

# West Virginia Board of Accountancy

405 Capitol Street, Suite 908  
Charleston, West Virginia 25301-1744



*Board Members:*  
*Barry L. Burgess, CPA - President*  
*Louis J. Costanzo, III, CPA - Vice-President*  
*Reed J. Tanner, CPA - Secretary*  
*Donald B. Nestor, CPA - Assistant Secretary*  
*David D. Hill, CPA*  
*Jon W. Cain, Sr., CPA*

Earl Ray Tomblin, Governor

Brenda S. Turley, Executive Director

## Board Minutes

Friday, January 23, 2015

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The West Virginia Board of Accountancy met in the Board of Accountancy Board Room, Friday, January 23, 2015 at 9:30 a.m. Board members in attendance were Barry Burgess, Louis Costanzo, Reed Tanner, Donald Nestor, David Hill, and Jon Cain. Also in attendance were Assistant Attorney General, Katherine Campbell; Board staff, Brenda Turley, Executive Director and Stefani Young, Administrative Assistant; and Judy Proctor from the West Virginia Society of CPAs.

The meeting was called to order at 9:30 a.m. by Board President, Barry Burgess.

Before proceeding with current board business, President Barry Burgess introduced the new Administrative Assistant staff employee, Kelli Dunlap, to the rest of the Board.

### FIRST ORDER OF BUSINESS

### APPROVAL OF MINUTES

Upon motion by Don Nestor and second by David Hill, the Minutes of December 1, 2014, and October 24, 2014 meeting were approved as circulated. Motion carried.

### SECOND ORDER OF BUSINESS

### CPA EXAMINATION

1. Upon motion by Louis Costanzo and second by David Hill, the Board approved the listing of 15 successful exam candidates from 2014 Q4. Motion carried.
2. The Board received the list of candidates who sat during the November/December (2014 Q4) testing window.
3. The Board reviewed the Exam Performance Statistics for 2014 Q4.
4. The Board received the listing of exam candidates approved during 2014 Q4.

### THIRD ORDER OF BUSINESS

### FINANCIAL REPORT

1. The Board received the Receipts and Disbursements Report for the period ending December 31, 2014 as follows:

Beginning Cash Balance, July 1, 2014		\$562,103.26
Total Receipts	67,890.21	
Total Disbursements	<u>-180,876.77</u>	
Ending Cash Balance, December 31, 2014		<u>449,116.70</u>

2. Upon motion by Jon Cain and second by David Hill, the Board ratified the p-card expenditures for 2014 Q4. Motion carried.

**FOURTH ORDER OF BUSINESS****TECHNOLOGY**

Executive Director Brenda Turley gave a verbal report regarding the acquisition of a new database system for the office. She reported that she has reviewed the RFQs released by the Professional Engineers and Veterinary Boards and believes she can customize the language to fit our needs. Her goal is to have the RFQ released within the first quarter 2015.

**FIFTH ORDER OF BUSINESS****FIRMS**

1. The Board received the listing of firms approved during 2014 Q4.
2. The Board reviewed the report of out-of-state firms who performed ERISA audits for companies in West Virginia without benefit of an authorization to perform attest services, and upon motion by Reed Tanner and second by Jon Cain, the Board directed the Executive Director to follow through with an additional letter to those firms who indicated that the home office was not in West Virginia. Barry Burgess and Kate Campbell will review correspondence before mailing. Motion carried.

**SIXTH ORDER OF BUSINESS****LICENSING & CPE**

1. The Board received the listing of those who were approved for licensure during 2014 Q3.
2. The Board received the CPE Update Memo from Stefani Young regarding compliance requests for Extensions and the number of licensees who have submitted their reports.
3. The Board reviewed the Status Report and Listing of the PTIN letters sent out after the October 24, 2014 Board meeting. Upon motion by David Hill and second by Reed Tanner, the Board directed Board staff to follow-up with a more stringent letter to those who are continuing to use the CPA credential with their PTIN registration. Barry Burgess, Board President, and Kate Campbell, legal counsel, will review letters before mailing.

**SEVENTH ORDER OF BUSINESS****NASBA/PROPOSED LEGISLATION**

1. The Board reviewed the upcoming NASBA meetings. Upon motion by Don Nestor and second by David Hill, Brenda Turley and Stefani Young were authorized to attend NASBA's 33<sup>rd</sup> Annual Conference for Executive Directors and Board Staff, March 24-26, 2015 in Tampa, Florida. Motion carried.
2. The Board reviewed the legislative changes proposed by the Legislative Committee and upon motion by David Hill and second by Jon Cain, agreed to accept the recommendations of the Legislative Committee with the following minor modifications for promulgation in the 2016 Session of the Legislature:

- A. Under Recommendation 5: the Board agreed that the Rules should include a transition period for course changes to become effective in both tax and business law courses.
- B. Under Recommendation 7: The Board approved a fee of \$25.00 for a Certificate of Approval for a Firm Name Change.
- C. Under Recommendation 7: The Board approved a fee of \$25.00 for a report of continuing education credits which includes all forms.

Motion carried. ( Modified Legislative Committee Minutes attached to these Minutes.)

- 3. Upon motion by David Hill and second by Jon Cain, the Board granted permission for NASBA to access candidate data from the National Candidate Database in support of the 2014-2015 AICPA Candidate Pipeline Survey. The only data to be drawn is the name and e-mail address of candidates who have taken one or more sections but did not complete all four in the eighteen-month window; candidates currently in the examination process, and candidates who have completed all four sections of the examination. Motion carried. Executive Director to sign agreement and inform NASBA. (Copy of Agreement attached to these Minutes)

#### EIGHTH ORDER OF BUSINESS

#### COMPLAINTS

Upon motion by David Hill and second by Jon Cain, the Board entered into Executive Session at 1:09 p.m. pursuant to W. Va. Code § 6-9A-4 to consider disciplinary matters. Motion carried.

Upon motion by Jon Cain and second by David Hill the Board came out of Executive Session at 1:43 p.m. and made the following actions part of the record. Motion carried.

- |                                 |   |
|---------------------------------|---|
| <b>In the matter of 2013-01</b> | It was noted that the Respondent filed his quarterly report timely and is currently in compliance with the amended consent order. This matter is continued. |
| <b>In the matter of 2015-01</b> | With no probable cause found, upon motion by Jon Cain and second by David Hill, this <b><u>complaint was dismissed</u></b> . Motion carried.                |
| <b>In the matter of 2015-02</b> | With no probable cause found, upon motion by Jon Cain and second by David Hill, this <b><u>complaint was dismissed</u></b> . Motion carried.                |
| <b>In the matter of 2015-03</b> | With no probable cause found, upon motion by Jon Cain and second by David Hill, this <b><u>complaint was dismissed</u></b> . Motion carried.                |

The Board reviewed an advertisement in the Hardy County Weekender regarding a tax service provider. The Board instructed the Executive Director to write a letter requesting the licensee to provide an explanation for the use of the term "Certified Public Accounting Services" in the advertisement.



## NINTH ORDER OF BUSINESS

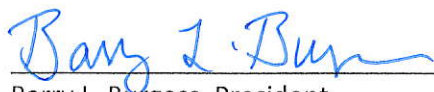
## OTHER

1. The Board reviewed the report provided re: Board directives from the October 24, 2014 meeting.
2. The Board reviewed a request from a Board member for expense reimbursement to serve on a NASBA Committee. Board members agreed that the Board should reimburse the costs to serve that NASBA does not repay.

Board members signed the Certificates and approved the exam and license applications indicated on the listing provide to Board members. (Copy attached)

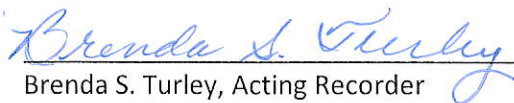
Upon motion by Jon Cain and second by David Hill, the meeting adjourned at 1:55 p.m.

We certify that this is a true copy of the Minutes of the regular meeting of the West Virginia Board of Accountancy held on Friday, January 23, 2015.



Barry L. Burgess, President

Reed J. Tanner, Secretary



Brenda S. Turley, Acting Recorder