



**Idaho Society of CPAs
Peer Review Program
Extension Policy / Delinquent Reviews
Effective June 2, 2006**

In circumstances expected to be rare and unusual, a firm may find that it cannot have its peer review by the date assigned.

If the firm determines that it cannot complete its peer review by the date assigned, the firm should submit a letter to the ISCPA Peer Review Committee. That letter should:

1. Be received prior to the due date,
2. Cite the reasons the firm cannot complete the review, and
3. Offer an alternative date when the review will be completed and submitted for Committee action.

Each extension request will be considered on a case-by-case basis. There will be no automatic extension allowed.

Firms requesting and obtaining an extension of time to complete their peer review in accordance with the extension policy will be charged \$100 to cover the additional administrative costs related to extending the due date of their peer review.

Firms that do not have their review completed by their due date and have not requested and obtained an extension of time (in accordance with the extension policy) to complete their peer review will be charged a \$300 fee for the first month the review is delinquent. Delinquent firms will also be assessed an additional \$50 for each month the review is delinquent after the first past-due month. These fees are necessary to cover the additional administrative costs related to extending the due date of the peer review.

The ISCPA Peer Review Committee has the authority to waive these fees at its discretion.