



California Association *of State Auditors*

Peer Review Volunteer Frequently Asked Questions & Answers

How do I volunteer?

Obtain your management support and have them e-mail a nomination form to the peer review coordinator.

What are the qualifications to be a peer reviewer team member?

- Willingness to perform the review under the direction of the team lead.
- Prior experience on a peer review or internal inspection team is desirable, but not required.
- Have at least 1 year of experience reviewing others working papers and or experience with the audit unit's quality monitoring process.

Participation by Management or staff with professional certifications (i.e., CPA, CIA, etc.) is highly desired.

What are the qualifications to be a peer reviewer team leader?

- At least 1 year of supervisory experience and either have participated in a prior peer review or obtained appropriate peer review training.

What do the team members do?

- Attend the entrance and exit conferences.
- Review engagements using the appropriate checklists.
- Inform the team lead of the status of assignments and the nature of any problems which may arise.
- Document any matters noted during the peer review.
- Participate in team discussions to determine whether each matter noted during the peer review is a matter, finding, deficiency, or significant deficiency.
- Provide any necessary input to the team lead in order to finalize the peer review report.

What do the team Leads do?

- Coordinate all aspects of the review with the state audit organization and CASA Peer Review Coordinator.
- Establish the scope of the review (select engagements for review) and assess the scheduled timeframe for the review.
- Organize the review and ensure the timely completion of the work
- Determine team assignments and assist team members, as required.
- Review work performed by team members.

- Prepare the peer review report and management letter, if applicable.
- Compile working papers.

How long does the peer review last?

- Team member – Approximately 1 week (40-50 hours)
- Team lead – Approximately 2 weeks (80-100 hours)

Will I be reimbursed?

Since your state department will be volunteering your services, your salary should not be affected. The agency being reviewed will reimburse for local travel costs such as parking.

What agencies/organizations would I be reviewing?

We have over 15 agencies participating in the program including the Department of Finance, California Department of Education, Department of Motor Vehicles, California Lottery, California Department of Child Support Services, and Covered California among others.

Have more questions?

Contact one of our peer review coordinators: alma.ramirez@dof.ca.gov or mary.camacho@dof.ca.gov.