171	Unlicensed Activity - O	IFF - Scheduled		May 16, 2023	May 16, 2023	Dec 7, 2023	266
2023-0379	Unlicensed Activity - O	Consent Order - In Review		May 16, 2023	Oct 4, 2023	Dec 20, 2023	266
2023-0376	Unlicensed Activity - O	Consent Order - In Review		May 16, 2023	Oct 4, 2023	Dec 20, 2023	266
2023-0378	Unlicensed Activity - O	Consent Order - In Review		May 16, 2023	Oct 4, 2023	Dec 20, 2023	266
2023-0182	Due Professional Care	Board Meeting - Pending		May 23, 2023	May 25, 2023	Jan 19, 2024	259
2023-0243	Unlicensed Activity - O	IFF - Scheduled		Jun 29, 2023	Jun 29, 2023	Dec 7, 2023	222
2023-0241	Unlicensed Activity - O	IFF - Scheduled		Jun 29, 2023	Jun 29, 2023	Dec 7, 2023	222
2023-0304	Unlicensed Activity - O	Consent Order - Sent		Aug 9, 2023	Aug 14, 2023	Jan 24, 2024	181
2023-0321	Acts Discreditable	NOAV - Sent		Aug 22, 2023	Aug 22, 2023	Sep 19, 2023	168
2023-0331	Peer Review	NOAV - Sent		Aug 25, 2023	Aug 25, 2023	Feb 6, 2024	165
2023-0382	Acts Discreditable	Open Case		Oct 10, 2023	Oct 10, 2023	Oct 10, 2023	119
2023-0383	Acts Discreditable	Open Case	024	Oct 10, 2023	Oct 10, 2023	Oct 10, 2023	119
2023-0384	Acts Discreditable	Open Case		Oct 10, 2023	Oct 10, 2023	Oct 10, 2023	119
2023-0386	Acts Discreditable	Probable Cause Review		Oct 10, 2023	Oct 10, 2023	Oct 31, 2023	119
2023-0387	Unlicensed Activity - O	Consent Order - In Review		Oct 11, 2023	Oct 11, 2023	Dec 20, 2023	118
2023-0389	Acts Discreditable	Open Case		Oct 13, 2023	Oct 13, 2023	Oct 13, 2023	116

2023-0390	Acts Discreditable	Open Case	Oct 13, 2023	Oct 13, 2023	Oct 13, 2023	116
2023-0393	Unlicensed Activity - O	IFF - Scheduled	Oct 16, 2023	Oct 16, 2023	Dec 7, 2023	113
2023-0400	Acts Discreditable	NOAV - Sent	Oct 18, 2023	Oct 18, 2023	Oct 30, 2023	111
2023-0418	Unlicensed Activity - O	Entered / Intake	Nov 3, 2023	Nov 3, 2023	Nov 3, 2023	95
2023-0423	Unlicensed Activity - O	NOAV - Sent	Nov 21, 2023	Nov 21, 2023	Jan 16, 2024	77
2023-0434	Unlicensed Activity - O	NOAV - Sent	Dec 6, 2023	Dec 6, 2023	Jan 16, 2024	62
2023-0437	Unlicensed Activity - O	NOAV - Sent	Dec 11, 2023	Dec 11, 2023	Feb 6, 2024	57
2023-0438	Due Professional Care	Entered / Intake	Dec 14, 2023	Dec 14, 2023	Dec 14, 2023	54
2023-0446	Due Professional Care	Entered / Intake	Dec 14, 2023	Dec 21, 2023	Dec 21, 2023	54
2023-0439	Due Professional Care	Probable Cause Review	Dec 19, 2023	Dec 19, 2023	Jan 26, 2024	49
2023-0441	Unlicensed Activity - O	Open Case	Dec 20, 2023	Dec 20, 2023	Dec 20, 2023	48
2023-0444	Acts Discreditable	Entered / Intake	Dec 21, 2023	Dec 21, 2023	Dec 21, 2023	47
2023-0452	Due Professional Care	Entered / Intake	Dec 27, 2023	Dec 27, 2023	Dec 27, 2023	41
2024-0009	Due Professional Care	NOAV - Sent	Jan 10, 2024	Jan 10, 2024	Jan 11, 2024	27
2024-0048	Unlicensed Activity - O	NOAV - Sent	Jan 17, 2024	Feb 5, 2024	Feb 6, 2024	20
2024-0033	Unlicensed Activity - O	Open Case	Jan 25, 2024	Jan 25, 2024	Jan 25, 2024	12
2024-0035	Due Professional Care	NOAV - Sent	Jan 26, 2024	Jan 26, 2024	Feb 2, 2024	11
2024-0036	Unlicensed Activity - G	Consent Order - Sent	Jan 29, 2024	Jan 29, 2024	Jan 29, 2024	8
2024-0038	Unlicensed Activity - G	Consent Order - Sent	Jan 29, 2024	Jan 29, 2024	Jan 29, 2024	8
2024-0041	Unlicensed Activity - O	Entered / Intake	Jan 29, 2024	Jan 29, 2024	Jan 29, 2024	8
2024-0042	Unlicensed Activity - G	Consent Order - Sent	Jan 30, 2024	Jan 30, 2024	Jan 30, 2024	7
2024-0045	Unlicensed Activity - G	Advisory Letter - Draft	Feb 2, 2024	Feb 2, 2024	Feb 2, 2024	4
2024-0046	Unlicensed Activity - G	Consent Order - Sent	Feb 2, 2024	Feb 2, 2024	Feb 2, 2024	4
2024-0047	Due Professional Care	NOAV - Sent	Feb 5, 2024	Feb 5, 2024	Feb 5, 2024	1
2024-0049	Unlicensed Activity - O	NOAV - Sent	Feb 6, 2024	Feb 6, 2024	Feb 6, 2024	0

Open CPE Enforcement Cases

Complaint #	Type	Status	Disposition	Date Received	Date Entered	Status Date	TotalDays
2023-0114	CPE Deficiency	IFF - Completed		Mar 17, 2023	Mar 17, 2023	Jan 24, 2024	327
2023-0215	CPE Deficiency	Board Meeting - Pending		Jun 16, 2023	Jun 16, 2023	Jan 24, 2024	236
2023-0227	CPE Deficiency	Board Meeting - Pending		Jun 23, 2023	Jun 23, 2023	Jan 24, 2024	229
2023-0329	CPE Deficiency	Consent Order - Sent		Aug 24, 2023	Aug 24, 2023	Aug 24, 2023	167
2023-0352	CPE Deficiency	IFF - Completed		Sep 7, 2023	Sep 7, 2023	Jan 24, 2024	153
2023-0433	CPE Deficiency	IFF - Scheduled		Dec 5, 2023	Dec 5, 2023	Feb 2, 2024	64
2023-0448	CPE Deficiency	IFF - Scheduled		Dec 21, 2023	Dec 21, 2023	Feb 2, 2024	48
2023-0449	CPE Deficiency	IFF - Scheduled		Dec 21, 2023	Dec 21, 2023	Feb 2, 2024	48
2023-0455	CPE Deficiency	IFF - Scheduled		Dec 28, 2023	Dec 28, 2023	Feb 2, 2024	41
2024-0004	CPE Deficiency	IFF - Scheduled		Jan 9, 2024	Jan 9, 2024	Feb 2, 2024	29
2024-0005	CPE Deficiency	IFF - Scheduled		Jan 9, 2024	Jan 9, 2024	Feb 2, 2024	29
2024-0008	CPE Deficiency	IFF - Scheduled		Jan 10, 2024	Jan 10, 2024	Feb 2, 2024	28
2024-0014	CPE Deficiency	Consent Order - Sent		Jan 12, 2024	Jan 12, 2024	Jan 31, 2024	26
2024-0015	CPE Deficiency	Consent Order - Sent		Jan 12, 2024	Jan 12, 2024	Jan 31, 2024	26
2024-0016	CPE Deficiency	Consent Order - Sent		Jan 12, 2024	Jan 12, 2024	Jan 31, 2024	26
2024-0017	CPE Deficiency	Entered / Intake		Jan 16, 2024	Jan 16, 2024	Jan 16, 2024	22
2024-0018	CPE Deficiency	Entered / Intake		Jan 16, 2024	Jan 16, 2024	Jan 16, 2024	22
2024-0019	CPE Deficiency	Entered / Intake		Jan 16, 2024	Jan 16, 2024	Jan 16, 2024	22
2024-0020	CPE Deficiency	Entered / Intake		Jan 17, 2024	Jan 17, 2024	Jan 17, 2024	21
2024-0021	CPE Deficiency	Entered / Intake		Jan 17, 2024	Jan 17, 2024	Jan 17, 2024	21
2024-0023	CPE Deficiency	Consent Order - Sent		Jan 19, 2024	Jan 19, 2024	Jan 30, 2024	19
2024-0024	CPE Deficiency	Consent Order - Sent		Jan 19, 2024	Jan 19, 2024	Jan 30, 2024	19
2024-0025	CPE Deficiency	IFF - Scheduled		Jan 19, 2024	Jan 19, 2024	Feb 2, 2024	19
2024-0027	CPE Deficiency	Consent Order - Sent		Jan 22, 2024	Jan 22, 2024	Jan 30, 2024	16
2024-0030	CPE Deficiency	Consent Order - Sent		Jan 23, 2024	Jan 23, 2024	Jan 30, 2024	15
2024-0032	CPE Deficiency	Consent Order - Sent		Jan 24, 2024	Jan 24, 2024	Jan 30, 2024	14
2024-0034	CPE Deficiency	Advisory Letter - Draft		Jan 26, 2024	Jan 26, 2024	Feb 2, 2024	12
2024-0037	CPE Deficiency	Consent Order - Sent		Jan 29, 2024	Jan 29, 2024	Feb 2, 2024	9
2024-0040	CPE Deficiency	Consent Order - Sent		Jan 29, 2024	Jan 29, 2024	Feb 2, 2024	9
2024-0050	CPE Deficiency	Entered / Intake		Feb 6, 2024	Feb 6, 2024	Feb 6, 2024	1
2024-0051	CPE Deficiency	Entered / Intake		Feb 6, 2024	Feb 6, 2024	Feb 6, 2024	1
2024-0052	CPE Deficiency	Entered / Intake		Feb 6, 2024	Feb 6, 2024	Feb 6, 2024	1

Customer service survey 2023

Population surveyed:

- 9,968 emails sent on Jan. 12; Reminder sent 1/29
- 7,903 opened (79.3%)
- 167 bounced

1,091 total responses

- Active CPAs: 895
- Inactive CPAs: 33
- Exam candidate: 162

Overall satisfaction average: 94.4%

Comments

Sampling of positive comments

- The CPA process can be complex and intimidating so good timely customer service is huge. I really appreciated whenever I called the VBOA office, there was almost never a wait and I could speak to someone directly about my question
- It works well. There always seem to be someone available to talk or email me.
- Contacting personnel directly was very helpful for the specific questions I had.
- The system has worked for me every time. I appreciate their help
- Always good customer service compared to other states. You all should be very proud!
- I like the modernized look it has today.
- Virginia has the best CPA process of any state that I've heard of so far. Easy to navigate, timely customer service, and quick turnaround times.
- The woman answering the phone was lovely and really really helpful.

Sampling of negative comments

- I found it disheartening that I was made aware of a new and open investigation only after submission of a formal license renewal. The matter in question related to reference of my license within a subfield of my profile on the bottom of my personal page, not in my name or title that is public facing.
- Hearing scheduling is not flexible; the NASBA CPE credit portal is archaic and requires manual entries. This is extremely time intensive exercise if you have to upload certificates making up for a 3 year period;
- *4 (of 13) cpe audit comments are about NASBA CPE system being frustrating*

For comparison: 2022 survey #s

Email stats:

- 36,053 emails sent out
- 35,736 received (99.1%)
- 21,125 opened the email (59.11%)

955 total responses

Overall satisfied rating = 89.33%

- [Enforcement] Process was very slow with little communication.
- I would appreciate fewer communication that are not related to license renewal.
- [Website] is confusing and sometimes is slow to load
- [Website] Confusing in so many ways. How to apply for next exam. Maybe use different wording.
- *3-4 comments about not knowing of or seeing the newsletter*
- I was somewhat surprised to go thru cpe audit because I was one day late with my cpa renewal and I did explain that it was due to family circumstances and taking care of a family member with mental decline. I felt that the reinstatement process went fine but was very indifferent considering personal circumstances.

Sampling of ideas

- [renewals] It will be helpful to include a statement regarding the impact of non-renewal.
- [License renewal reminder] was too soon - should have been in May and June only. And maybe one a week so long as the licensee still had not renewed.
- Improve the site. Make more user friendly. Basic buttons to apply for examination.
- If possible make available in PDF to down load the renewed certificate and the invoice paid for the renewal
- I feel that there should be a link in the front page to a list of steps on what to do for new users who want to get a certificate or navigate

CPE questions (see page 3 for results)

850 respondents (97 were candidates)

Q12 – Amount of CPE

71 comments; highlights:

- Majority of comments were related to adjusting CPE for years on the job/job duties
- A few comments about CPE being repetitive or unhelpful
- 3 professors said the requirement is difficult/their job keeps them informed

Q13 – Aligning CPE with renewal

60 comments

- Many comments asking not to sync with/change renewal /change anything
- Some comments in favor of carryforward

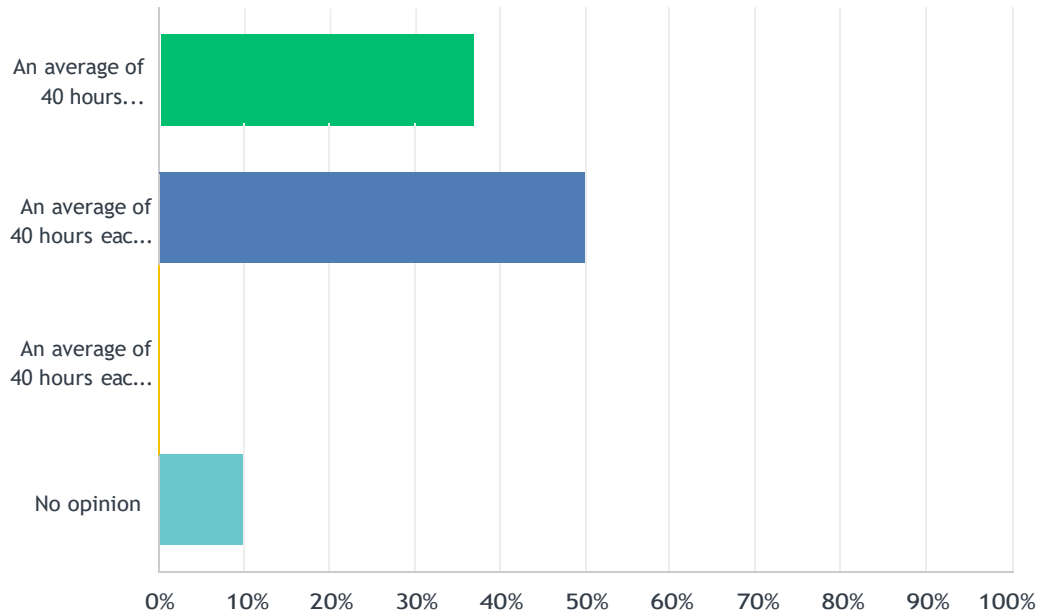
Q14 – Distribution of CPE hours

49 comments

- A number of comments saying not to change.
- A number of comments suggesting lowering the hour requirement.

Q12 Amount of CPE

Answered: 850 Skipped: 240

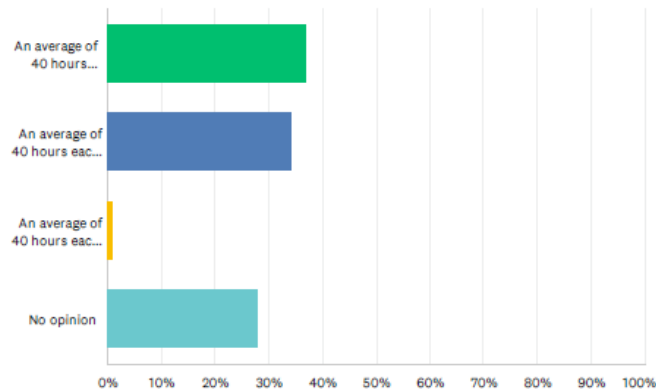


ANSWER CHOICES	RESPONSES	
An average of 40 hours annually is too much, professional skills can be maintained with fewer training hours.	36.82%	313
An average of 40 hours each year is just the right amount to maintain professional skills.	50.94%	433
An average of 40 hours each year is not enough to maintain professional skills.	1.41%	12
No opinion	10.82%	92

Candidate answers →

Q12 Amount of CPE

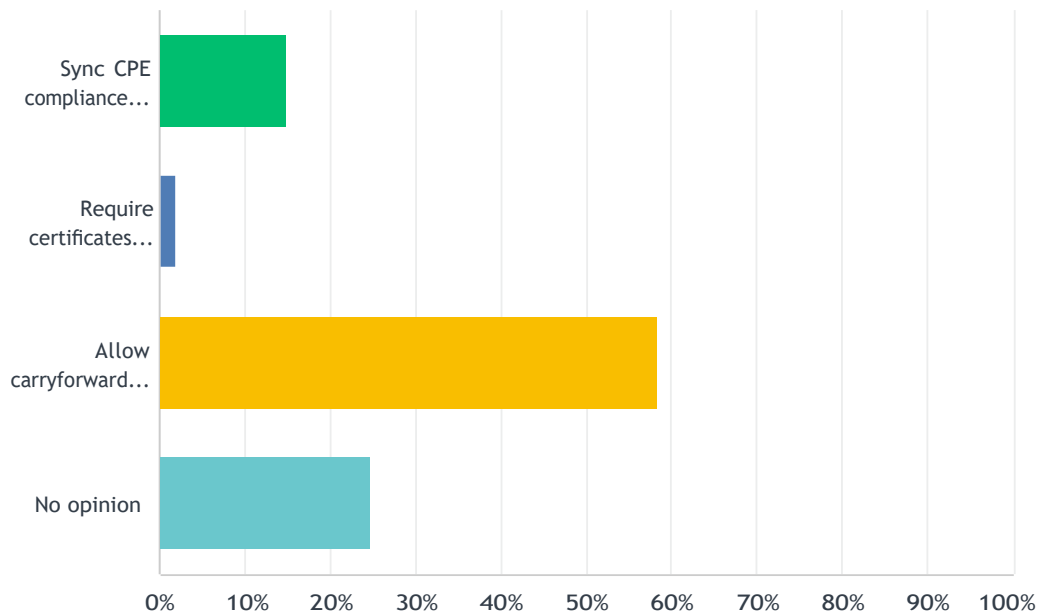
Answered: 97 Skipped: 65



ANSWER CHOICES	RESPONSES	
An average of 40 hours annually is too much, professional skills can be maintained with fewer training hours.	37.11%	36
An average of 40 hours each year is just the right amount to maintain professional skills.	34.02%	33
An average of 40 hours each year is not enough to maintain professional skills.	1.03%	1
No opinion	27.84%	27
TOTAL		97

13 Aligning CPE with renewal

Answered: 850 Skipped: 240

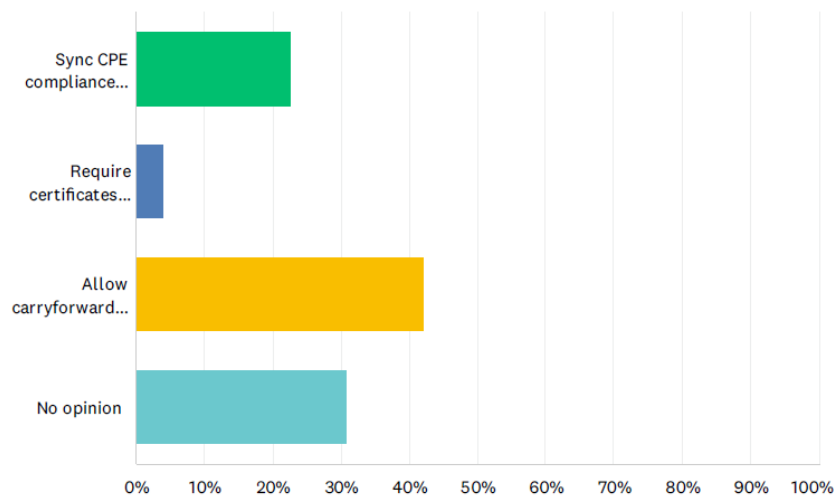


ANSWER CHOICES	RESPONSES	
Sync CPE compliance period with license renewal period (July 1 to June 30) rather than the calendar year.	14.94%	127
Require certificates be uploaded during the renewal process.	1.88%	16
Allow carryforward into the next CPE year when more than the required number of CPE hours has been completed.	58.47%	497
No opinion	24.71%	210

Candidate answers →

Q13 Aligning CPE with renewal

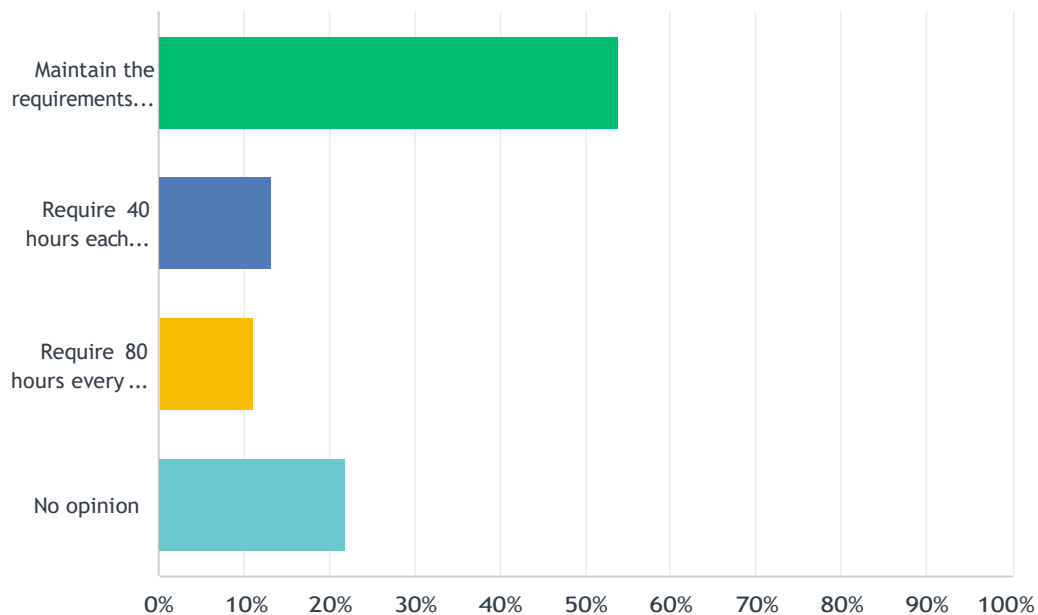
Answered: 97 Skipped: 65



ANSWER CHOICES	RESPONSES	
Sync CPE compliance period with license renewal period (July 1 to June 30) rather than the calendar year.	22.68%	22
Require certificates be uploaded during the renewal process.	4.12%	4
Allow carryforward into the next CPE year when more than the required number of CPE hours has been completed.	42.27%	41
No opinion	30.93%	30

Customer Satisfaction Survey 2023

Answered: 850 Skipped: 240

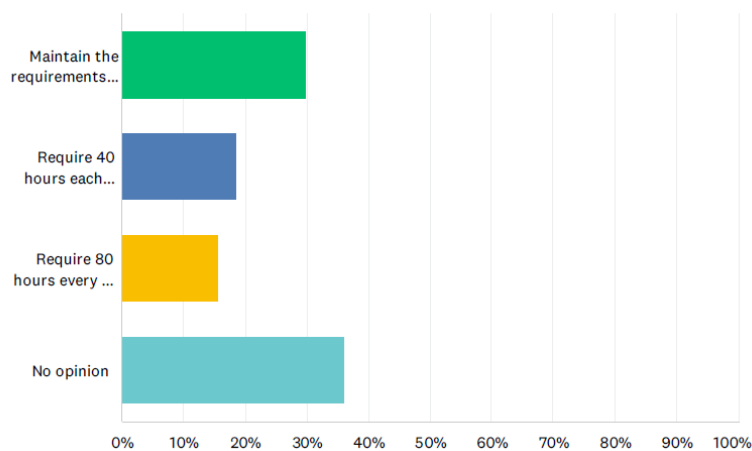


ANSWER CHOICES	RESPONSES	
Maintain the requirements as they are today	53.88%	458
Require 40 hours each year, including the annual Virginia-approved ethics course	13.18%	112
Require 80 hours every two years, including the annual Virginia-approved ethics course	11.06%	94
No opinion	21.88%	186
TOTAL		850

Candidate answers →

Q14 Distribution of CPE hours

Answered: 97 Skipped: 65



ANSWER CHOICES	RESPONSES	
Maintain the requirements as they are today	29.90%	29
Require 40 hours each year, including the annual Virginia-approved ethics course	18.56%	18
Require 80 hours every two years, including the annual Virginia-approved ethics course	15.46%	15
No opinion	36.08%	35
TOTAL		97

PROFESSIONAL LICENSURE TASK FORCE UPDATE

Stephanie Saunders

Nicola Neilon

Sue Coffey

MEET THE TASK FORCE



Stephanie Saunders
Chair



Bob Cedergren



Sue Coffey



Meghan Durst



Steve Grice



David Knoble



Niki Neilon



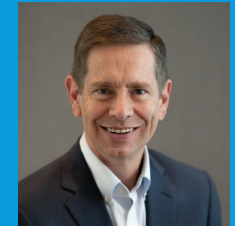
Boyd Search



Bill Treacy



Ken Bishop
Observer



Dan Dustin
Staff Liaison

IDENTIFYING THE ISSUE

Not enough CPAs to provide services to the public now and the near future.

- Why?

- Large population of Baby boomer CPAs retiring
- US population decline
- Less individuals going to college to college – due to cost? Or students do not see a ROI for the additional time and cost? Are there other opportunities for less cost?
- Problems with Firms and Businesses retaining CPAs
- Image of the profession – Work/life balance, boring, lack of advancement, relevancy in society
- Compensation – degrees with less than 150 education requirements may have higher starting salaries (even though long term may stagnant)

PRIOR DISCUSSIONS

- Task force reviewed the history of the current education model
- Mutual Recognition Agreements between other countries and the United States
- Discussion of Experience, Learn and Earn (ELE), Experiential Learning and MRAs at prior NASBA annual and regional meetings

WHY A TASK FORCE?

- Continuing discussions among all stakeholders/media concerning education/experience requirements especially due to lack of diversity & cost of education as a barrier
- AICPA NASBA ELE pilot program provided lower cost accredited education after attaining a Bachelors in Accounting, includes the ability to work and take other than required courses for licensure to meet the 150 licensure requirement but will it do enough?
- Pending legislation in various states who do not have enough CPAs to provide services to protect the public – state & local government audits especially – if state accountancy laws are changed that are not in conformity with UAA minimum requirements as they are looking at less education but more experience – there could be a loss of substantial equivalency/mobility
- Yet MRAs with various countries allow non-domestic candidates to become US CPAs with different education but more experience than domestic candidates

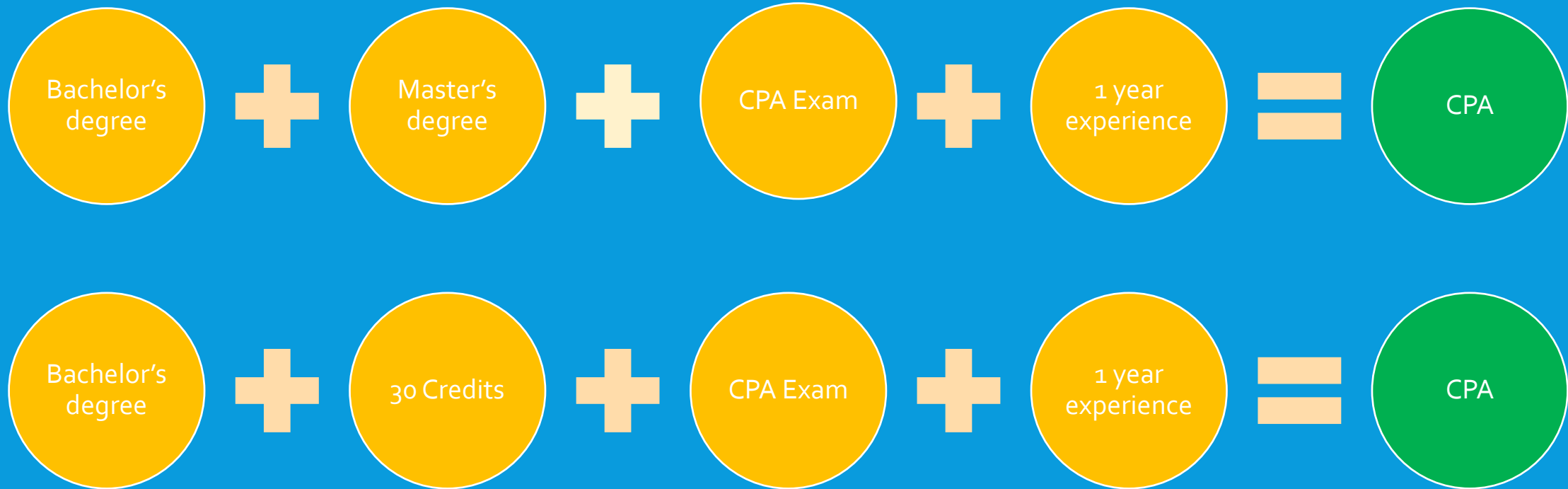
TASK FORCE CHARGE

Consider new concepts for CPA licensure that may be included in the UAA to update the current licensure model.

TASK FORCE PRINCIPLES

- Establish an equivalent pathway in the UAA
- Protects the public interest
- Cost effective
- Maintains rigor (minimum competencies of a newly licensed CPA)
- Available to firms and businesses of all sizes
- Defines minimum timeframe to complete
- Establishes an evaluation process to assess completion of program

TODAY'S MODEL



30 Credits: Experience, Learn and Earn (ELE)
Experiential Learning
Flexible 30 (student defined)

THE “REAL ISSUES”

- The inability to hire CPAs (particularly in smaller firms)
- A shortage of auditors
- CPAs leaving public practice
- A shortage of new CPAs entering the marketplace

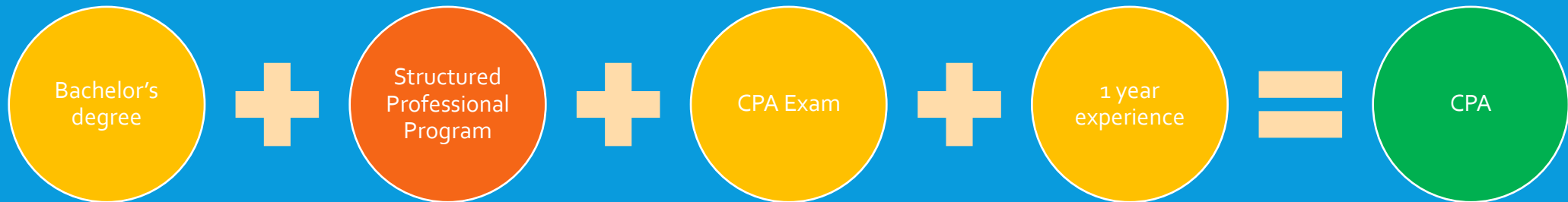
MUTUAL RECOGNITION AGREEMENTS

- Credential issued by foreign authority that regulates the profession
- Credential entitles holder to issue financial statements
- Issued based on education, examination, and experience requirements established by foreign authority or law
- International Qualifications Appraisal Board (IQAB) determines compliance with UAA

MRA EDUCATION EVALUATION

- IQAB evaluates education to verify it is substantially equivalent to the requirements in the UAA
- Foreign education models differ from the US model
- No focus on accredited education or education posted on a transcript
- Dozens of CPAs have been licensed under MRAs
- No impact on substantial equivalency or mobility

STRUCTURED PROFESSIONAL PROGRAM



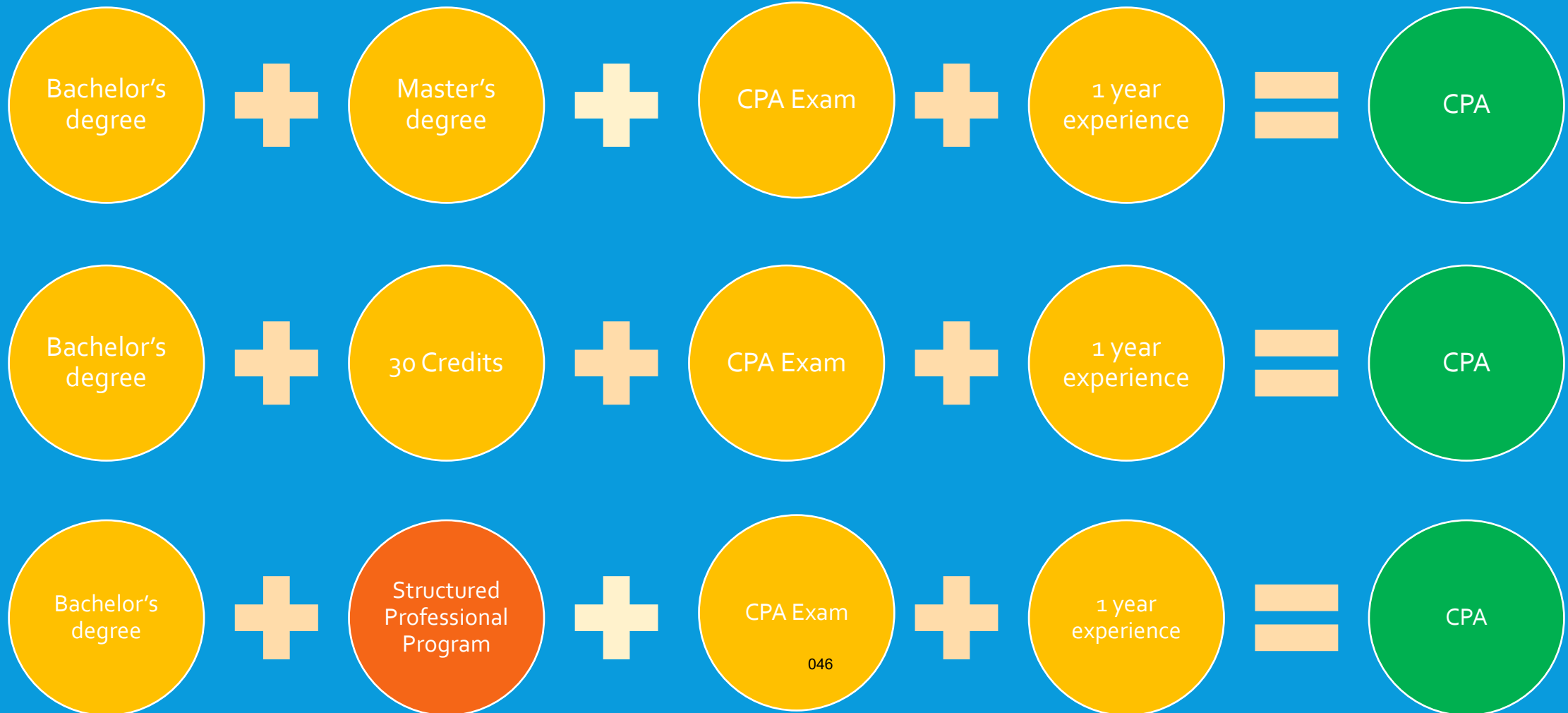
WHAT MIGHT QUALIFY IN A STRUCTURED PROFESSIONAL PROGRAM

- Focus on the disciplines of the profession and business & industry: audit, attest and financial reporting; tax planning and preparation; information systems and controls
- Developing experience rubrics based on defined competencies
- What types of experience might qualify
 - Military experience
 - Certificate programs
 - Formal staff training programs
 - Accredited and nonaccredited programs

DEVELOPING AND DEFINING COMPETENCIES (POSSIBLE SOURCES)

- Board of Accountancy defined competencies
 - CPA Evolution Model Curriculum
 - AICPA Pre-certification Core Competency Framework
 - AICPA Competency Framework - Assurance Services
 - AICPA Exam Blueprint
 - Other sources???
-
- How to measure competency: formalized coursework, learning/training modules, other?

POSSIBLE FUTURE MODEL



SUBSTANTIAL EQUIVALENCY AND MOBILITY

The importance of maintaining
Substantial Equivalency and Mobility

Most jurisdictions follow the UAA or
the BOA has latitude in laws/rules

Nine jurisdictions require 150 hours of
education in state law

Mobility may be interrupted to some
extent during transition

▪ Possible Fact Pattern:

1. The UAA is amended with an equivalent path.
2. State A has amended its statute to coincide with the equivalent path defined in the UAA and as a result is determined to remain substantially equivalent to the UAA
3. State B has not yet enacted a statutory change to adopt the new equivalent path.
4. If State B has adopted the provisions in UAA Section 23, a CPA licensed in State A could practice under mobility in State B because State A is determined to have licensure requirements that are substantially equivalent to the UAA.



National Pipeline Advisory Group

Talent Solutions Tabletop Discussion

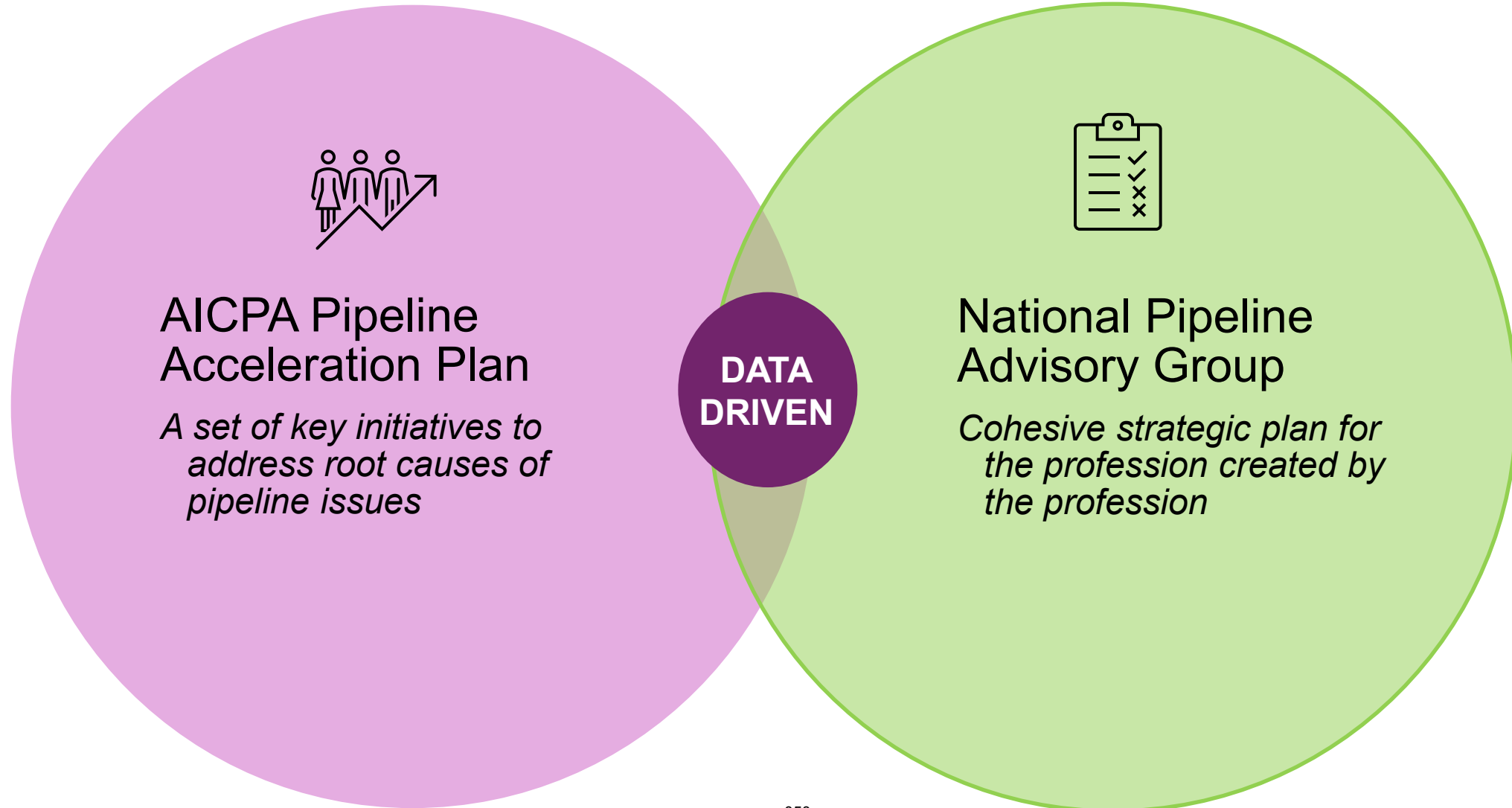
Jan 8 – NASBA Webcast

Sue Coffey, CPA, CGMA, Executive Sponsor National Pipeline Advisory Group, CEO - Public Accounting, AICPA

Discussion topics

- 2 distinct but complementary efforts
 - Pipeline Acceleration Plan execution
 - Development of data-driven, stakeholder inclusive National Pipeline Strategy
- Alignment and collaboration with NASBA's Professional Licensure Task Force
- Regional webinars for state board of accountancy chairs and executive directors

Two distinct but complementary pipeline efforts



Pipeline Acceleration Plan: Addressing root causes



Experience, Learn & Earn Program



Addressing firm culture and business model challenges



30-hour communication campaign



Extending 18-month exam window



Examining Uniform Accountancy Act variances



High school and college strategies



STEM recognition



AICPA Foundation and scholarships



Expansion of 529 funds to CPA Exam costs



Government audit and finance collaboration



Best practices for offshore talent



CPA image campaign

The National Pipeline Advisory Group



9 13
Men Women



State
Societies



Big 4



Large Firm



Midsize Firm



Small firm



NASBA



Academics
& AAA



Semi-retiree



Diversity, equity,
& inclusion



Former board
of accountancy
member



AICPA



Leadership
Academy
graduates



Business
and
Industry



Tax
practitioners



UAA
Committee



Forensic
accountant



Consultants

National pipeline strategy phases 1 and 2

1. Pipeline study and learning

- ✓ Defining “pipeline”
- ✓ Identifying life stages
- ✓ Soliciting feedback via polling and including more external stakeholders
(1,600 responses so far)
- ✓ Immersing in survey data, funnel data
- ✓ Learning about substantial equivalency, 3Es and mobility
- ✓ Everything has been on the table for discussion

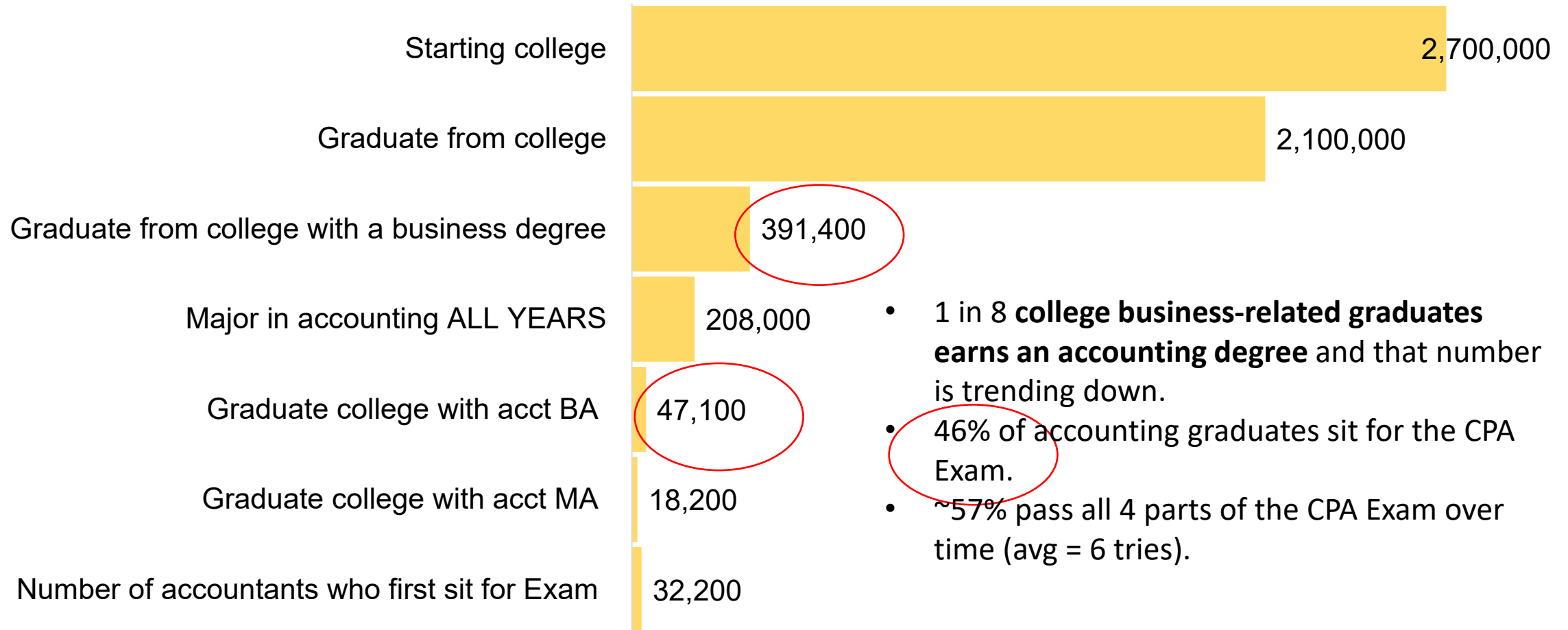
2. Pipeline leakage identification / prioritization

- ✓ Qualitative and quantitative
- ✓ Forming working groups to progress multiple work streams at the same time
- ✓ Updating polling survey
- ✓ Updating AICPA Council
- ☐ National survey
- ☐ Focus Groups/Forums with Key Stakeholders

Themes in the data and feedback so far...we can

- Tell a more compelling story about what we do and our impact on the economy, businesses and local communities
- Address the cost and time of education
- Make the academic experience more engaging
 - *Course names, pull through vs weed out, redesign introductory classes, training for HS teachers, provide enhanced resources for teachers/professors*
- Provide better support to CPA Exam candidates
 - *Supporting candidates through CPA Exam to licensure, monetary support (scholarships, reimbursements, etc.), providing access to information, simplifying processes*
- Enhance employee experience by evolving business models/cultures
 - *Best practices for supporting CPA exam takers, under-represented team members, offering flexibility, increased starting salaries, mentoring, more of a presence in HS and on-campus*

Why? Examining the pipeline funnel



Why?
SENTIMENT –
WORKLOAD IS
A *FLASHPOINT*

91%

Agree or strongly agree the ongoing
high volume of work makes
accounting feel like a more
challenging career

Why? Turnover trend – highest turnover segment

41%

Reported highest
turnover at the **3-5
year staff or
supervisor mark**



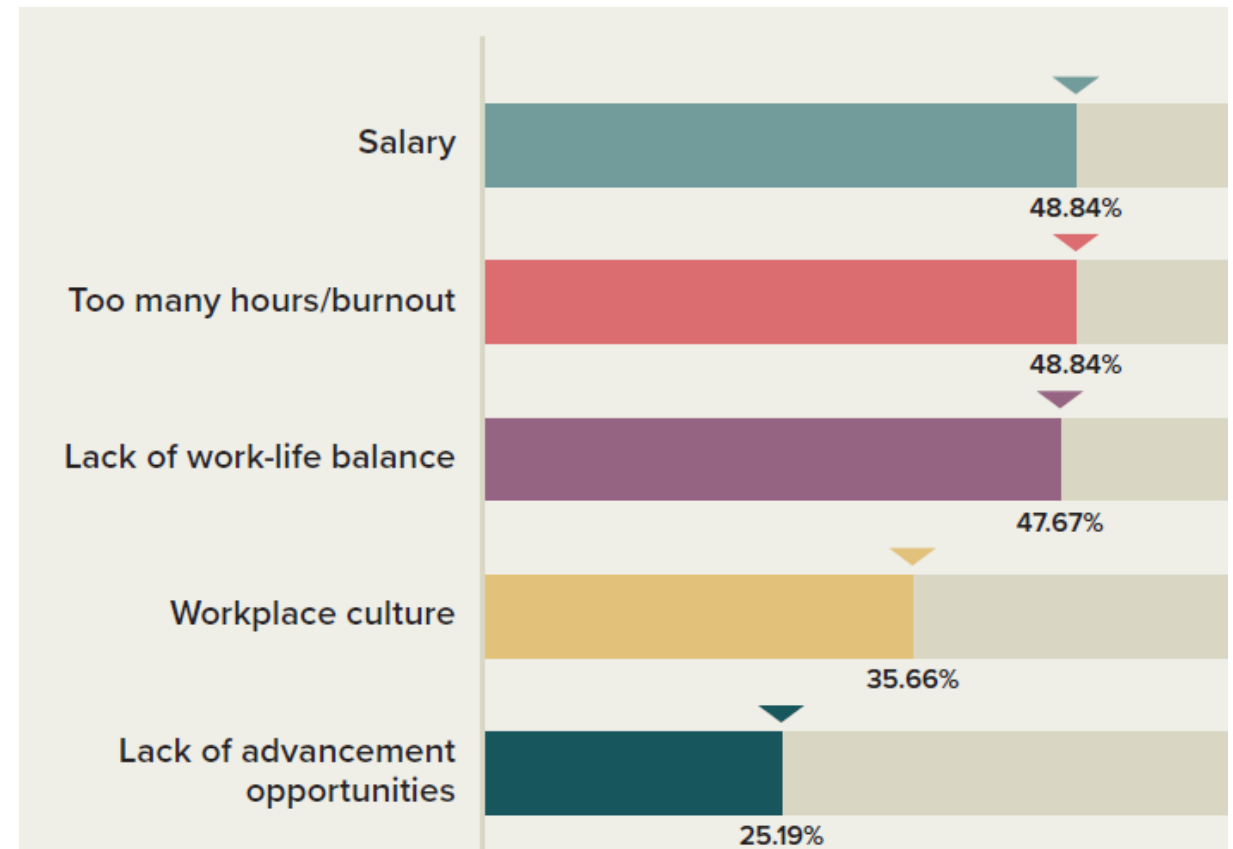
Source: National Pipeline Advisory Group polling of 1,600 people in partnership with state CPA societies

Why? Turnover trends and triggers

- Voluntary turnover for 18-38 year old respondents in the last two years was **39%**
- **26% of accounting and finance professionals in that age group intended to leave their current employer** in the next 12 months and 8% intend to leave the profession.
- Contributing factors: job satisfaction, career advancement, work flexibility, employee engagement, and a sense of belonging.

Source: Robert Half, IMA, Association of Accountants and Finance Professionals in Businesses

Top reasons for leaving:



058 Source: Illinois CPA Society

Students rate better balance as an influential factor in deciding major

Influences that may change accounting majors' minds about not becoming CPAs

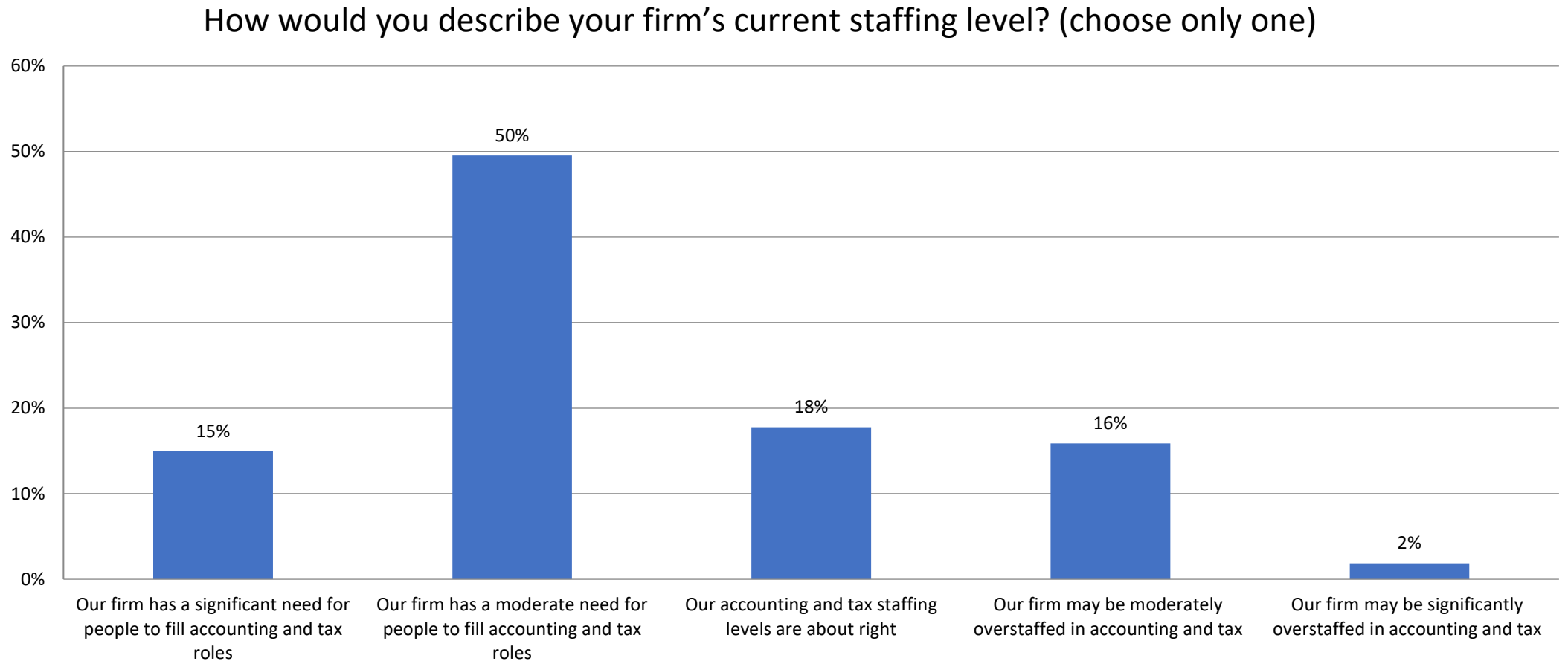
Responses	% of Total
Better work-life balance	69.2
More career path opportunities	64.0
Better understanding of the impact and meaning of the work	63.3
More opportunities for career advancement	63.2
Higher pay, especially at start of career	61.8

Influences that may change business administration majors' minds about not becoming CPAs

Responses	% of Total
Higher long-term earning potential	66.2
Better work-life balance	65.2
More opportunities for career advancement	64.2
More career path opportunities	64.0
Higher pay, especially at start of career	63.9

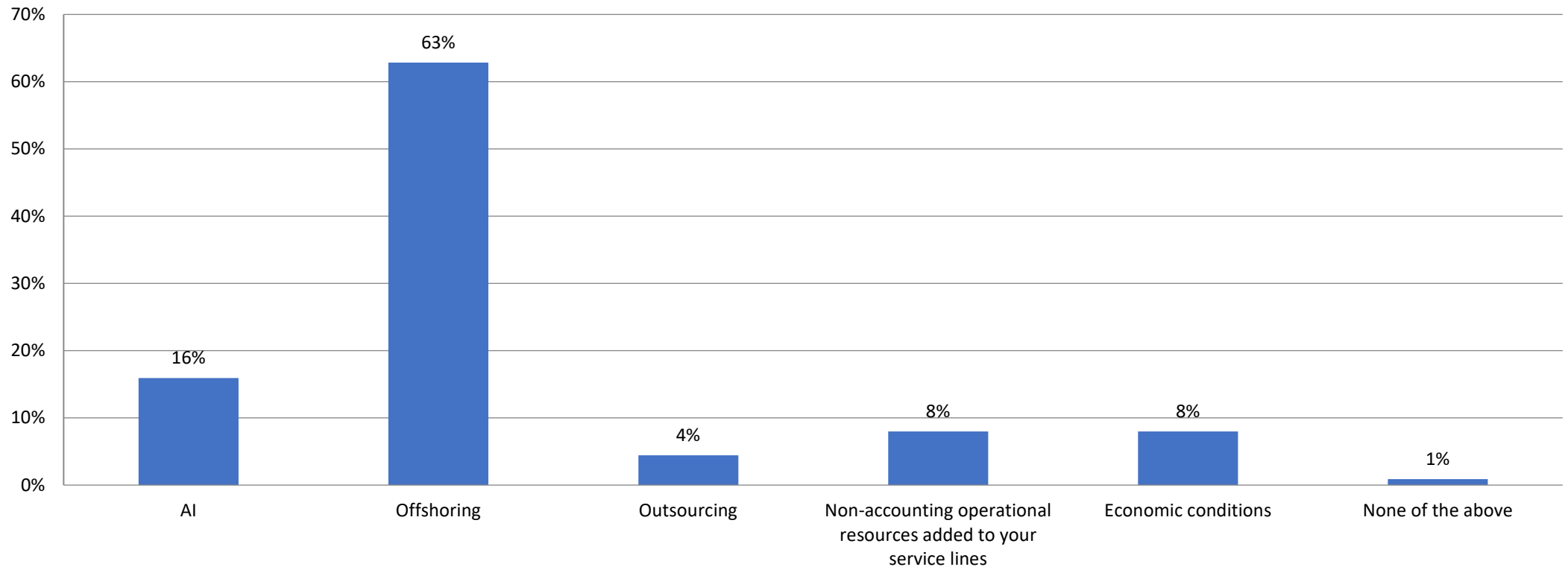
Source: PICPA

The environment is changing somewhat

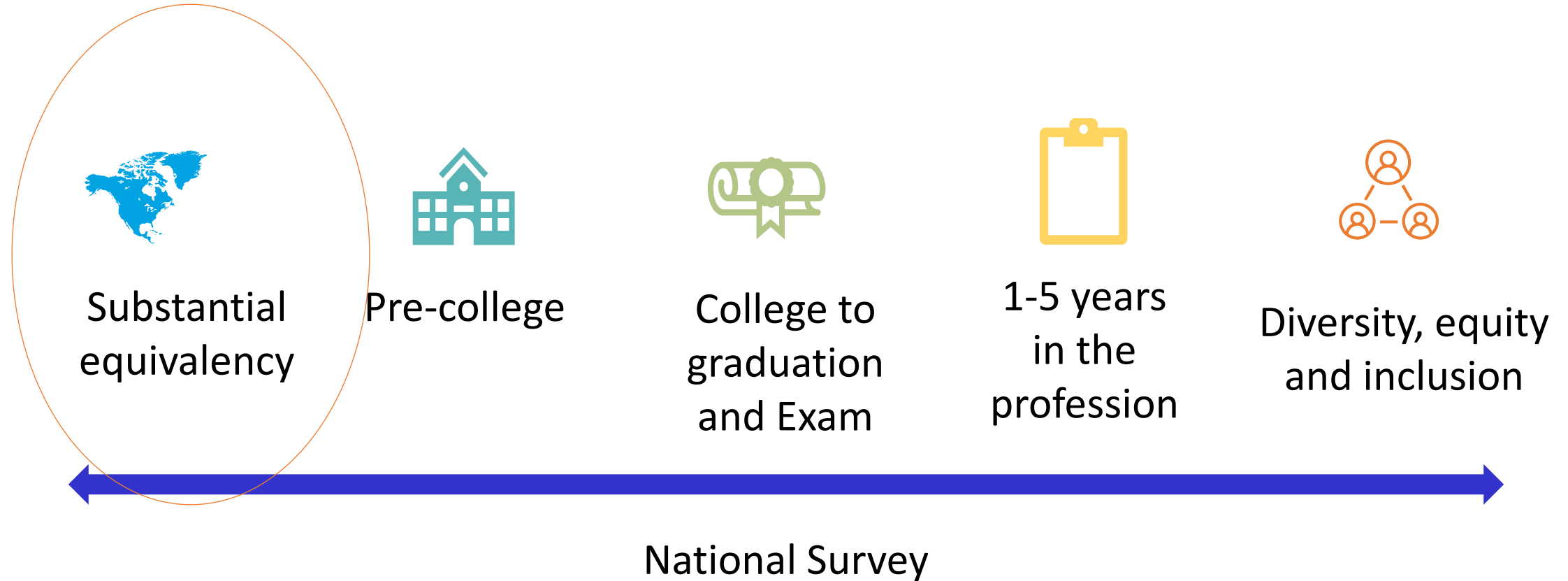


The environment is changing somewhat

Which of these will most impact your accounting and tax capacity in the next 2 years
(choose only one)



NPAG working group areas



Addressing licensure cost, time while minimizing impact on mobility

One option NPAG is weighing:

- ☐ Experiential learning for 30 hours of credit
- ☐ Awarded (or not) by an accredited university
- ☐ On (or not) a college transcript

“On a transcript” addresses time pressure but does not address cost

Addressing cost by getting credits outside the university system has a bigger impact on mobility



Some other options being discussed.....

- ☐ 30 hours defined/prescribed
(taking flexibility out of the system)
- ☐ 30 hours of internships
- ☐ 30 hours of CPA Exam prep either
by a university or other provider
- ☐ More standardization and
consistency of education courses
from state to state



NPAG remaining work phases



SOLUTION DEVELOPMENT

- Developing and prioritizing ideas and solutions, programs to amplify
- Outreach, testing ideas and getting perspectives
- Testing solution concepts in the national survey
- Reporting on national survey results; adjusting solutions
- Defining measures of success



CREATING THE STRATEGIC PLAN

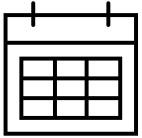
- Draft plan by May 2024



EXECUTION AND IMPLEMENTATION

- Involving stakeholders who will tailor the strategies for their purposes
- Measuring success and adjusting approaches for 3-year and 5-year horizon

January 25th Webcast with state board chairs and executive directors



Focus:

- Feedback from firms (MFG, G400, PCPS, AICPA committees) and state CPA societies on potential pipeline solutions
- Continued discussion on experiential learning models
- Alignment and collaboration between NPAG and NASBA Professional Licensure Task Force
- Time for insights, suggestions, questions
- Polling/survey

Thank you

Questions and comments: CPA-Pipeline@aicpa-cima.com



ENFORCEMENT PROCESSES

February 25, 2020

REVISED XXXXXX, 2024

Statement of Intent

The Virginia Board of Accountancy (VBOA) is required by statutory mandate to take appropriate action against license holders, individuals, and entities to ensure the protection of the public. The VBOA has the authority to investigate possible violations of its statutes and regulations and enforce these laws through several different types of penalties, including, but not limited to: revoking, suspending, or restricting a license, and imposing fines of up to \$100,000 per violation.

VBOA's disciplinary process is governed by (i) the Virginia Administrative Process Act (APA), Virginia Code [§ 2.2-4000](#) *et seq.*, (ii) the provisions of law generally applicable to the regulation of professions and occupations, and (iii) court decisions interpreting these laws and regulations. The Office of the Attorney General provides significant resources to support the VBOA in the quasi-judicial role of hearing charges of potential violations that have been made against a regulated person or entity.

This manual is designed to provide guidance to potential or actual Complainants and Respondents, and to be of assistance to staff in the Enforcement Division and the Board. The guidance in the manual does not carry the force of law; it is intended to provide a framework for ensuring fair and consistent enforcement of Virginia's public accountancy laws. It has been prepared by the VBOA's Enforcement Division and has been approved as a guidance document by the VBOA. This manual should be used in conjunction with the VBOA's statutes, regulations, policies and other guidance documents.

Commented [GN(1)]: There is a recommendation to delete this text as the intent of this document is high level guidance for external parties it is not for the staff or the board members.

This manual is not intended to, does not, and may not be relied upon to create any rights, substantive or procedural, enforceable at law by any party in any matter, civil or criminal. The information contained herein does not constitute and shall not be construed as legal advice. Please consult an attorney regarding any legal questions related to state or federal laws and regulations, including the interpretation and application of the laws and regulations governing the profession regulated by the VBOA. Under no circumstances shall the VBOA, its members, officers, agents, or employees be liable for any actions taken or omissions made in reliance on any information contained in this publication.

SECTION ONE: Complaint Process

Consistent with statutory duties, all public complaints received by the VBOA that allege a violation of the Board regulations and Code of Virginia are referred to the VBOA Enforcement Division. The VBOA also generates internal complaints and referrals from the Enforcement Division, Licensing Division and CPE Division, which are discovered during performance of their job duties.

The public complaint form is available and can be submitted electronically through the VBOA's website at www.boa.virginia.gov. The public complaint form can also be submitted by fax, email, regular mail or in person at the VBOA office.

A complainant may file a public complaint anonymously; however, anonymous complainants should make sure to include sufficient information for the VBOA to proceed with the complaint. With an anonymous complainant, the VBOA is unable to follow up for additional information concerning the complaint made.

Additionally, named complainants should be aware that their identity will be provided to a Respondent as part of the investigation process. This is necessary because the Respondent is entitled to receive a copy of the complaint made against them, and in many instances the identity of the complainant is necessary for the Respondent to address the allegations made in the complaint.

For questions about the complaint process, contact the VBOA's Enforcement Division at enforcement@boa.virginia.gov or (804)482-8756.

Initial Receipt and Intake

VBOA's Enforcement Director is responsible for reviewing all complaints received to determine if there is a potential violation and if the agency has jurisdiction over the matter. If the Enforcement Director requires additional information to make a determination, a preliminary inquiry is initiated. Various types of records and documents may be obtained, interviews may be conducted by telephone, or correspondence may be generated to gather information to assist in making the initial determination.

The following are examples of items that will *not* be investigated by the VBOA:

- Inquiries seeking advice or information.
- Courtesy copies of complaints addressed to another agency.
- Allegations pertaining to matters over which the VBOA does not have jurisdiction.
- Courtesy copies of internal grievances.
- Allegations submitted with no supporting documentation.
- Allegations that a violation has been committed in another state.
- Fee disputes.

If the Enforcement Director determines that the VBOA lacks jurisdiction, the complaint has been untimely filed, or both, the Enforcement Director will refer the file to the Executive Director for review. If the Executive Director concurs with the Enforcement Director's recommendation, the Complainant is notified by the Enforcement Director, in writing, of the disposition of the complaint.

If the Enforcement Director or Executive Director determines that the information supports a reasonable suspicion that a possible violation of law or regulation has occurred, an enforcement case is opened for investigation and assigned to an Enforcement Specialist. Pursuant to Virginia Code [§ 54.1-108.3](#), the VBOA does not disclose information about open cases, including to Complainants. The Enforcement Division will, however, provide procedural updates to Complainants and Respondents upon request.

Additional allegations from the same Complainant against the same Respondent after the investigative process has begun will be reviewed on a case-by-case basis to determine whether the allegations should be added to the open complaint or treated as a new complaint.

A person may file a complaint on behalf of another individual. The VBOA will contact that individual (or, where the Complainant is a minor child or incompetent adult, contact the victim's parent, guardian, personal representative or attorney) on whose behalf the complaint is filed to ensure that the named Complainant wishes to pursue the allegations raised on their behalf. If the person declines to pursue the complaint, and the Enforcement Director believes a violation may have occurred, the Enforcement Director will present the complaint to a Board member to determine whether an investigation should be initiated in light of the refusal.

Commented [GN(2)]: There is a recommendation to delete this text as the intent of this document is high level guidance for external parties it is not for the staff or the board members.

SECTION TWO: Investigations

Once jurisdiction has been established, complaints are assigned for investigation, by a staff member known as an Enforcement Specialist for investigation and processing. The VBOA may also engage outside consultants or investigators (see Section Seven) to assist in the investigation of a complaint.

Once an investigation is initiated, the Enforcement Division will notify the Respondent of the complaint in writing through a document known as a Notice of Apparent Violation (NOAV). Included in the NOAV will be a copy of the complaint, information on the nature of the violations being investigated and the specific information being requested. This may include producing documents, answering specific questions, or both. Included with all open investigations of an active CPA license holder will be a CPE compliance review for the three-year period immediately preceding the complaint.

Generally, a Respondent is given 14 calendar days to submit a written response to any request from the VBOA.¹ Failure to respond without good cause within the time frame set forth in VBOA regulation [18VAC5-22-170](#) is a violation of the VBOA's regulations and may result in additional disciplinary action being taken.

The purpose of the investigation is to gather facts and assess whether violations of Virginia's public accountancy laws and the VBOA's regulations have occurred. Enforcement Division staff may make multiple requests during an investigation to obtain all necessary information and documentation.

The Enforcement Division will send the NOAV and any information requests to the Respondent's address of

¹ Pursuant to VBOA regulation [18VAC5-22-170](#), Communication with the board, "...each licensee or applicant shall respond within 30 calendar days to any board request for information...."

record. If a Respondent does not have an address of record, then NOAV and information requests will be sent to the Respondent's last known address. The Enforcement Division may also send copies of its correspondence to the Respondent via the Respondent's email address of record. It is a licensee's responsibility to notify the VBOA of any change to their mailing address or email address within 30 days of a change.

It is important for Respondents to fully cooperate with the VBOA during the entire investigation process. Below are some tips for assisting in the investigation:

- Respond promptly to any requests from Enforcement Division staff.
- Provide true, accurate, and complete responses to questions and documentation requested by Enforcement Division staff.
- Provide as much documentation as possible to ensure Enforcement Division staff have a clear understanding of the facts and circumstances.
- Ensure that mailing and email addresses of record are current.

Refusing to provide complete documentation to the VBOA may result in the VBOA pursuing a subpoena to secure the relevant evidence. The VBOA can issue subpoenas under its own authority and can petition a court to issue a subpoena. This includes subpoenas to produce documents and subpoenas for witnesses.

The VBOA is committed to adjudicating complaints and cases in a timely manner, and treating the Respondent fairly and objectively during the investigation to ensure it has all necessary and relevant facts and documentation to reach an outcome.

SECTION THREE:

Licensure Eligibility Determinations

The VBOA Licensing Division makes eligibility determinations for initial licensure, renewal of licensure, or reinstatement of licensure. Upon receipt of a licensing denial, a license applicant may (i) cure the issue(s) identified by the Licensing Division through submission of a new application or (ii) request an Informal Fact-Finding (IFF) Conference proceeding under Code of Virginia [§ 2.2-4019](#).

The Licensing Division will transfer the denied licensing application and its attachments to the Enforcement Division if a licensing applicant requests an IFF Conference. The Enforcement Director will generate a case number for the referral, and it will be assigned to an Investigator.

SECTION FOUR:

CPE Compliance Reviews and Sanctions

All holders of a Virginia individual CPA license are required to meet the continuing professional education (CPE) requirements prescribed by VBOA regulations [18VAC5-22-90](#) and [18VAC5-22-140](#) unless they have applied for and received an exemption from the VBOA or have been granted an Inactive license by the Board. As part of the annual renewal process, CPAs are required to either (i) affirm they are in compliance with the VBOA's CPE regulations or (ii) if they cannot make such affirmation, contact the VBOA to self-report their CPE deficiencies.

Commented [GN(3)]: There is a recommendation to delete this section and replace it with the text in Section 8 "LICENSURE ELIGIBILITY INFORMAL FACT-FINDING CONFERENCES" which more accurately reflects the role of Enforcement in Licensing Eligibility matters. Also appears in a more logical order in the document.

To encourage strict compliance with the VBOA's CPE requirements, the VBOA randomly selects a percentage of licensees on a yearly basis (spread out over 12 months) to complete CPE compliance reviews. Additionally, some licensees may be subject to a CPE compliance review under the terms and conditions of a previously entered Consent Order. Finally, if a Respondent is a licensee who is under investigation related to a complaint as discussed in Sections One and Two above, they will be subject to a CPE compliance review as part of that process.

Regardless of the basis for a CPE compliance review, the Respondent must respond within 30 days of the notice of the CPE compliance review, as required by [18VAC5-22-170\(A\)](#). Failure to respond without good cause is a violation of the VBOA's regulations and will result in disciplinary action being taken.

To promote fairness and consistency in assessing penalties for CPE compliance violations, the VBOA has established and approved [CPE Violation Penalties Guidelines](#). These Guidelines can be found at [CPE Violation Penalties](#). [<https://boa.virginia.gov/individual-cpas/cpe/violations/>]

SECTION FIVE: Unlicensed Use of CPA Title Violations

Commented [GN(4): New section based on board approved guidelines

It is prohibited by the Code of Virginia (see [§54.1-4413.4](#).) for persons to use the CPA title in Virginia without proper licensure. The VBOA has the ability to impose penalties for unlicensed use of the CPA title against both former licensees, as well as individuals and entities that have never been licensed.

Individual licensees who either hold Active or Inactive CPA license status are permitted to use the CPA title. However, non-licensees, and former licensees such as those persons with a status of expired, suspended and/or revoked are not permitted to use CPA, Certified Public Accountant, or public accountant in any form.

Per Code of Virginia [§54.1-4400](#), "Using the CPA title in Virginia" means using "CPA," "Certified Public Accountant," or "public accountant" (i) in any form or manner of verbal communication to persons or entities located in Virginia or (ii) in any form or manner of written communication to persons or entities located in Virginia, including but not limited to the use in any abbreviation, acronym, phrase, or title that appears in business cards, the CPA wall certificate, internet and social media postings, letterhead, reports, signs, tax returns, or any other document or device.

In order to promote fairness and consistency in assessing penalties for use of the CPA title violations, VBOA has established and approved [Guidelines for Disposition of Cases Involving the Unlicensed Use of the CPA Title by a Former Licensee](#).² These Guidelines can be found at [CPA Title Violations](#).

SECTION SIX:

² Use of the CPA title violations by persons who were never licensed in Virginia fall outside of these guidelines and are subject to enforcement action on a case-by-case basis.

Experts and Consultants

The scope of the VBOA's regulatory authority and the range of possible complaints demand that in some cases the VBOA receive guidance from consultants for licensing and disciplinary matters involving specialized fields of practice. The VBOA may contract with an expert in a particular specialty to review the investigative file and, if necessary, to testify on behalf of the VBOA in an administrative or court proceeding arising from the matter. An expert assists the VBOA in understanding the standards of practice in the specialty, and in evaluating the evidence to determine whether a practitioner performed in accordance with those standards.

SECTION SEVEN: Reasonable Cause Determination

Following completion of an investigation, the investigative file is reviewed by a Board member or designee to determine whether reasonable cause exists that one or more of the VBOA's statutes or regulations may have been violated. In order to take disciplinary action against a licensee, the VBOA must have substantial evidence that a violation of law or regulation has occurred. While one may believe that a practitioner's actions could be considered improper, unethical or otherwise deserving of corrective action, such actions may not be a violation of law or the Board's regulations.

The Reasonable Cause Review may conclude with:

- Requesting additional information from the Complainant or Respondent.
- Closing the case by issuing an Advisory Letter or Letter of No Finding.
- Offering a Consent Order to the Respondent to resolve the matter. If accepted by the Respondent, the Consent Order must then be approved by the Board to officially resolve the matter.
- Referring the matter to an Informal Fact Finding (IFF) Conference as described in Virginia Code [§§ 2.2-4019](#) and [2.2-4021](#).

SECTION EIGHT: Informal Fact-Finding Conferences

Informal Fact-Finding (IFF) Conferences, as described in Virginia Code [§§ 2.2-4019](#) and [2.2-4021](#), provide for case resolution without the formalities of a formal hearing and trial-like procedure. These conferences are public proceedings, held before a Presiding Officer assigned by the VBOA. The IFF Conference gives the Respondent the opportunity to discuss with the Presiding Officer the allegations stated in the VBOA's Notice of Apparent Violation and the evidence contained in the investigative file. In all disciplinary matters and proceedings, the burden of proof rests with the Commonwealth to establish substantial evidence of a violation of law or regulation.

IFF Conferences offer a timely, less costly, less adversarial means of adjudication. Respondents have the following rights with respect to IFF Conferences:

- To receive reasonable notice of the date, time, and location of the proceeding.
- To receive reasonable notice of the allegations of misconduct.
- To receive copies of all documentation or information that may be relied on during the decision-making process.
- To be informed, briefly and in writing, of the action that VBOA is authorized to take.

A Respondent may choose to be represented by counsel at the IFF Conference. Enforcement Division staff's function at an IFF Conference in public session is to assist the Presiding Officer and to ensure that the statutory requirements of the administrative process are being met.

IFF Conferences take place at the main office of the VBOA, in Henrico County, Virginia. Pursuant to Virginia Code [§ 2.2-4003](#), venue for administrative proceedings is where the agency has its principal office, unless the parties agree otherwise.

A VBOA selected Presiding Officer conducts the IFF Conference. A Presiding officer can be a member of the Board, or a subordinate appointed by the VBOA. Any Presiding Officer, VBOA members, or staff who participate in an IFF Conference may not participate in and must recuse themselves from subsequent deliberations regarding the matter with the full Board.³

Following the conclusion of an IFF Conference, the Presiding Officer may take any of the following actions:

- Offer a Consent Order, which the Respondent may accept. If accepted by the Respondent and ratified by the VBOA, the Consent Order will resolve the matter without the need for further administrative proceedings.
- Submit a Presiding officer Recommendation to the full VBOA Board for its acceptance, rejection or modification during a public meeting.

Commented [GN(5)]: There is a recommendation to not include this new footnote. This is based off advice from counsel during previous meetings and discussion.

SECTION NINE:

License Eligibility Informal Fact-Finding Conferences

In addition to handling investigations regarding violations of the Board regulations or Code of Virginia the Enforcement Division of the VBOA handles Informal Fact-Finding (IFF) Conferences upon the denial or the inability of the Licensing Division to issue, renew or reinstate a CPA license for lack of information.

The Licensing Division will transfer the license application and its attachments to the Enforcement Division if a licensing applicant requests an IFF Conference. An applicant must request an IFF. IFFs for licensing matters are not automatically scheduled upon the denial of a licensing application. The Enforcement Director will generate a case number for the referral, and it will be assigned to an Enforcement Specialist. The purpose of the IFF will be to gather additional information regarding the reason for denial, or information needed to help determine if a CPA license should be granted, renewed, or reinstated. In such cases the Respondent bears the burden of proof to establish evidence that they meet eligibility requirements and are fit and suited to be licensed as a CPA. Following the conclusion of the IFF the

³ A Respondent may, in some circumstances, want a Presiding Officer, VBOA member, or staff who participated an IFF Conference to participate in subsequent deliberations. See Section Nine for a Discussion of Respondents' due process rights.

Presiding Officer will draft a recommendation to the full Board for its acceptance, rejection or modification during a public meeting.

SECTION TEN: Formal Hearings

Formal hearings are provided for by section §2.2-4020 of the Virginia Administrative Process Act. Formal hearings are used to take evidence in a matter and help the Board make a decision, generally, after an Informal Fact-Finding Conference, if the Informal Fact-Finding Conference procedures have failed to be able to dispose of a matter. Formal hearings are presided over by a hearing officer, who is an attorney selected from a list maintained by the Executive Secretary of the Supreme Court of Virginia in accordance with §2.2-4024.

In all such formal proceedings the parties shall be entitled to be accompanied by and represented by counsel, to submit oral and documentary evidence and rebuttal proofs, to conduct such cross-examination as may elicit a full and fair disclosure of the facts, and to have the proceedings completed and a decision made with dispatch. The burden of proof shall be upon the proponent or applicant. The presiding officers at the proceedings may (i) administer oaths and affirmations, (ii) receive probative evidence, exclude irrelevant, immaterial, insubstantial, privileged, or repetitive proofs, rebuttal, or cross-examination, rule upon offers of proof, and oversee a verbatim recording of the evidence, (iii) hold conferences for the settlement or simplification of issues by consent, (iv) dispose of procedural requests, and (v) regulate and expedite the course of the hearing.

All decisions or recommended decisions shall be served upon the parties, become a part of the record, and briefly state or recommend the findings, conclusions, reasons, or basis therefor upon the evidence presented by the record and relevant to the basic law under which the agency is operating together with the appropriate order, license, grant of benefits, sanction, relief, or denial thereof.

Commented [GN(6)]: New section based on the Code of Virginia, we have only had 1 formal hearing in the past 10 years.

SECTION ELEVEN Respondents' Due Process Rights

VBOA Board Members and staff who have an actual or perceived conflict of interest with respect to any matter coming before the Board will recuse themselves from deliberations on such matter and will abstain from voting on such matter.

Code of Virginia, Title 2.2, Chapter 40 (Administrative Process Act (APA)) contains the following provision:

§ 2.2-4024.2. Ex parte communications, Part A, states, *"Except as otherwise provided in this section, while a formal hearing conducted in accordance with § 2.2-4020 is pending, the hearing officer shall not communicate with any person concerning the hearing without notice and opportunity for all parties to participate in the communication."*

Commented [GN(7)]: This is a new section partially based on the Code of Virginia. There is a recommendation not to add this section based off advice from counsel during previous meetings and discussion.

Although § 2.2-4024.2. only pertains to *formal hearings*, VBOA has applied the spirit of this provision to Informal Fact-Finding (IFF) proceedings pursuant to § 2.2-4019, to protect respondents' due process rights.

Any Presiding Officer, VBOA members, or VBOA staff who participated in or oversaw an investigation or who participated in an IFF Conference may not participate in any subsequent deliberations regarding the same matter or consideration of the matter by the full VBOA, unless a respondent agrees in writing to permit *ex parte* communications between the full VBOA and those VBOA members, Presiding Officers, and staff who participated in or oversaw an investigation or participated in an IFF Conference.

VBOA recognizes, however, that situations can arise where it may be beneficial to a Respondent's position to permit *ex parte* communications between the full VBOA and those VBOA members, Presiding Officers, and staff who participated in or oversaw an investigation or participated in an IFF Conference. Such situations might include (i) cases where a Presiding Officer recommends a finding of no violation; (ii) cases where a Respondent is satisfied with the fairness of a proposed Consent Order or other proposed sanction; or (iii) any other cases in which a Respondent concludes that his or her interests will be supported or not adversely affected by such *ex parte* communications.

In cases where a Respondent, Presiding Officer or VBOA Board or staff member thinks that such *ex parte* communications might be appropriate, a process of informed consent will be pursued in which a Respondent will be fully informed of her or his rights to prohibit such communications and given an opportunity to waive those rights if the Respondent concludes that waiving such rights will be in his or her best interests. [See Attachment C for the informed consent form.]

Pursuant to Code of Virginia §2.2-3711. A.27., VBOA may enter into closed session to deliberate a decision for a pending disciplinary matter. The Presiding Officer and staff members who participated in investigating the matter must recuse themselves from the closed session when the matter is discussed, unless a respondent agrees in writing to permit *ex parte* communications, as discussed above.

Pursuant to § 2.2-3712.F., "Closed meetings procedures; certification of proceedings," other parties, including Board legal counsel and VBOA staff members who did not participate in the investigation or IFF Conference may be authorized to attend a closed session if their presence is deemed necessary or will reasonably aid in consideration of the matter. The role of VBOA staff in any disciplinary case being deliberated by the Board is limited to compiling and clarifying the case information and answering questions regarding previous sanctions imposed by the Board. Staff or other individuals authorized to participate in a closed session do not advocate any specific finding or sanction.

Upon returning to open session, the VBOA makes a motion which embodies its findings, with the information to be put in the form of a written Final Opinion and Order and mailed to the respondent. In all disciplinary cases in which an IFF is conducted a final determination will be made within 90 days of the conclusion of the IFF conference. All final case decisions will be in writing, signed by the Board, and served by mail upon the parties.

SECTION TWELVE:

Final Case Dispositions

Generally, there are four types of final case dispositions:

(i) Issuance of a Letter of No Finding. This is a determination, either by the Presiding Officer or the Board, that there is a lack of substantial evidence to support a finding that a violation has occurred.

(ii) Issuance of an Advisory Letter. This is a determination, either by the Presiding Officer or the Board, that while there may be substantial evidence to support a violation, the violation is minor or inconsequential, and therefore, further disciplinary action is not warranted.

(iii) Issuance of a Censure. This is a formal sanction of a person or entity who holds a Virginia CPA license or the license of a substantially equivalent jurisdiction. It is a declaration that a Respondent is guilty of misconduct that does not require suspension or revocation. A stern rebuke that finds the conduct of the Respondent violates the standards of conduct and practice, detrimentally affects the integrity of the profession, and undermines public confidence in the practice of public accountancy. A censure also serves as a public warning to other members of the profession.

(iv) Issuance of a Consent Order. This results from a negotiated settlement, either prior to or in lieu of further disciplinary proceedings, and reflects a decision agreed to by the Board and a Respondent. A proposed Consent Order that contains findings of fact, conclusions of law, sanctions and a waiver of rights to further proceedings is prepared and presented to the Respondent. If the Respondent agrees to the settlement offered, the Consent Order will be presented to the Board at a public meeting for approval.⁴ While Consent Orders are generally offered before an IFF Conference, one may be offered after an IFF Conference or Formal Hearing.

(v) Issuance of a Final Opinion and Order. This is a unilateral decision by the Board. Generally, a Final Opinion and Order is not utilized unless an IFF Conference or Formal Hearing has been held. The Presiding Officer or Hearing Officer will prepare a Recommendation and Summary of the IFF Conference or Formal Hearing and present it to the full Board for its consideration. The Board, in its Final Opinion and Order, may accept or reject, in whole or in part, the proposal and may make its own findings of fact, conclusions of law, and impose penalties that differ from what the Presiding Officer or Hearing Officer has recommended.

The Board publishes outcomes of certain disciplinary actions on its website, in the VBOA newsletter, and with the Accountancy Licensee Database (ALD). Not all final disciplinary matters are published. Matters that are published are determined by [Board Policy #5](#), which can be found on the Board's website.

⁴Consent Orders that involve certain CPE violations or certain unlicensed use of the CPA title violations will not go before the full Board at a public meeting for approval. Rather, consent orders involving these limited matters will be executed as they are received by the Executive Director, pursuant to delegations of authority granted to the Executive Director by the Board.

SECTION THIRTEEN:

Appeals

An appeal of a VBOA Final Order must be made within 30 days from the date of service by mail and is handled in the judicial system at the Circuit Court level. An appeal at this level must comply with the procedures in Part Two A of the [Rules of the Supreme Court of Virginia](#). The final order issued by the Board is **not** automatically vacated when appealed to the circuit court. However, the appealing party may request from the court a stay of the VBOA's Final Order pending the appeal.

In addition to an appeal to the appropriate Circuit Court, a Respondent may petition the Board for Reconsideration pursuant to the Virginia Administrative Process Act §2.2-4023.1. A petition for reconsideration must be filed with the VBOA no later than fifteen (15) days after service of the final decision. A timely filed petition for reconsideration shall not suspend nor toll the time for filing an appeal to the appropriate Circuit Court under Rule 2A:2 of the Rules of the Supreme Court of Virginia.

Any Respondent wishing to appeal or challenge a final order issued by the Board is strongly encouraged to consult legal counsel regarding their appeal or reconsideration options.

Final Board Orders and Consent Orders are matters of public record, pursuant to Virginia Code [§§ 2.2-4023](#) and [54.1-2400.2](#). A copy of a Final Board Order or Consent Order is mailed to the Complainant, except in the case of anonymous Complainants. Final Board Orders, Consent Orders and all related disciplinary case information obtained and maintained during the course of an investigation or disciplinary proceeding become a matter of public record upon the closure of an investigation and are subject to disclosure under the Virginia Freedom of Information Act (FOIA), Virginia Code [§ 2.2-3700 et seq.](#), unless otherwise exempted.

APPENDIX A

Definitions

Commented [GN(8)]: There is a recommendation to delete Appendix A. The recommendation is based on the premise that section does add any value. Some of these defined terms are not in the document and the others are mostly defined when introduced in the document. Hopefully the document was written clear enough that having to refer to definitions is not need, which makes using the document easier given its intended purpose.

Abstain or Abstention – A decision made by a usually voting member of a deliberative body to not vote on a particular matter due to either a conflict of interest or inadequate knowledge about the matter under consideration. (See also Recuse or Recusal.)

Active Licensee – An individual who has met all of the requirements for both (i) CPA certification and (II) licensure in Virginia (see [Initial License](#) and [Licensing Requirements](#)) and who remains in good standing with those licensing requirements.

Administrative Process Act (APA) – The procedural requirements for promulgating regulations and for deciding cases, found in Va. Code [§ 2.2-4000 et seq.](#) The APA supplements the basic law and regulations of the VBOA.

Advisory Letter – In cases where there is insufficient evidence to support a finding of a violation, but there are concerns about the respondent's practice. The VBOA can send the respondent an advisory letter, which references only the related statutes/regulations of concern. It is a letter to a licensee who has been the subject of an investigation, informing the licensee that the case is being closed without any disciplinary action, but suggesting the licensee examine certain portions of his or her practice in light of certain, specific statutes and regulations. This action does not constitute disciplinary action. The Complainant does not get a copy of this letter. The advisory letter only applies to the evidence within the case being reviewed.

Agency Subordinate – See Presiding Officer.

Appellant – The party who appeals a case decision of a VBOA to a circuit court for review.

Appellee – On appeal, the party who argues against the setting aside or the remand of a VBOA case decision.

Basic law – Provisions of Virginia statutes that pertain specifically to the VBOA. (See [§ 54.1-4400 et. seq.](#) and [§ 18 VAC 5-22 et. seq.](#))

Case decision – Any agency proceeding or determination that, under laws or regulations at the time, a named party as a matter of past or present fact, either is, is not, or may or may not be (i) in violation of such law or regulation or (ii) in compliance with any existing requirement for obtaining or retaining a license or other right or benefit.

Censure – A formal sanction of a person or entity who holds a Virginia CPA license or the license of a substantially equivalent jurisdiction. It is a declaration that a Respondent is guilty of misconduct that does not require suspension or revocation. A stern rebuke that finds the conduct of the Respondent violates the standards of conduct and practice, detrimentally affects the integrity of the profession, and undermines

public confidence in the practice of public accountancy. A censure also serves as a public warning to other members of the profession.

Civil remedy – A remedy provided by a civil court (e.g., an award for damages in a malpractice lawsuit).

Complainant – An individual or entity that files a complaint or makes a report of an allegation of misconduct.

Complaint – A report or allegation of misconduct.

Conflict of Interest – A conflict between a person’s private interests and that person’s public responsibilities inherent with the position of trust that person holds. Conflicts of interest may include business, family, or personal relationships between a board or staff member and a person or entity that falls under VBOA’s purview.

Consent Order – An order voluntarily agreed to by both a Respondent and the VBOA. Sometimes called a “pre-hearing Consent Order” when it is offered in lieu of an IFF conference or a formal hearing. Consent Orders have the same effect as any Final Board Order and Opinion (see below).

Due Process Rights – The United States Constitution guarantees that the government cannot take an action against a person without a fair and impartial legal proceeding. Due process encompasses both *procedural* due process (specific administrative and legal steps required) and *substantive* due process (protection against violations of other constitutional rights).

Ex Parte Communications – A communication (orally or in writing) by one party in a disputed matter with or to the trier of fact outside the presence of the other party in the disputed matter.

Final Board Order and Opinion – A unilateral decision issued by the VBOA pursuant to its statutory authority affecting a person or entity engaged in prohibited acts or affecting the license of a regulant licensed by the VBOA.

Formal Hearing – An official proceeding designed to adjudicate a matter in dispute. (See [§ 2.2-4020](#).) Formal Hearings differ from Informal Fact Finding proceedings pursuant to [§ 2.2-4019](#).

Hearing officer – A person who is qualified, in accordance with Virginia Code [§ 2.2-4024](#), to preside over administrative proceedings conducted under Virginia Code [§ 2.2-4020](#) and, if the parties mutually agree, over administrative proceedings conducted under Virginia Code [§ 2.2-4019](#), when the VBOA (full VBOA, a quorum, or a panel thereof consisting of at least five members) does not convene to conduct the hearing itself.

Inactive License – Upon application, the VBOA may grant inactive license status to a Virginia CPA. In order to qualify for the Inactive status a licensee’s current job duties cannot require the use of accounting, financial, tax or other skills that are relevant, as determined by the VBOA. (See [Inactive Status](#).)

Informal Fact-Finding (IFF) Conference – A fact-finding proceeding conducted by a board member or a designee with a Respondent. It may result in one or more of the following actions: exonerate the Respondent; offer the Respondent a Consent Order; or make a recommendation containing findings of fact, conclusions of law, and recommended penalties to the VBOA. (See [§ 2.2-4019](#).)

Investigative File (or Board Record) – A compilation of (i) all of the evidence obtained during an investigation, (ii) all communications to and from the Complainant and to and from the Respondent, and (iii) investigative outcomes, determinations, and recommendations.

Investigative Questionnaire – A list of questions submitted to a Respondent during the course of an investigation of alleged misconduct.

Letter Declining Action – A communication to a Respondent indicating that the investigation has concluded with a decision that no VBOA action will be taken, because the impact of the violation is considered inconsequential.

Letter of No Finding – A communication to a Respondent indicating that the investigation has concluded with a decision that no VBOA action will be taken, because no violation of Virginia law or regulation was found.

Notice of Apparent Violation (NOAV) – A communication sent to the Respondent to notify him or her that they are the subject of a complaint and the general subject matter of the complaint. Also enclosed with the notice is a copy of the complaint and an Investigative Questionnaire.

Notice of Informal Fact-Finding Conference (IFF Notice) – A statement of specific charges provided to the Respondent who is the subject of a complaint. The notice states the time, place, and nature of the proceeding. Also enclosed with the notice is any information on which the VBOA will rely to make a case decision.

Party or Parties – A person or persons having a direct interest in the subject matter or outcome of a case; one(s) who could assert a claim, make a defense, control proceedings, examine witnesses, or appeal a case decision (e.g., a Respondent). Only the Respondent may appeal a case decision of the VBOA.

Presiding Officer – A person designated by the VBOA to preside over administrative proceedings conducted in accordance with Virginia Code [§ 2.2-4019](#), and who renders recommended findings of fact, conclusions of law, and decisions for review by the VBOA or offers revised Consent Orders that, if accepted by the Respondent, will then be submitted to the VBOA for approval. An agency subordinate may also be referred to as an Agency Subordinate.

Proposed Finding of Facts, Conclusions of Law and Recommendation – Following an IFF Conference or Formal Hearing, the Presiding Officer or Hearing Officer will prepare a memorandum containing Proposed Finding of Facts, Conclusions of Law, and Recommendation to the VBOA for its consideration. The Board, in its Final Opinion and Order, may accept or reject, in whole or in part, the proposal and may make its own findings of fact, conclusions of law, and impose penalties that differ from what the Presiding Officer or Hearing Officer proposed.

Reasonable cause – Having more evidence for than against. A reasonable ground for belief in the existence of facts as reported.

Recuse or Recusal – A decision made by a member of a deliberative body to not participate in the deliberations related to a particular matter due to a conflict of interest. (See also Abstain or Abstention and Conflict of Interest.)

Reprimand - A formal sanction of a person or entity who holds a Virginia license or the license of a substantially equivalent jurisdiction. A rebuke for one or more violations does not require censure. A reprimand usually involves an isolated incident or behavior that can be easily corrected, or misconduct that is more serious, but the Respondent presented substantial mitigating factors.

Respondent – The person or entity being investigated or responding to a complaint.

Service – The delivery of a notice of an administrative proceeding, a Consent Order, or an order of a VBOA to a party that charges the party with receipt of the document and subjects the party to the legal effect of it.

Standing – The legal right of a party to assert or enforce legal rights and duties against another. On appeal of a VBOA decision, the party aggrieved or claiming the unlawfulness of such decision (e.g., the Respondent).

Subpoena Decus Tecum – “a writ commanding a person to produce in court certain designated documents or evidence.” [\[Merriam-Webster.\]](#)

Substantial Evidence – “that degree of relevant evidence which a reasonable person, considering the record as a whole, might accept as adequate to support a conclusion, even though other reasonable persons might disagree. This is a lower standard of proof than preponderance of the evidence.” [\[Legal Information Institute.\]](#)

Vacate – To set aside or render void an order of the VBOA.

Venue – The particular city, county, or geographical location in which a case may be heard and determined.

APPENDIX B

Case Priority Assignment for Enforcement Matters

Commented [GN(9): There is a recommendation to delete this appendix B. BOA does not do this, this appendix was probably copied from another agency, possibly from the Department of Health Professions and used by previous staff. We do and will continue to expedite a file if the facts warrant the same.

The nature of an act by a licensee, as alleged in reports received by the VBOA determines the potential risk to the public interest, safety, or welfare, and the immediacy of processing a case. To that end, three priority designations have been defined based on the degree of danger to the public. The priority designation assigned to each case affects the entire investigation and adjudication process. The initial designation is assigned by the Enforcement Director and is based on the limited information available at that time. As the investigation develops, the Investigator handling the case must use critical judgment and, if new information becomes available, to have the priority designation changed when warranted. The Executive Director is authorized to make priority changes. The criteria below delineate assignment of case priorities using the following categories: high, standard, and actionable.

- **High** – These are cases/complaints in which the VBOA believes ongoing consumer harm is present, and therefore, the promptness of the investigation is paramount. Examples of these types of cases/complaints include, but are not limited to, crimes related to the duties, functions, or qualifications of certified public accountants, gross negligence, incompetence, unlicensed practice, fraud, or deceit in obtaining a license, etc.
- **Standard** – These are cases/complaints that do not pose an immediate threat of harm to consumers. Examples of these types of cases/complaints include but are not limited to unlicensed use of the CPA title, acts that involve negligence/incompetence resulting in minimal harm, general unprofessional conduct, failure to release client records, failure to timely complete an engagement, failure to communicate, termination from the peer review program, etc.
- **Actionable** – These are administrative cases/complaints with only minimal investigation necessary which generally result in the issuance of a reprimand or monetary penalty. Examples of these types of cases/complaints include but are not limited to being dropped from the peer review program, improper firm names, continuing professional education deficiencies, inadvertent improper use of the CPA title by former licensees, misdemeanor offenses unrelated to the duties, functions, or qualifications of certified public accountants, etc.

APPENDIX C

Informed Consent to Allow Ex Parte Communications

Respondents with matters pending before the Virginia Board of Accountancy (VBOA) have the right to have their matters deliberated upon without *ex parte* communications.ⁱ

In other words, a VBOA presiding officer, board or staff member who participated in or oversaw an investigation or participated in an IFF Conference is generally precluded from being present during the board's deliberations on the matter if the respondent is not also present.

Situations can arise, however, in which it is in a respondent's best interests to permit *ex parte* communications. Such situations might include (a) cases where a presiding officer recommends a finding of no violation; (b) cases where a respondent is satisfied with the fairness of a proposed consent order; or (c) any other cases in which a respondent concludes that his or her interests will be supported or not adversely affected by such *ex parte* communications.

I _____, the undersigned, fully understand and acknowledge my rights regarding *ex parte* communications.ⁱⁱ In this matter, I hereby waive these rights regarding *ex parte* communications and am allowing the following individuals to participate in the board's deliberations regarding this matter:

_____ Name	_____ Position or Title
_____ Name	_____ Position or Title
_____ Name	_____ Position or Title
_____ Name	_____ Position or Title
_____ Respondent Signature	_____

Commented [GN(10): There is a recommendation not to include this new appendix, as it contradicts the advice of legal counsel at previous meetings. ("INFORMED CONSENT TO ALLOW EX PARTE COMMUNICATIONS").

Note: this appendix is related to the section on Respondents' Due Process Rights.

ⁱ "Ex parte (ex par-tee) means one-sided. Basically speaking, an *ex parte* communication is one that is made by a party outside the presence of the other party. It's any communication between a judge or juror and a party to a legal proceeding or any other person about the case made outside of the presence of the opposing party or the opposing party's attorney." [[Ave Mince-Didier, Criminal Defense Lawyer Published by NOLQ.](#)]

² If Respondent has any doubts about these rights or whether waiver of these rights is appropriate in this case, he or she may want to consult legal counsel.

VBOA Enforcement Processes Manual Update

Matt, Bill, and Dave have revised the Manual and identified the following areas requiring VBOA decisions.

Page; Paragraph	Issue for Decision	Yes	No
1; 3	<p>“This manual is designed to provide guidance to potential or actual Complainants and Respondents, and to be of assistance to staff in the Enforcement Division and the Board.”</p> <p>There is a recommendation to delete this text as the intent of this document is high level guidance for external parties it is not for the staff or the board members.</p> <p>Should we delete the highlighted text?</p>		
3; top two full paragraphs	<p>There is recommendation to delete these paragraphs as they are more geared toward staff operations and not the end user of the manual. Additionally, stating “A person may file a complaint on behalf of another individual is a bad idea unless they can provide legal documentation of the same such as power of attorney, guardianship documents, etc. Deciding whether a person may file on behalf of another is something that should be vetted during the review of the complaint for jurisdiction by staff.</p> <p>“Additional allegations from the same Complainant against the same Respondent after the investigative process has begun will be reviewed on a case-by-case basis to determine whether the allegations should be added to the open complaint or treated as a new complaint.</p> <p>“A person may file a complaint on behalf of another individual. The VBOA will contact that individual (or, where the Complainant is a minor child or incompetent adult, contact the victim's parent, guardian, personal representative or attorney) on whose behalf the complaint is filed to ensure that the named Complainant wishes to pursue the allegations raised on their behalf. If the person declines to pursue the complaint, and the Enforcement Director believes a violation may have occurred, the Enforcement Director will present the complaint to a</p>		

	<p>Board member to determine whether an investigation should be initiated in light of the refusal.”</p> <p>Should we delete these paragraphs?</p>		
4; Section Three	<p>There is a recommendation to delete this section and replace it with the text in Section 8 “LICENSURE ELIGIBILITY INFORMAL FACT-FINDING CONFERENCES” which more accurately reflects the role of Enforcement in Licensing Eligibility matters. Also appears in a more logical order in the document.</p> <p>Do we agree with this deletion?</p>		
7; Footnote 3	<p>There is a recommendation to not include this new footnote. This recommendation is based off advice from counsel during previous meetings and discussion. The footnote reads-</p> <p>“A Respondent may, in some circumstances, want a Presiding Officer, VBOA member, or staff who participated an IFF Conference to participate in subsequent deliberations. See Section Nine for a Discussion of Respondents’ Due Process Rights.”</p> <p>Note: this footnote also relates to Appendix C.</p> <p>Should we accept this recommendation?</p>		
8-9; Section Eleven	<p>There is a recommendation to not include this new section. This is based off advice from counsel during previous meetings and discussion.</p> <p>Should this section not be included?</p>		
12-15 Appendix A	<p>There is a recommendation to delete Appendix A. The recommendation is based on the premise this section does not add any value. Some of these defined terms are not in the document and the others are mostly defined when introduced in the document. Hopefully the document was written clear enough that having to refer to definitions is not need, which makes using the document easier given its intended purpose.</p> <p>Should we delete this appendix?</p>		

16; Appendix B	<p>There is a recommendation to delete this appendix B. BOA does not do this, this appendix was probably copied from another agency, possibly from the Department of Health Professions and used by previous staff. We do and will continue to expedite a file if the facts warrant the same.</p> <p>Should we delete this appendix?</p>		
17; Appendix C	<p>There is a recommendation not to include this new appendix, as it contradicts the advice of legal counsel at previous meetings. (“INFORMED CONSENT TO ALLOW EX PARTE COMMUNICATIONS”).</p> <p>Note: this appendix is related to the section on Respondents’ Due Process Rights.</p> <p>Should we delete this appendix?</p>		

VBOA Policy on Board or Staff Member Recusal and Participation in Board Deliberations

This policy's purposes are to explain:

- When a VBOA board or staff member should refrain from participating in and voting on certain actions;
- The underlying reasons for VBOA board or staff member recusals¹ and abstentions;²
- The differences between recusals and abstentions;
- *Ex parte* communications; and
- When board members and staff should refrain from participation in board deliberations.

When and Why Recusal is Appropriate

Board or staff members should not participate in any action related to an event or party with which the board or staff member has an actual or perceived conflict of interest.

A conflict of interest is “1: a conflict between the private interests and the official or professional responsibilities of a person in a position of trust; 2: a conflict between competing duties (as in an attorney's representation of clients with adverse interests).”³

Conflicts of interest may include business, family, or personal relationships between a board or staff member and a person or entity that falls under VBOA's purview.

The existence of a conflict of interest, *in fact or in appearance*, raises significant questions regarding a board or staff member's ability to carry out her or his responsibilities objectively and without bias. The decision to recuse oneself is a personal decision. Board or staff members should opt for recusal if a reasonable and informed observer might conclude that the conflict of interest relationship creates doubt about the board or staff member's objectivity.

Board or staff members need not disclose the basis for their decision to recuse themselves.

Recusals Versus Abstentions

“Abstention refers to withholding a vote. By contrast, recusal refers to board members who remove themselves from a particular matter, especially regarding a conflict of interest. ... abstention [is a decision] not to vote on a particular matter. In contrast, recusal refers to withdrawing from the entire matter.”⁴

¹ “**Recused; recusing**; transitive verb: to disqualify (oneself) as judge in a particular case: broadly : to remove (oneself) from participation to avoid a conflict of interest.” [[Merriam-Webster Dictionary](#).]

² “**Abstention**; the act or practice of abstaining: such as a: the act or practice of choosing not to do or have something; b: a formal refusal to vote on something.” [[Merriam-Webster Dictionary](#).]

³ [[Merriam-Webster Dictionary](#).]

⁴ “[Robert's Rule of Order: 6 Reasons Why Board Members Abstain](#),” Toni Hoy, BoardEffect, July 13, 2023.

A board member may decide that abstaining from a vote on a matter is appropriate for several reasons, including (a) the member's participation (such as involvement in an investigation or informal fact finding) in the process leading to a vote; (b) lack of sufficient information about the matter; or (c) any uncertainty about the member's ability to make a responsible vote.

Board members need not disclose the basis for their decision to abstain.

Abstentions are recorded in the board's minutes. "Robert's Rules defines a majority as those who are present and voting. Therefore, since abstainers aren't voting, they aren't counted as part of the majority."⁵ (If too many board members abstain from voting, it could negate the vote entirely, if members voting no longer constitute a quorum.)

Ex Parte Communications⁶

Code of Virginia, Title 2.2, Chapter 40 (Administrative Process Act (APA)) contains the following provision:

§ 2.2-4024.2. Ex parte communications, Part A, states, *"Except as otherwise provided in this section, while a formal hearing conducted in accordance with § 2.2-4020 is pending, the hearing officer shall not communicate with any person concerning the hearing without notice and opportunity for all parties to participate in the communication."*

Although § 2.2-4024.2. only pertains to formal hearings, VBOA has applied the spirit of this provision to informal fact finding (IFF) proceedings pursuant to § 2.2-4019, and to investigations, in order to protect respondents' due process rights.

Any Presiding Officer, VBOA members, or VBOA staff who participated in or oversaw an investigation or who participated in an IFF Conference may not participate in any subsequent formal hearing regarding the same matter or consideration of the matter by the full VBOA, unless a respondent agrees in writing to permit *ex parte* communications between the full VBOA and those VBOA members, presiding officers, and staff who participated in or oversaw an investigation or participated in the IFF Conference.

VBOA recognizes, however, that situations can arise where it may be beneficial to a respondent's position to permit *ex parte* communications between the full VBOA and those VBOA members, presiding officers, and staff who participated in or oversaw an investigation or participated in an IFF Conference. Such situations might include (a) cases where a presiding officer recommends a finding of no violation; (b) cases where a respondent is satisfied with the fairness of a proposed consent order or other proposed sanction; or (c) any other cases in which

⁵ Ibid.

⁶ "Ex parte (ex par-tee) means one-sided. Basically speaking, an *ex parte* communication is one that is made by a party outside the presence of the other party. It's any communication between a judge or juror and a party to a legal proceeding or any other person about the case made outside of the presence of the opposing party or the opposing party's attorney." [[Ave Mince-Didier, Criminal Defense Lawyer Published by NOLO.](#)]

a respondent concludes that his or her interests will be supported or not adversely affected by such *ex parte* communications.

In cases where a respondent, presiding officer or VBOA board or staff member thinks that such *ex parte* communications might be appropriate, a process of informed consent will be pursued in which a respondent will be fully informed of her or his rights to prohibit such communications and given an opportunity to waive those rights if the respondent concludes that waiving such rights will be in his or her best interests. [See Attachment A for the informed consent form.]

Board or Staff Member Participation in Board Deliberations

In open session: VBOA board members, presiding officers, and staff who participated in or oversaw an investigation or participated in an IFF Conference should recuse themselves from board deliberations in open session unless (a) the respondent is present (either in person or virtually); (b) the respondent has waived her or his rights against *ex parte* communications in writing; or (c) the respondent has signed a Consent Order and the approval of the Consent Order is being voted on without board discussion. Board members who participated in or oversaw an investigation or participated in an IFF Conference should abstain from voting on the matter.

In closed session: VBOA board members, presiding officers, and staff who participated in or oversaw an investigation or participated in an IFF Conference should recuse themselves from board deliberations in closed session unless the respondent has waived her or his rights against *ex parte* communications in writing. Board members who participated in or oversaw an investigation or participated in an IFF Conference should abstain from voting on the matter when the matter is presented in open session for a vote by the board.

Informed Consent to Allow *Ex Parte* Communications

Respondents with matters pending before the Virginia Board of Accountancy (VBOA) have the right to have their matters deliberated upon without *ex parte* communications.¹

In other words, a VBOA presiding officer, board or staff member who participated in or oversaw an investigation or participated in an IFF Conference is generally precluded from being present during the board's deliberations on the matter if the respondent is not also present.

Situations can arise, however, in which it is in a respondent's best interests to permit *ex parte* communications. Such situations might include (a) cases where a presiding officer recommends a finding of no violation; (b) cases where a respondent is satisfied with the fairness of a proposed consent order; or (c) any other cases in which a respondent concludes that his or her interests will be supported or not adversely affected by such *ex parte* communications.

I _____, the undersigned, fully understand and acknowledge my rights regarding *ex parte* communications.² In this matter, I hereby waive these rights regarding *ex parte* communications and am allowing the following individuals to participate in the board's deliberations regarding this matter:

_____	_____
Name	Position or Title

_____	_____
Name	Position or Title

_____	_____
Name	Position or Title

_____	_____
Name	Position or Title

_____	_____
Respondent Signature	Date

¹ "*Ex parte* (ex par-tee) means one-sided. Basically speaking, an *ex parte* communication is one that is made by a party outside the presence of the other party. It's any communication between a judge or juror and a party to a legal proceeding or any other person about the case made outside of the presence of the opposing party or the opposing party's attorney." [\[Ave Mince-Didier, Criminal Defense Lawyer Published by Nolo.\]](#)

² If respondent has any doubts about these rights or whether waiver of these rights is appropriate in this case, he or she may want to consult legal counsel.

Board Meeting Deliberation and Recusal Guidelines

When deliberating any enforcement case, whether in open or closed session, persons who participated in the Informal Fact-Finding Conference, formal hearing or Board Member who provided a probable cause review opinion must recuse themselves and step out of the room prior to any Board deliberations.

In closed session, pursuant to Virginia Code § 2.2-3712(F), the Board may permit nonmembers, who did not participate in the Informal Fact-Finding Conference or formal hearing, to attend part or all of the closed meeting. These nonmembers, which could include VBOA staff, are limited to assisting the committee in understanding the precedents and procedural matters that have been previously established by the Board. Staff members may not advocate any specific finding or sanction.

GOAL: 150 Hours

Board members: David Cotton, Nadia Rogers

S	Specific	Evaluate the 150-hour requirement to determine if revising it is in the best interests of Virginia businesses, CPA firms, CPAs, and CPA exam candidates, while continuing to protect the public interest and ensuring VA CPAs maintain mobility and reciprocal practice privileges.
M	Measurable	Staff will conduct surveys as requested by the Board, leverage the results of surveys conducted by others (i.e., VSCPA), and perform research regarding the AICPA, NASBA, VSCPA, and other jurisdiction viewpoints given the importance of substantial equivalency and practice mobility. Board will consider the results and assess whether change is necessary and appropriate.
A	Achievable	Yes
R	Relevant	Very relevant
T	Time-based	Perform research and present information as well as the recommended plan to the Board by December, 2023 meeting. Present the results of all surveys deemed necessary by the Board at the May 2024 meeting. <i>NOTE: This is currently an ongoing area of consideration within the profession and may require more than one year to complete.</i>

Status Update

Status Date	8/29/2023 - goal approved by board 10/24/2023 - Fergus has begun collecting materials for research 12/01/2023 - Fergus will discuss research at board meeting 1/17/2024 - SPP to be discussed at meeting. Fergus will provide an update on his research. 2/21/2024 - Fergus will discuss research at board meeting
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Code and Regulations including Fee Structure

Board members: Bill Brown, Dale Mullen

S	Specific	Updating Code definitions as necessary - based on AICPA, UAA, and other states Ensure definitions are used consistently through Code Repeal Code section § 54.1-4420. Annual audit Find a bill sponsor on House and Senate side Consider revisions and amendments required in regulations including fee structure
M	Measurable	
A	Achievable	
R	Relevant	
T	Time-based	Timeline for carrying out this goal created by the October meeting for Board review. Sponsor to be found at start of General Assembly.

Status Update

Status Date	8/29/2023 - goal approved 10/24/2023 - draft Code revisions to be reviewed and approved by the board 12/01/2023 - Final revisions were discussed with VSCPA. The Department of Legislature Services is finalizing. Final code changes will be submitted to Secretary of Finance upon completion. 1/17/2024 - Sponsors found: Sen. Hackworth & Rep. Runion. Definition for "Principal place of business" dropped from final edit to avoid conflict with the NASBA/AICPA definition. 2/21/2024 - S.B.463 has been transmitted to the House and has passed the House General Laws Committee uncontested. H.B. 1337 has passed the House and is awaiting Committee assignment in the Senate.
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	Yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	Approve draft revisions
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Licensing and CPE System

Board members: Laurie Warwick and David Cotton

S	Specific	Evaluate licensing system options, review contracts, recommend path forward. Act in a project champion role from project initiation to completion Provide regular updates to the board and continue working on enforcement tracking, peer review monitoring.
M	Measurable	
A	Achievable	
R	Relevant	
T	Time-based	Signed SOW by September 30, 2023. SOW on hold until conclusion of negotiations Project completion August 31, 2024

Status Update	
Status Date	8/29/2023 - goal approved 10/24/2023 - negotiating pricing, timing, and integrations with vendors to determine the best path forward 12/01/2023 - SOW being reviewed by sponsors 1/17/2024 - SOW and pricing received. Project manager has been found. BOA prepared to move forward pending Board approval. 2/21/2024 - SOW prepared to be signed pending board approval.
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	Yes
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	none
Significant Actions Not Completed	Statement of Work

GOAL: CPA Pipeline

Board members: Nadia Rogers, Laurie Warwick

S	Specific	To increase our communication, social media, and in-person presence among the educator and student communities to improve the accounting pipeline. Potential ways to accomplish this would be to increase our Board meetings on campus, enhance our social media presence, and identify opportunities for Board members to educate prospective CPAs in the pipeline about the profession and CPA license.
M	Measurable	Staff will develop a calendar with certain milestones that will have opportunities for Board member involvement and increased social media presence. Calendar is currently work-in-progress while staff works with VSCPA.
A	Achievable	Yes
R	Relevant	Very
T	Time-based	no

Status Update	
Status Date	8/29/2023- board approved goal 10/24/2023 - Increased social media presence for VBOA, communications to CPA candidates regarding changes to exam and approaching deadlines. 12/01/2023 - No new actions 1/17/2024 - No new actions 2/21/2024 - Campus Board meeting planned for 4/12/2024 at Norfolk State University
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	none
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Inactive Status Policy

Board members: David Cotton, Angela Rudoph-Wiseman

S	Specific	Re-assess VBOA's policies regarding inactive status to determine if they need to be clarified, strengthened or revised, with particular focus on whether use of "CPA" by inactive CPAs needs to delineate between active and inactive status by use of a modifier such as "inactive," "retired," or "emeritus."
M	Measurable	Survey how other states treat the inactive CPA status. Seek input from various stakeholders such as active and inactive CPAs, VSCPA, and CPA firms. Draft revised guidelines for Board review. Finalize the revised guidelines based on the Board's conclusions.
A	Achievable	Yes
R	Relevant	This project is relevant for two reasons: (1) There appears to be some confusion regarding the status and eligibility for the status. (2) Currently, the public does not know whether someone using the CPA credential has maintained their required CPE.
T	Time-based	Complete survey of other states by April, 2023- 2024 Compile input from stakeholders by April 2023. 2024 Draft revised guidelines by 30-Mar-2024. Finalize the-Draft revised guidelines by 30 Jun 2024.

Status Update	
Status Date	8/29/2023-board approved goal 10/24/2023 - propose revised dates based on deliverables of other SMART goals 12/01/2023 - No new actions 1/17/2024 - No new actions 2/21/2024 - No new actions
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: Review VBOA Policies

Board members: Dale Mullen, Angela Rudolph-Wiseman

S	Specific	Review all VBOA policies and update as needed based on changes to the profession, board practices and clarity of language. Evaluate if these are policies or guidance documents and if they are required or address the issue at hand
M	Measurable	
A	Achievable	
R	Relevant	
T	Time-based	Review all VBOA policies and guidance documents by June, 2024

Status Update	
Status Date	8/29/2023 - board approved goal 12/01/2023 - No new actions 1/17/2024 - No new actions 2/21/2024 - No new actions
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	
Unresolved Significant Risks/Contingencies	none
Resources Needed	none
Board Decisions Needed	
Significant Actions Completed	none
Significant Actions Not Completed	none

GOAL: ~~CPE Requirements~~ Conduct comprehensive review of CPE guidelines

Board members: Bill Brown, Dale Mullen

S	Specific	Revisit CPE regulations and requirements and determine if the number of hours and other requirements are still relevant
M	Measurable	Approve guidelines annually
A	Achievable	Yes
R	Relevant	Yes
T	Time-based	All CPE regulations and requirements should be reviewed and any proposals for amendments should be presented by June, 2024

Status Update	
Status Date	8/29/2023 - Goal to be better defined by October 24, 2023 meeting 10/24/2023 - Goal updated and ready for board decision on SMART goal 12/01/2023 - CPE Survey being reviewed before distribution 1/17/2024 - Survey for CPAs and exam candidates has been drafted and distributed. Responses are due to the VBOA by February 15 2/21/2024 - Survey results have been collected and are ready to be reviewed by the Board
Forecasted to complete on time (Yes/No)? If No, please provide explanation.	
Unresolved Significant Risks/Contingencies	none
Resources Needed	Existing CPE guidelines
Board Decisions Needed	
Significant Actions Completed	Survey complete 1/31/2024
Significant Actions Not Completed	none