

November 23, 2015

Mary Jane Pisani
Frank J. Scarano CPA, Professional LLC
2 Hamilton Ave Ste 211
New Rochelle, NY 10801

Dear Ms. Pisani:

It is my pleasure to notify you that on November 20, 2015 the Peer Review Committee Reporting Acceptance Body #1 accepted the report on the most recent system peer review of your firm. The due date for your next review is September 30, 2018. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Liren Wei, CPA
Chair, Peer Review Committee

cc: Wayne Nast

Firm Number: 10081167

Review Number 373298

Letter ID: 1037387A

Attention: Peer Reviewer

Notice Regarding Retention of Working Papers
Prepared During a Peer Review

AICPA Peer Review Board and NYSSCPA Review Committee guidance regarding working papers and other peer review materials require all reviewers follow the retention policies below:

All working papers, reports, letters, and follow-up action documents prepared during a peer review should be retained by the firm that formed the review team until **one hundred and twenty (120) days** after the peer review is completed.

After one hundred and twenty (120) days, the firm's peer review documents, with the exception of those listed below, should be destroyed, unless the Committee indicates that the working papers should be retained for a longer period of time.

The following peer review documents should be retained by the administering entity and **the reviewer until the firm's subsequent review is completed** (2015 PRP Manual–Interpretation 25-1).

- a) Peer review report and the firm's response, if applicable
- b) Letter notifying the firm that its peer review has been accepted
- c) Letter indicating that the peer review documents have been accepted with the understanding that the firm agrees to take certain actions, if applicable. The administering entity should retain the version signed by the firm
- d) Letter notifying the firm that certain required actions have been completed, if applicable
- e) Finding for Further Consideration forms, if applicable
- f) Letter requesting the reviewed firm's completion of an implementation plan, if applicable. The administering entity should retain the version signed by the firm
- g) Letter notifying the firm that the implementation plan has been completed, if applicable
- h) Letter(s) relating to peer review document and recall considerations
- i) Written representations from management of the reviewed firm
- j) Scheduling information

These procedures apply to all documents retained by firms that have performed firm-on-firm (FOF) reviews. These procedures also apply to NYSSCPA an administering entity.

If the Committee believes it is necessary for a reviewer to retain working papers beyond the 120-day period, it will so advise the reviewer by separate letter.

If you have any questions on these retention policies, please contact Theresa Campbell at (212) 719-8435 or tcampbell@nysscpa.org or Sobeida Cortorreal at (212) 719-8372 or scortorreal@nysscpa.org or Jackie Pastore at (212) 719-8491 or jpastore@nysscpa.org.