

Meeting Agenda
SOUTH DAKOTA BOARD OF ACCOUNTANCY

Zoom Meeting – Conference Call

<https://state-sd.zoom.us/j/95741861303?pwd=MUdaRjc5ZEgxK0ZtNWpYbnRSbFptdz09>

or Call +1-346-248-7799 Meeting ID:957 4186 1303 Passcode: 458781

August 20 2020, 9:00 a.m. (CDT)

A=Action
D=Discussion
I=Information

A. Call to Order.....	Budahl
B. Public Comment.....	Oratory
C. A-Nominating Committee.....	Oratory
D. A-Approval of Minutes of Meeting July 20, 2020.....	2-3
E. A-Approval of Certificates.....	4
F. A-Approval of Financial Statements through July 2020.....	5-12
G. A-Request from Licensee for CPE.....	13-54
H. A-Request for Reinstatement of CPA exam scores.....	55-56
I. A-Request from Licensee for CPE Extension.....	57-60
J. A-FY22 Proposed Budget.....	61-62
K. D-Executive Director's Report.....	63
L. D-11:00 SD CPA Society.....	64

NASBA

M. D-Board of Directors Meeting Minutes April 24, 2020.....	65-72
N. D-Board of Directors Meeting Highlights July 24, 2020.....	73-75
O. D-Report of the Nominating Committee.....	76-77
P. D-Proposed Bylaws Amendment.....	78-79
Q. A- UAA Model Rules proposed revisions.....	80-90
R. A-Quarterly Focus Questions.....	91

EXECUTIVE SESSION

S. Equivalent Review for Board Approval.....	Spt. Pkt.
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FUTURE MEETING DATES (all times CT)

T. Meeting Dates September 23 – 9:00 Conference call October 29 – 9:00 Conference call	
U. Adjournment	

Meeting Minutes
SOUTH DAKOTA BOARD OF ACCOUNTANCY
Conference Call
July 22, 2020 9:00 a.m. CT

Chair Deidre Budahl called the meeting to order at 9:00 a.m. Nicole Kasin called the roll. A quorum was present.

Members Present: Jay Tolsma, Russell Olson, David Pummel, Jeff Smith, Jeff Strand, and Deidre Budahl.

Others Present: Nicole Kasin, Executive Director; Julie Iverson, Sr. Secretary; Graham Oey, Staff Attorney; and Geoffrey Lenning.

Chair Budahl asked if there were any additions to the agenda:
Request for Reinstatement of CPA Exam Scores

Jeff Strand made a motion to approve the agenda. Jay Tolsma seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

The Chair opened the floor for public comment. No comments were received.

Jeff Smith made a motion to approve the June 10, 2020 meeting minutes. Jay Tolsma seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

Jeff Strand made a motion to approve the issuance of certificates and firm permits through July 15, 2020. David Pummel seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

David Pummel made a motion to approve the financial statements through June 2020. Jay Tolsma seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

The Board reviewed Geoff Lenning's request for creating a CPE program and published articles that were written by him to be considered for 60 CPE hours for the period of July 1, 2019 to June 30, 2020.

Jeff Strand made a motion to table Geoffrey Lenning's request until the August 20, 2020 board meeting. Russell Olson seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

The Board reviewed the report on the CPA exam grades for the 65th Window.

Russell Olson made a motion to ratify the CPA exam scores for the 65th window through June 2020. Jeff Smith seconded the motion. A roll call vote was taken. **MOTION PASSED** (Tolsma-yea; Olson -yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

The Board reviewed a request for reinstatement of exam scores from an applicant.

Jay Tolsma made a motion to table the request for reinstatement of exam scores from an applicant until the August 20, 2020 board meeting. David Pummel seconded the motion. A roll call vote was taken. **MOTION PASSED.** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

Executive Director Kasin discussed her report on the NASBA Annual Conference, issues due to COVID-19, renewals for individuals and firms, and CPE extensions.

The Board discussed the AICPA Board of Examiners Meeting Highlights from May 2020.

The NASBA UAA Model Rules proposed revisions was tabled to the August 20, 2020 meeting.

Jeff Strand made a motion to enter executive session for the deliberative process for peer reviews. Jeff Smith seconded the motion. A roll call vote was taken. **MOTION PASSED** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

The Board came out of executive session.

Jay Tolsma made a motion to accept the peer reviews as discussed in executive session. David Pummel seconded the motion. A roll call vote was taken. **MOTION PASSED** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

FUTURE MEETING DATES (all times CT)

August 20, 2020 – 9:00 a.m. Microsoft Teams or Zoom meeting

September 23, 2020 - 9:00 a.m. conference call

October 29, 2020 – 9:00 a.m. conference call

Jay Tolsma made a motion to adjourn the meeting. Russell Olson seconded the motion. A roll call vote was taken. **MOTION PASSED** (Tolsma-yea; Olson-yea; Pummel-yea; Smith-yea; Strand-yea; Budahl-yea)

All business having come before the board was concluded and Chair Deidre Budahl adjourned the meeting at 10:22 a.m.

AS

Deidre Budahl, CPA, Chair

As a As

Attest: _____
Nicole Kasin, Executive Director

Jeff Smith, Sec/Treasurer

**CERTIFIED PUBLIC ACCOUNTANT CERTIFICATES
BOARD COPY**

Issued Through August 12, 2020

Number	Name	Date Issued	Location
3482	Derick Scott Andera	08/11/20	Ft. Collins, CO

BAL1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 07/31/2020

PAGE

135

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1031 BOARD OF ACCOUNTANCY - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103100061802	1140000	463,404.56	DR	BOARD OF ACCOUNTANCY
COMPANY/SOURCE TOTAL 6503 618			463,404.56	DR *	
COMP/BUDG UNIT TOTAL 6503 1031			463,404.56	DR **	
BUDGET UNIT TOTAL 1031			463,404.56	DR ***	

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 07/31/2020

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1031 BOARD OF ACCOUNTANCY - INFO
CENTER-5 10310 BOARD OF ACCOUNTANCY

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS										
6503	103100061802	51010100	CGEX200626	07/02/2020					2,726.75	DR
6503	103100061802	51010100	CGEX200713	07/17/2020					2,622.26	DR
6503	103100061802	51010100	CGEX200728	07/31/2020					2,798.53	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	103100061802	51010200	CGEX200626	07/02/2020					8,147.54	DR *
6503	103100061802	51010200	CGEX200713	07/17/2020					2,033.56	DR
6503	103100061802	51010200	CGEX200728	07/31/2020					1,955.43	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	103100061802	51010300	CGEX200626	07/02/2020					5,568.15	DR *
6503	103100061802	51010300	CGEX200728	07/31/2020					600.00	DR
OBJSUB: 5101030 BOARD & COMM MBRS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	103100061802	51020100	CGEX200626	07/02/2020					14,615.69	DR **
6503	103100061802	51020100	CGEX200713	07/17/2020					372.55	DR
6503	103100061802	51020100	CGEX200728	07/31/2020					313.06	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE										
6503	103100061802	51020200	CGEX200626	07/02/2020					1,005.66	DR *
6503	103100061802	51020200	CGEX200713	07/17/2020					251.58	DR
6503	103100061802	51020200	CGEX200728	07/31/2020					242.51	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	103100061802	51020600	CGEX200626	07/02/2020					751.36	DR *
6503	103100061802	51020600	CGEX200713	07/17/2020					930.52	DR
6503	103100061802	51020600	CGEX200728	07/31/2020					916.32	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	103100061802	51020800	CGEX200626	07/02/2020					2,787.10	DR *
6503	103100061802	51020800	CGEX200713	07/17/2020					8.56	DR
6503	103100061802	51020800	CGEX200728	07/31/2020					8.23	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	103100061802	51020900	CGEX200626	07/02/2020					24.68	DR *
6503	103100061802	51020900	CGEX200713	07/17/2020					4.76	DR
6503	103100061802	51020900	CGEX200728	07/31/2020					4.59	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	103100061802	52041800	DP006097	07/15/2020					13.73	DR *
OBJSUB: 5204180 COMPUTER SERVICES-STATE										
6503	103100061802	52041810	DP006097	07/15/2020					493.05	DR **
OBJSUB: 5204180 COMPUTER SERVICES-STATE										
6503	103100061802	52041810	DP006097	07/15/2020					493.05	DR **

South Dakota Board of Accountancy
Balance Sheet
As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1130000 · Local Checking - Great Western	384.53
1140000 · Pool Cash State of SD	463,404.56
Total Checking/Savings	463,789.09
Other Current Assets	
1131000 · Interest Income Receivable	18,765.30
1213000 · Investment Income Receivable	2,557.09
Total Other Current Assets	21,322.39
Total Current Assets	485,111.48
Fixed Assets	
1670000 · Computer Software	
Original Cost	34,075.00
1770000 · Depreciation	-12,778.30
Total 1670000 · Computer Software	21,296.70
Total Fixed Assets	21,296.70
TOTAL ASSETS	506,408.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110000 · Accounts Payable	7,415.02
Total Accounts Payable	7,415.02
Other Current Liabilities	
2430000 · Accrued Wages Payable	9,046.39
2810000 · Amounts Held for Others	27,309.56
Total Other Current Liabilities	36,355.95
Total Current Liabilities	43,770.97
Long Term Liabilities	
2960000 · Compensated Absences Payable	25,918.05
Total Long Term Liabilities	25,918.05
Total Liabilities	69,689.02
Equity	
3220000 · Net Position	296,528.04
3300100 · Invested In Capital Assets	21,296.98
3900 · Retained Earnings	58,492.68
Net Income	60,401.46
Total Equity	436,719.16
TOTAL LIABILITIES & EQUITY	506,408.18

South Dakota Board of Accountancy

Profit & Loss Budget vs. Actual

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4293550 · Initial Individual Certificate	125.00	2,500.00	-2,375.00	5.0%
4293551 · Certificate Renewals-Active	27,050.00	62,500.00	-35,450.00	43.3%
4293552 · Certificate Renewals-Inactive	8,050.00	21,000.00	-12,950.00	38.3%
4293553 · Certificate Renewals-Retired	480.00	1,450.00	-970.00	33.1%
4293554 · Initial Firm Permits	0.00	700.00	-700.00	0.0%
4293555 · Firm Permit Renewals	5,350.00	14,500.00	-9,150.00	36.9%
4293557 · Initial Audit	0.00	900.00	-900.00	0.0%
4293558 · Re-Exam Audit	60.00	2,460.00	-2,400.00	2.4%
4293561 · Late Fees-Certificate Renewals	0.00	3,000.00	-3,000.00	0.0%
4293563 · Late Fees-Firm Permit Renewals	0.00	500.00	-500.00	0.0%
4293564 · Late Fees-Peer Review	800.00	1,300.00	-500.00	61.5%
4293566 · Firm Permit Owners	41,170.00	109,000.00	-67,830.00	37.8%
4293567 · Peer Review Admin Fee	1,125.00	5,500.00	-4,375.00	20.5%
4293568 · Firm Permit Name Change	-25.00	100.00	-125.00	-25.0%
4293569 · Initial FAR	120.00	1,140.00	-1,020.00	10.5%
4293570 · Initial REG	30.00	660.00	-630.00	4.5%
4293571 · Initial BEC	0.00	930.00	-930.00	0.0%
4293572 · Re-Exam FAR	60.00	1,860.00	-1,800.00	3.2%
4293573 · Re-Exam REG	90.00	2,310.00	-2,220.00	3.9%
4293574 · Re-Exam BEC	120.00	2,310.00	-2,190.00	5.2%
4491000 · Interest and Dividend Revenue	0.00	5,500.00	-5,500.00	0.0%
4896021 · Legal Recovery Cost	0.00	1,000.00	-1,000.00	0.0%
Total Income	84,605.00	241,120.00	-156,515.00	35.1%
Gross Profit	84,605.00	241,120.00	-156,515.00	35.1%
Expense				
5101010 · F-T Emp Sal & Wages	8,147.54	86,257.00	-78,109.46	9.4%
5101020 · P-T/Temp Emp Sal & Wages	5,568.15	45,096.00	-39,527.85	12.3%
5101030 · Board & Comm Mbrs Fees	900.00	4,969.00	-4,069.00	18.1%
5102010 · OASI-Employer's Share	1,005.66	10,048.00	-9,042.34	10.0%
5102020 · Retirement-ER Share	751.36	7,881.00	-7,129.64	9.5%
5102060 · Health /Life Ins.-ER Share	2,787.10	10,809.00	-8,021.90	25.8%
5102080 · Worker's Compensation	24.68	276.00	-251.32	8.9%
5102090 · Unemployment Insurance	13.73	131.00	-117.27	10.5%
5203010 · Auto--State Owned	0.00	250.00	-250.00	0.0%
5203020 · Auto-Private-Owne Low Mileage	0.00	400.00	-400.00	0.0%
5203030 · In State-Auto- Priv. High Miles	0.00	1,500.00	-1,500.00	0.0%
5203060 · In State-Air Commercial Carrier	0.00	0.00	0.00	0.0%
5203080 · In State-Other Public Carrier	0.00	0.00	0.00	0.0%
5203100 · In State-Lodging	0.00	1,000.00	-1,000.00	0.0%
5203120 · In State-Incidentals to Travel	0.00	100.00	-100.00	0.0%
5203130 · Nonemployment Travel	0.00	0.00	0.00	0.0%
5203140 · InState-Tax Meals Not OverNigt	0.00	100.00	-100.00	0.0%
5203150 · InState-Non-Tax Meals OverNight	0.00	400.00	-400.00	0.0%
5203220 · OS-Auto Private Low Mileage	0.00	0.00	0.00	0.0%
5203230 · OS-Auto Private High Mileage	0.00	200.00	-200.00	0.0%
5203260 · OS-Air Commercial Carrier	0.00	7,000.00	-7,000.00	0.0%
5203280 · OS-Other Public Carrier	0.00	700.00	-700.00	0.0%
5203300 · OS-Lodging	0.00	9,000.00	-9,000.00	0.0%
5203320 · OS-Incidentals to Travel	0.00	500.00	-500.00	0.0%
5203330 · OS-Nonemployment Travel	0.00	0.00	0.00	0.0%
5203340 · OS-Taxable Meals-Not Overnight	0.00	0.00	0.00	0.0%
5203350 · OS-Non-Taxable Meals Overnight	0.00	1,000.00	-1,000.00	0.0%
5204010 · Subscriptions	0.00	1,000.00	-1,000.00	0.0%
5204020 · Dues and Membership Fees	0.00	3,900.00	-3,900.00	0.0%
5204030 · Legal Document Fees	0.00	300.00	-300.00	0.0%
5204040 · Consultant Fees-Accounting	0.00	3,600.00	-3,600.00	0.0%
5204050 · Consultant Fees - Computer	0.00	15,000.00	-15,000.00	0.0%
5204060 · Consultant Fees-Educat/Training	0.00	0.00	0.00	0.0%
5204080 · Consultant Fees--Legal	0.00	0.00	0.00	0.0%
5204130 · Consultant Fees-Other	0.00	0.00	0.00	0.0%
5204160 · Workshop Registration Fees	0.00	7,500.00	-7,500.00	0.0%

South Dakota Board of Accountancy

Profit & Loss Budget vs. Actual

July 2020

	Jul 20	Budget	\$ Over Budget	% of Budget
5204180 · Computer Services-State	0.00	5,000.00	-5,000.00	0.0%
5204181 · Computer Development Serv-State	0.00	2,000.00	-2,000.00	0.0%
5204190 · Computer Services-Private	0.00	0.00	0.00	0.0%
5204200 · Central Services	1,157.49	9,000.00	-7,842.51	12.9%
5204220 · Equipment Service & Maintenance	5.21	300.00	-294.79	1.7%
5204230 · Janitorial/Maintenance Services	142.46	1,725.00	-1,582.54	8.3%
5204320 · Audit Services-Private	0.00	0.00	0.00	0.0%
5204340 · Computer Software Maintenance	0.00	1,000.00	-1,000.00	0.0%
5204360 · Advertising-Newspapers	0.00	500.00	-500.00	0.0%
5204390 · Advertising-Brochures	0.00	0.00	0.00	0.0%
5204440 · Newsletter Publishing	0.00	100.00	-100.00	0.0%
5204460 · Equipment Rental	79.00	4,000.00	-3,921.00	2.0%
5204480 · Microfilm and Photography	0.00	0.00	0.00	0.0%
5204490 · Rents Privately Owned Property	1,380.75	16,569.00	-15,188.25	8.3%
5204500 · Rents-County/Municipal	0.00	0.00	0.00	0.0%
5204510 · Rent-Other	0.00	500.00	-500.00	0.0%
5204530 · Telecommunications Services	114.96	5,500.00	-5,385.04	2.1%
5204540 · Electricity	26.55	865.00	-838.45	3.1%
5204560 · Water	0.00	240.00	-240.00	0.0%
5204580 · Trucking, Drayage, and Freight	0.00	0.00	0.00	0.0%
5204590 · Insurance Premiums/Surety Bonds	0.00	1,710.00	-1,710.00	0.0%
5204730 · Maintenance Contracts	0.00	0.00	0.00	0.0%
5204740 · Bank Fees and Charges	1,285.05	6,500.00	-5,214.95	19.8%
5204960 · Other Contractual Services	0.00	0.00	0.00	0.0%
5205020 · Office Supplies	0.00	3,000.00	-3,000.00	0.0%
5205028 · OFFICE SUPPLIES-2	0.20	0.00	0.20	100.0%
5205060 · Maintenance/Janitorial Supplies	0.00	0.00	0.00	0.0%
5205310 · Printing State	0.00	350.00	-350.00	0.0%
5205320 · Printing/Duplicating/Binding Co	0.00	500.00	-500.00	0.0%
5205330 · Supplemental Publications	0.00	700.00	-700.00	0.0%
5205340 · Microfilm Supplies/Materials	0.00	0.00	0.00	0.0%
5205350 · Postage	0.00	2,000.00	-2,000.00	0.0%
5207430 · Office Machines	0.00	100.00	-100.00	0.0%
5207440 · Filing Equipment	0.00	0.00	0.00	0.0%
5207450 · Office Equipment and Fixtures	0.00	0.00	0.00	0.0%
5207490 · Telephone Equipment	0.00	0.00	0.00	0.0%
5207900 · Computer Hardware	0.00	6,800.00	-6,800.00	0.0%
5207950 · System Development	0.00	1,000.00	-1,000.00	0.0%
5207955 · Computer Hardware Other	0.00	500.00	-500.00	0.0%
5207960 · Computer Software Expense	0.00	1,000.00	-1,000.00	0.0%
5228000 · Operating Transfers Out-NonBudg	340.39	8,000.00	-7,659.61	4.3%
5228030 · Depreciation Expense	473.26	5,679.12	-5,205.86	8.3%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	24,203.54	304,055.12	-279,851.58	8.0%
Net Ordinary Income	60,401.46	-62,935.12	123,336.58	-96.0%
Other Income/Expense				
Other Expense				
5228090 · SecurtyLendingRebateFees	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	60,401.46	-62,935.12	123,336.58	-96.0%

South Dakota Board of Accountancy
PREVIOUS YEAR MONTHLY COMPARISON
July 2020

	Jul 20	Jul 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
4293550 · Initial Individual Certificate	125.00	3,285.00	-3,160.00	-96.2%
4293551 · Certificate Renewals-Active	27,050.00	60,100.00	-33,050.00	-55.0%
4293552 · Certificate Renewals-Inactive	8,050.00	18,450.00	-10,400.00	-56.4%
4293553 · Certificate Renewals-Retired	480.00	1,110.00	-630.00	-56.8%
4293554 · Initial Firm Permits	0.00	50.00	-50.00	-100.0%
4293555 · Firm Permit Renewals	5,350.00	10,400.00	-5,050.00	-48.6%
4293557 · Initial Audit	0.00	30.00	-30.00	-100.0%
4293558 · Re-Exam Audit	60.00	210.00	-150.00	-71.4%
4293561 · Late Fees-Certificate Renewals	0.00	150.00	-150.00	-100.0%
4293564 · Late Fees-Peer Review	800.00	100.00	700.00	700.0%
4293566 · Firm Permit Owners	41,170.00	109,405.00	-68,235.00	-62.4%
4293567 · Peer Review Admin Fee	1,125.00	75.00	1,050.00	1,400.0%
4293568 · Firm Permit Name Change	-25.00	75.00	-100.00	-133.3%
4293569 · Initial FAR	120.00	90.00	30.00	33.3%
4293570 · Initial REG	30.00	30.00	0.00	0.0%
4293571 · Initial BEC	0.00	60.00	-60.00	-100.0%
4293572 · Re-Exam FAR	60.00	150.00	-90.00	-60.0%
4293573 · Re-Exam REG	90.00	300.00	-210.00	-70.0%
4293574 · Re-Exam BEC	120.00	240.00	-120.00	-50.0%
Total Income	84,605.00	204,310.00	-119,705.00	-58.6%
Gross Profit	84,605.00	204,310.00	-119,705.00	-58.6%
Expense				
5101010 · F-T Emp Sal & Wages	8,147.54	5,432.73	2,714.81	50.0%
5101020 · P-T/Temp Emp Sal & Wages	5,568.15	3,181.32	2,386.83	75.0%
5101030 · Board & Comm Mbrs Fees	900.00	780.00	120.00	15.4%
5102010 · OASI-Employer's Share	1,005.66	645.59	360.07	55.8%
5102020 · Retirement-ER Share	751.36	479.54	271.82	56.7%
5102060 · Health /Life Ins.-ER Share	2,787.10	1,748.41	1,038.69	59.4%
5102080 · Worker's Compensation	24.68	11.21	13.47	120.2%
5102090 · Unemployment Insurance	13.73	3.79	9.94	262.3%
5203010 · Auto--State Owned	0.00	47.79	-47.79	-100.0%
5204180 · Computer Services-State	0.00	469.80	-469.80	-100.0%
5204181 · Computer Development Serv-State	0.00	221.13	-221.13	-100.0%
5204200 · Central Services	1,157.49	1,493.02	-335.53	-22.5%
5204220 · Equipment Service & Maintenance	5.21	6.18	-0.97	-15.7%
5204230 · Janitorial/Maintenance Services	142.46	139.65	2.81	2.0%
5204460 · Equipment Rental	79.00	79.00	0.00	0.0%
5204490 · Rents Privately Owned Property	1,380.75	0.00	1,380.75	100.0%
5204530 · Telecommunications Services	114.96	152.92	-37.96	-24.8%
5204540 · Electricity	26.55	74.08	-47.53	-64.2%
5204740 · Bank Fees and Charges	1,285.05	1,263.49	21.56	1.7%
5204960 · Other Contractual Services	0.00	41.14	-41.14	-100.0%
5205020 · Office Supplies	0.00	111.03	-111.03	-100.0%
5205028 · OFFICE SUPPLIES-2	0.20	4.23	-4.03	-95.3%
5205320 · Printing/Duplicating/Binding Co	0.00	17.25	-17.25	-100.0%
5228000 · Operating Transfers Out-NonBudg	340.39	0.00	340.39	100.0%
5228030 · Depreciation Expense	473.26	473.26	0.00	0.0%
Total Expense	24,203.54	16,876.56	7,326.98	43.4%
Net Ordinary Income	60,401.46	187,433.44	-127,031.98	-67.8%
Net Income	60,401.46	187,433.44	-127,031.98	-67.8%

South Dakota Board of Accountancy
PREVIOUS YEAR TO DATE MONTHLY COMPARISON
July 2020

	<u>Jul 20</u>	<u>Jul 19</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4293550 · Initial Individual Certificate	125.00	3,285.00	-3,160.00	-96.2%
4293551 · Certificate Renewals-Active	27,050.00	60,100.00	-33,050.00	-55.0%
4293552 · Certificate Renewals-Inactive	8,050.00	18,450.00	-10,400.00	-56.4%
4293553 · Certificate Renewals-Retired	480.00	1,110.00	-630.00	-56.8%
4293554 · Initial Firm Permits	0.00	50.00	-50.00	-100.0%
4293555 · Firm Permit Renewals	5,350.00	10,400.00	-5,050.00	-48.6%
4293557 · Initial Audit	0.00	30.00	-30.00	-100.0%
4293558 · Re-Exam Audit	60.00	210.00	-150.00	-71.4%
4293561 · Late Fees-Certificate Renewals	0.00	150.00	-150.00	-100.0%
4293564 · Late Fees-Peer Review	800.00	100.00	700.00	700.0%
4293566 · Firm Permit Owners	41,170.00	109,405.00	-68,235.00	-62.4%
4293567 · Peer Review Admin Fee	1,125.00	75.00	1,050.00	1,400.0%
4293568 · Firm Permit Name Change	-25.00	75.00	-100.00	-133.3%
4293569 · Initial FAR	120.00	90.00	30.00	33.3%
4293570 · Initial REG	30.00	30.00	0.00	0.0%
4293571 · Initial BEC	0.00	60.00	-60.00	-100.0%
4293572 · Re-Exam FAR	60.00	150.00	-90.00	-60.0%
4293573 · Re-Exam REG	90.00	300.00	-210.00	-70.0%
4293574 · Re-Exam BEC	120.00	240.00	-120.00	-50.0%
Total Income	<u>84,605.00</u>	<u>204,310.00</u>	<u>-119,705.00</u>	<u>-58.6%</u>
Gross Profit	84,605.00	204,310.00	-119,705.00	-58.6%
Expense				
5101010 · F-T Emp Sal & Wages	8,147.54	5,432.73	2,714.81	50.0%
5101020 · P-T/Temp Emp Sal & Wages	5,568.15	3,181.32	2,386.83	75.0%
5101030 · Board & Comm Mbrs Fees	900.00	780.00	120.00	15.4%
5102010 · OASI-Employer's Share	1,005.66	645.59	360.07	55.8%
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5204490 · Rents Privately Owned Property	1,380.75	0.00	1,380.75	100.0%
5204530 · Telecommunications Services	114.96	152.92	-37.96	-24.8%
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Net Ordinary Income	<u>60,401.46</u>	<u>187,433.44</u>	<u>-127,031.98</u>	<u>-67.8%</u>
Net Income	<u><u>60,401.46</u></u>	<u><u>187,433.44</u></u>	<u><u>-127,031.98</u></u>	<u><u>-67.8%</u></u>

REPORT TO BOARD ON CPE REQUEST

An individual has submitted 10 requests to be considered for CPE. Each of the requests are for published articles in various years.

20:75:04:01. Standards for continuing professional education program measurement. The following standards are used to measure the hours of continuing professional education credit:

(10) The board may grant credit for the writing of published articles, books, or CPE programs to include credit for research and writing time provided the board determines the activity maintains or improves professional competence. The article, book, or CPE program must be formally reviewed by an independent party. CPE credits should be claimed only upon publication. Not more than half the three-year continuing professional education credit required may be gained through publications;

20:75:04:05. Non-group continuing professional education program criteria. The non-group programs which qualify as acceptable continuing professional education programs if they meet the requirements of § 20:75:04:02 include the following:

(4) **Published articles, books, or continuing professional education programs.** A CPA or PA may be given credit for research and writing time upon determination by the board that the CPA's and PA's competency has been maintained or increased as a result of the activity.

20:75:04:02. General continuing professional education program criteria. To qualify as acceptable continuing professional education, a program must be a learning activity that contributes directly to the professional competence of a CPA or PA in the practice of accountancy. A CPA and PA performing professional services must have a broad range of knowledge, skills, and abilities. Acceptable continuing professional education encompasses programs contributing to the development and maintenance of both technical and nontechnical professional skills. A program that promotes professional competence in the practice of accountancy is defined as one that refers to the process, methods, or principles of accounting or directly relates to the CPA's and PA's employment and is above the level of the CPA's and PA's current knowledge. Acceptable subjects include accounting, assurance/auditing, consulting services, specialized knowledge and applications, management, taxation, and ethics. Other subjects, including personal development, may be acceptable if they maintain or improve the CPA's and PA's competence. A CPA or PA may use a learning plan to evaluate learning and competency development. The learning plan may be reviewed periodically and modified as competency needs change.

The individuals request follows for the most recent year, the prior years he submitted the magazine cover, copy of the article and the email threads between him and the editor as supporting documentation to be used at the review by the independent party.

Each article he is requesting 8 hours of CPE, except for the July 2018 and January 2019 articles where he is requesting 6 hours of CPE due to his limited hours available in the maximum of 60 CPE hours in the 3 year rolling period.

The Board needs to make a determination in regards to each of the requests.

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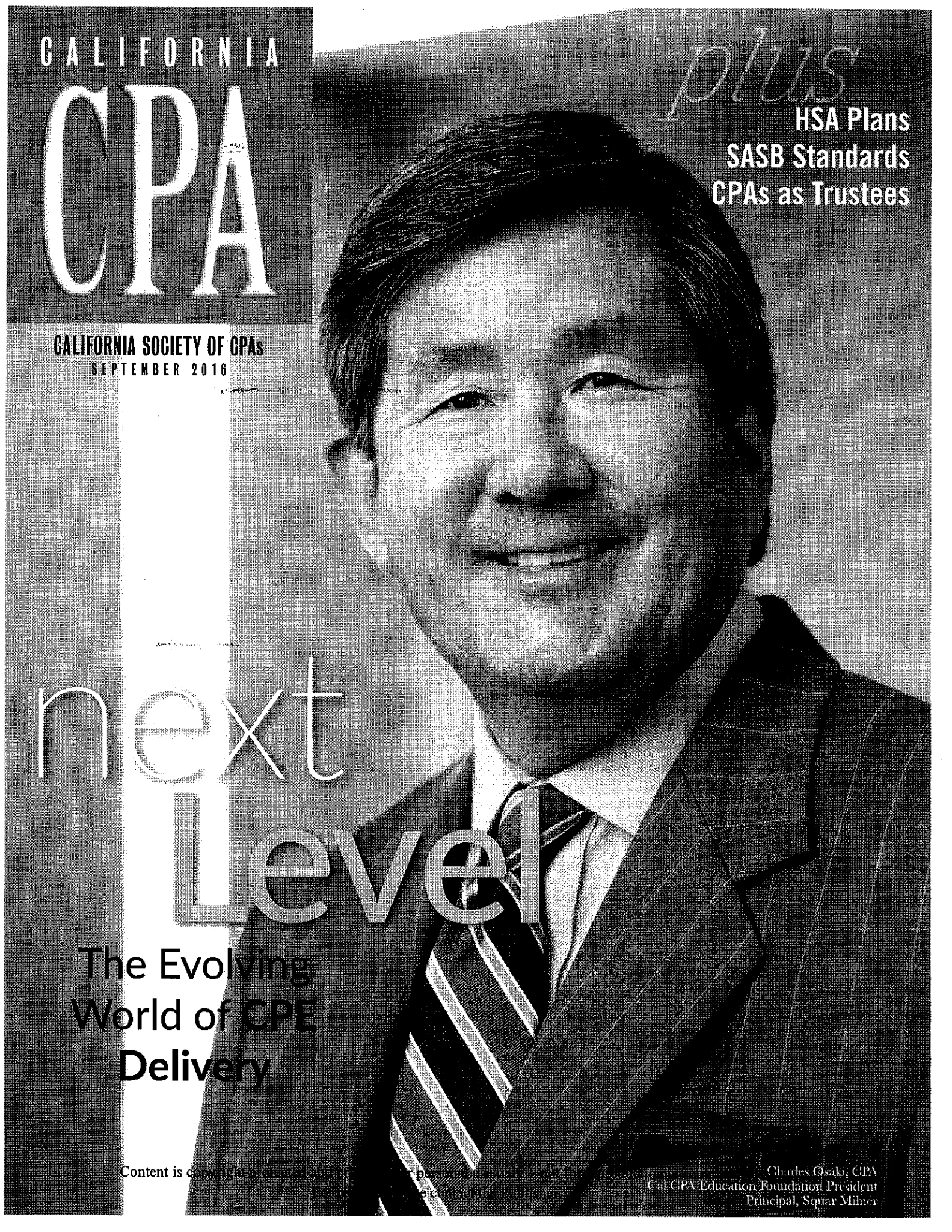
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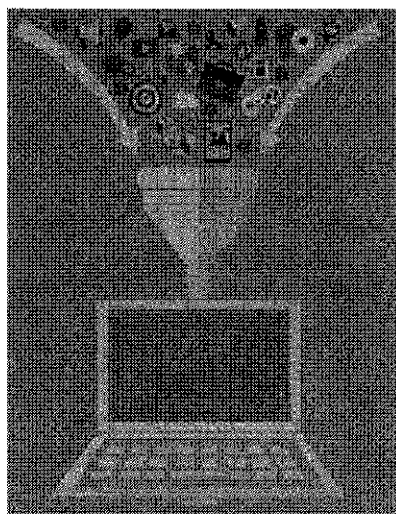
next Level

The Evolving
World of CPE
Delivery

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Charles Osaki, CPA
Cal CPA Education Foundation President
Principal, Squar Milner





If you haven't played with the Get & Transform commands in Excel 2016 for Windows, they're worth checking out. I don't want to sound overly dramatic, but this set of capabilities is a game changer. These tools provide new ways to approach tasks and enable us to do things that were previously time-consuming, impractical or required macros.

Formerly available as the Power Query add-in, the Get & Transform tools built into Excel 2016 for Windows are incredibly powerful. At a high level, they enable us to retrieve data from a variety of sources and prepare it for use as needed. We can retrieve, or get, data stored in many types of places—for example in CSV and Excel files, databases and online services. We can prepare, or transform, the data by doing things like splitting and combining columns and adding new calculated columns.

Let's pretend for a moment that we need to get data out of one system and into another. The data could be stuff like journal entries, a trial balance, e-commerce transactions, banking activity, payroll data, fixed asset additions or depreciation amounts.

Once the data is exported from the source system, we need to prepare it for import into the target system. The preparation, or transformation, step is the one that typically takes the most time for us. Some common transformations include combining and splitting columns, including only selected columns, sorting, filtering, deriving calculated values and flattening data.

Fortunately, a Get & Transform query can automate this process. Oh, and here is

Get & Transform

More Tips and Tricks from the Excel Expert

something really cool: We can do this without needing Excel formulas or VBA macros ... Wow! We just point and click, my friend.

Walkthrough

Let's walk through a quick example to illustrate. Some journal entries have been exported from one system that we need to prepare for import into another system. The exported journal entries are stored in a CSV file, and before we can import the data into the target system, we need to clean it up.

Note: if you'd like to work along with the steps below, take a moment and download the je.csv file from excel-university.com/gnt.

We can pull the data into a new blank workbook by selecting the Data > New Query > From File > From CSV command. In the resulting Import Data dialog, we browse to and select the desired file, and click "Import."

Excel then displays a preview of the data (Figure 1).

Figure 1

Code	Amount	Description	Debit	Credit
101 5030	500	Office supplies Finance	196	0
101 5030	500	Office supplies Sales	147	0
101 5030	500	Office supplies Marketing	383	0
101 5030	500	Office supplies Operations	855	0
101 5030	500	Office supplies Corporate	1571	0
102 5040	500	Marketing Finance	371	0
102 5040	500	Marketing Sales	9	0
102 5040	500	Marketing Marketing	276	0
102 5040	500	Marketing Operations	1850	0
102 5040	500	Marketing Corporate	2506	0

We click the "Edit" button to open the Query Editor (Figure 2).

Figure 2

Code	Amount	Description	Debit	Credit
101 5030	500	Office supplies Finance	196	0
101 5030	500	Office supplies Sales	147	0
101 5030	500	Office supplies Marketing	383	0
101 5030	500	Office supplies Operations	855	0
101 5030	500	Office supplies Corporate	1571	0
102 5040	500	Marketing Finance	371	0
102 5040	500	Marketing Sales	9	0
102 5040	500	Marketing Marketing	276	0
102 5040	500	Marketing Operations	1850	0
102 5040	500	Marketing Corporate	2506	0

The Query Editor is where we can perform our transformations. We need to split the Code column into two, based on

the dash delimiter. So, we select the column and then click the Home > Split Column command icon, and identify the delimiter as a dash. We need to combine the Debit and Credit columns into a single Amount column, so, we click the Add Column > Custom Column command. We define the new column name as Amount, and the formula is equal to the Debit column minus the Credit column. We need to remove the unnecessary Debit and Credit columns, so we right-click their column headers and select "Remove."

Finally, we want to bring the transformed data into Excel, so we use the Home > Close & Load command. Excel places the resulting data into a table (Figure 3).

Figure 3

Code	Amount	Description	Debit	Credit
101 5030	500	Office supplies Finance	196	0
101 5030	500	Office supplies Sales	147	0
101 5030	500	Office supplies Marketing	383	0
101 5030	500	Office supplies Operations	855	0
101 5030	500	Office supplies Corporate	1571	0
102 5040	500	Marketing Finance	371	0
102 5040	500	Marketing Sales	9	0
102 5040	500	Marketing Marketing	276	0
102 5040	500	Marketing Operations	1850	0
102 5040	500	Marketing Corporate	2506	0

Now, here is the really great part: The results table can be refreshed without having to manually perform these transformation steps again. So, next period, when an updated CSV file is saved to the same directory with the same name, all we need to do is right-click the results table and select "Refresh." Excel will retrieve the data, apply the same series of transformations and update the results table accordingly.

This sample example just barely scratches the surface, and you'll want to dig deeper if you frequently export/import data.

If this feature sounds interesting, feel free to check out the Excel University blog (excel-university.com/blog) where there are many posts that illustrate various applications of the Get & Transform feature.

And remember, Excel rules! 📊

Jeff Lenning CPA, CITP, is the author of Excel University (www.excel-university.com). You can reach him at jeff@excel-university.com.

RE: Tech Column for Sept. Issue

Jeff Lenning

Sent: Monday, August 08, 2016 12:36 PM

To: English, Damien [REDACTED]

Looks good...only one change requested:

Please update the signature line to something like:

Jeff Lenning, CPA, CITP is the author of Excel University (www.excel-university.com), and he can be reached at jeff@excel-university.com.

I'd like to remove the reference to Click Consulting because that company is used for computer consulting whereas Excel U is my Excel training company...thanks dude.

Thanks,
Jeff

From: English, Damien [REDACTED]

Sent: Monday, August 08, 2016 11:47 AM

To: Jeff Lenning

Subject: Re: Tech Column for Sept. Issue

Here's the designed version. Let me know if you have any changes and send em back by tomorrow morning.

Thanks,

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

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Sacramento, CA 95814-3922

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Lease Accounting

Benefit Plan Audit Quality

RE: Jan/Feb Issue Tech Column

Jeff Lenning

Sent: Thursday, December 08, 2016 8:43 AM**To:** English, Damien [REDACTED]

Damien,

I have a few things:

- Remove Click Consulting from bio, so, something like "...is the author of Excel University (www.excel-university.com) and can be reached at [REDACTED]"
- Paragraph 2: Change easily to easy (The date part is fairly easy to visualize)
- 3rd column, 2nd paragraph down, needs to split a sentence into two: change "...just use square brackets: [h]:mm ..." to "...just use square brackets. For example, [h]:mm, as shown in ..."
- 3rd col, 3rd paragraph down, I'd remove the text "...I'll call this point out for reference as well..." and just use this "So, when a duration format is applied, the ..."
- 3rd col, 4th paragraph down, I'd remove the "Why?"

Thanks

Jeff

From: English, Damien [REDACTED]**Sent:** Wednesday, December 07, 2016 8:28 PM**To:** Jeff Lenning**Subject:** Re: Jan/Feb Issue Tech Column

Hiya Jeff,

Attached is a designed version of your article for approval. Can you please review and send back any changes by lunch tomorrow?

Thanks,

DBME

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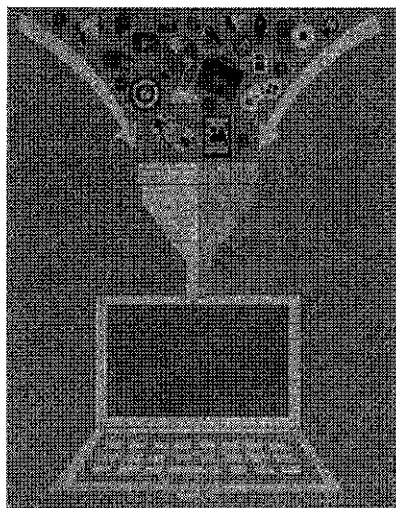
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Imagine this scenario: There are 120 CSV files in a folder on your network. Each CSV export contains the transactions for a single month, and there are 10 years' worth of files. Your mission, should you choose to accept it, is to combine all of the transactions in these 120 files into a single Excel worksheet.

That's a lot of copy/paste. Imagine how long it would take for you to open 120 files, copy the contents of each and paste/append the transactions into a combined file. Say you could process one file per minute; that would be around 120 minutes. And, these are monthly files. What if they were weekly files? That would be about 520 files. Or if they were daily exports?

Often in Excel, there are multiple ways to accomplish any given task. Some ways are faster than others. Let's call the copy/paste approach the slow way. The fast way: We can have Excel combine these for us in less than a minute. No formulas. No macros. Just click a few buttons.

Note: These steps use the most current version of Excel (Excel 2016) for Windows (Version 1703). If you are using a previous version, you may not have these features. You can determine your version by selecting **File > Account**, and viewing the product info.

Hop in the Fast Lane

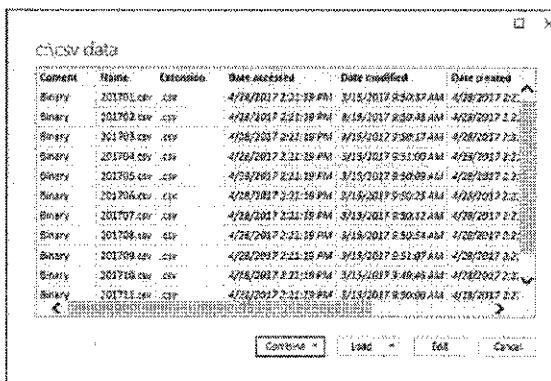
In any blank workbook, select **Data > New Query > From File > From Folder**. Excel displays the Folder dialog, where you can enter or browse to the folder that stores all the CSV files. They can all be in that folder or organized in subfolders. After identifying

Mind. Blown.

Stop Doing Manual Tasks Excel can do Faster

the folder and clicking "OK," Excel displays a dialog allowing you to preview the list of files it found in the folder, as seen in Figure 1:

seconds. Assuming you manually process one file per minute, this would take around 7,000 minutes—more than 100 hours.



Excel combined all these files in about 40 seconds.

Always remember, Excel rules!

Jeff Lenning, CPA, CITP is author of Excel University (www.excel-university.com). You can reach him at jeff@excel-university.com.

Further Info

- Your performance times may vary depending on the number of transactions per file, computer speed, network speed and so on. But, even if your computer takes longer than mine, I'll bet it still beats copy/paste.
- You need the most current version of Excel, with updates installed. If not, you may not have the Combine Binaries button on the dialog shown in Figure 1. If you are using a previous version of

At this point, click the **Combine > Combine & Load** button, which opens a dialog that allows you to specify additional settings if needed. Then simply click "OK." What happens next will blow your mind: Within moments, you'll see the transactions from all the files flow into your worksheet, as shown in Figure 2:

File Name	Quantity	Product	Warehouse	Date	Value
201701.csv	2505	5041 Trade shows	420 Warehouse	1/1/2017	1206
201701.csv	2506	5022 Overhead	400 Logistics	1/3/2017	154
201701.csv	2507	5021 Salary	300 Operations	1/5/2017	22
201701.csv	2508	5055 Travel	101 Accounting	1/7/2017	190
201701.csv	2509	5056 Meals and Entertainment	300 Operations	1/9/2017	875
201701.csv	2510	5053 Postage	420 Warehouse	1/11/2017	416
201701.csv	2511	5054 Small office equipment	100 HR	1/13/2017	149
201701.csv	2512	5058 Meals and Entertainment	301 Sales	1/15/2017	813
201701.csv	2513	5041 Trade shows	101 Accounting	1/17/2017	1036
201701.csv	2514	5040 Marketing	301 Sales	1/19/2017	816
201701.csv	2515	5021 Salary	301 Sales	1/21/2017	333

Wow, Right?

Out of curiosity, I timed this process from start to finish. I had the transactions from all 120 files in my Excel worksheet in about 20 seconds. And, here is the best part: Not only is this faster right now, it is also easy to update next period. You can simply add new CSV files to the folder, right-click the results table and select Refresh. Any new files in the folder will automatically be included.

In another experiment, the process to combine 720 files took about the same amount of time, around 20 seconds. Then, I wondered how long it would take Excel to process thousands of files. Excel combined more than 7,000 CSV files in about 40

- Excel 2016, you may be able to accomplish this using the Combine Binaries icon in the column label. For more, visit www.excel-university.com/get-transform-an-alternative-to-copy-paste-append.
- If you are using Excel 2013, you may be able to accomplish this by downloading and installing the PowerQuery add-in from the Microsoft website.
- If the folder contains file types, such as PDF, that need to be excluded, click the Edit button from Figure 1, then use Extension column filters to exclude files based on extension, then click the Combine Binaries icon in the Content column.
- If you need to do something similar with Excel files that contain multiple worksheets, use a variation described at www.excel-university.com/retrieve-values-from-many-workbooks.

RE: Tech Column for June

Jeff Lenning

Sent: Friday, April 28, 2017 4:13 PM**To:** English, Damien [REDACTED]**Attachments:** Excel Combine Binaries.docx (80 KB) ; figure 1.PNG (32 KB) ; figure 2.PNG (22 KB)

Alright dude. I think I have a pretty solid draft. This one was really fun. Definitely one of my favorites. I hope you like it too.

Hit me back as needed, happy to add/edit/delete stuff.

Have a good weekend.

Also, if you need a piece for July, cool, just let me know the deadline.

Thanks,
Jeff

From: English, Damien [REDACTED]**Sent:** Monday, April 24, 2017 2:39 PM**To:** Jeff Lenning**Subject:** Re: Tech Column for June

Lol. Not at all. I just always feel like I am piling on you every year so tried to branch out a bit this year. It was a struggle. The tech committee seems to have lost a lot of interest, but I did land a couple. It's one of those things that we struggle with. I would like to see TBRG folded into the May issue next year, but we shall see...

Anyway, thanks. I will mark you down for June. July is also a tech themed issue if you wanted to do an article for that, too... ?

DBME

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Kathy A. Johnson, CPA, CFF, CGMA
Owner, CPA Forensics Plus, LLP
2017-18 CalCPA Chair

Skipping Excel

How to Take a Process
from **30 to 0 Minutes**

Excel is used for all sorts of things, including budgeting, reporting, reconciling bank statements and more. Sometimes, it's used as a bridge between two applications, that is, to export, clean and import data between two different systems. As an example, maybe you export transactions from an e-commerce system, open it in Excel, clean up the data a bit and then upload it to an accounting system, such as QuickBooks. This type of process is so common it even has its own acronym: ETL (Extract, Transform and Load). When you use Excel like this, as a way to transport data from one system to another, you may be able to skip Excel all together. Wait, what?

Skip Excel? Yep

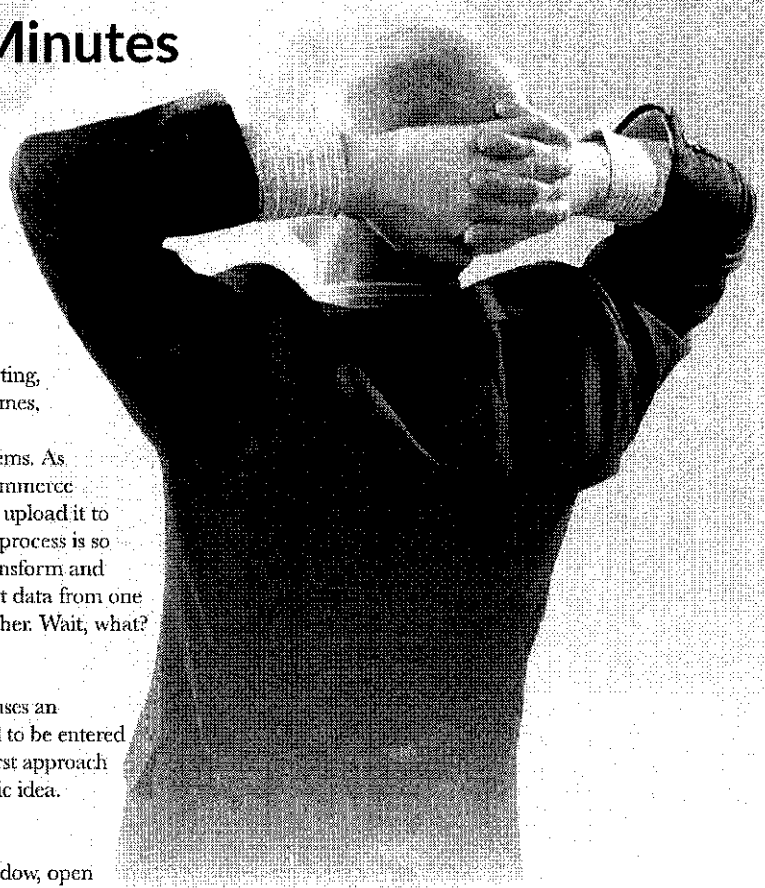
Let me illustrate by sharing a real-life story. My company uses an e-commerce system to take online orders. The orders need to be entered into my accounting system, QuickBooks Online. So, my first approach was manual, and it took about 30 minutes. Here is the basic idea.

30-minute Approach

I would open the e-commerce system in one browser window, open QuickBooks Online in another, and then I would copy the name field from the e-commerce system and paste it into QuickBooks Online. Then, I would copy/paste the address and continue like this through all fields, save the transaction—and repeat. All told, this would take roughly 30 minutes. I quickly grew tired of this manual approach, so I moved on to my next approach.

15-minute Approach

Here, I would export a batch of sales transactions from my e-commerce system into Excel. Then I would manually clean the data, including deleting unneeded columns, adding calculated



columns and filtering out certain rows. Once the data was ready for import, I used Transaction Pro Importer to import the transactions in bulk. This was a huge improvement, and overall saved me 15 minutes. I was so happy to have cut the time in half. But then I discovered I could do it even faster by using a Get & Transform query in Excel. Check it out.

5-minute Approach

With this approach, I would still export the transactions into Excel. But, instead of cleaning the data manually, I used a Get & Transform query. With the click of a Refresh button, the query performed the data preparation instantly. Then, I would upload the results to QuickBooks Online with Transaction Pro Importer, and life was good. The 30-minute process was now down to five minutes—and I was thrilled to have saved so much time. But then, I improved the process even further.

0 Minutes!

There are many services that help move data from one system to another, including Zapier (www.zapier.com). Unfortunately, Zapier doesn't support my e-commerce system, which is a bummer.

Then I found the missing link I needed: Email parsing. My e-commerce system sends an email confirmation for each online sale. So, I had each sale confirmation email forwarded to mailparser.io. This service is amazing. It takes an inbound email, and then parses it—meaning it processes it using rules you specify to retrieve the desired



So, if you frequently find yourself moving data from one system to another, you'll definitely want to check out your options.

values, such as name, address, product id and price. Since Zapier integrates with mailparser.io, I was set.

Here is the process now: An online order is placed in my e-commerce system; an email confirmation is sent to the customer and to mailparser.io; Mailparser.io retrieves the needed customer data, and makes it available to Zapier, which forwards the information to QuickBooks Online and records the sales receipt, or, sends an invoice if needed. As a bonus, Zapier also forwards this information to my email platform for an onboarding email sequence. This all happens within seconds of the order being placed. And, my manual steps are gone!

The process that started at 30 minutes is now down to zero minutes. Sweet.

Conclusion

Your business probably doesn't use the same combination of apps as mine. But, there are tons of apps supported by Zapier, and you can set up automations between them. This opens up many interesting possibilities. Plus, there are other services that help with this sort of thing, including Microsoft Flow, CData, Workato and more. So, if you frequently find yourself moving data from one system to another, you'll want to check out your options. You may be able to automate your task, getting it down to zero minutes! 🎉

Jeff Lenning is author of Excel University (www.excel-university.com). You can reach him at jeff@excel-university.com.

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Re: July article

Jeff Lenning

Sent: Monday, June 05, 2017 4:34 PM

To: English, Damien [REDACTED]

Cc: Maragoni, Aldo [REDACTED]

Looks good but one typo in 30-min paragraph:

aave should be save

Thanks

Jeff

Sent from my iPhone

On Jun 5, 2017, at 5:01 PM, English, Damien <[REDACTED]> wrote:

Hiya Jeff,

Attached is a designed version of your article for approval. Can you please review and send back any changes to Aldo by lunchtime tomorrow? He will be taking it from here as I am on PTO starting tomorrow.

Aldo, InDesign file attached.

Thanks!

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

1201 K St., Ste 1000
Sacramento, CA 95814-3922

[REDACTED]
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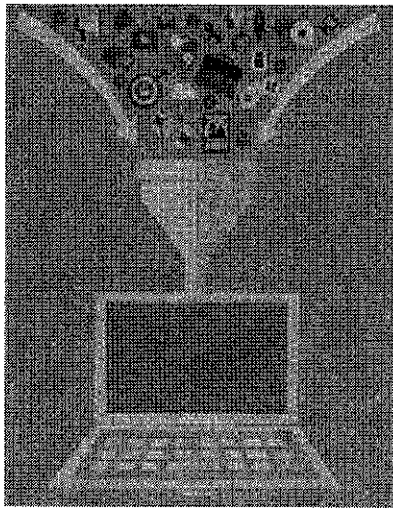
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Member, CICA Accounting Principles and Assurance Services Committee



Beyond Numbers

Excel Tips and Tricks: Joining Text

Often when we use Excel, we think of its ability to operate with numbers. But Excel is also good at operating on other data types, such as dates and text strings. When we limit our use of formulas to numbers only, we miss out on many opportunities for efficiency. In this article, I'll talk about one of my favorite text operations, and, how it just got way better in a recent update.

One of my most-used text operations is that of joining text values together. This operation is known as concatenation. Traditionally, concatenation was performed by using the CONCATENATE function, or by using the concatenation operator (&). Let's visualize this idea with an example.

Let's say we've exported an account list from our accounting system. The primary account is in column A, and the subaccount is in column B. We need to combine them into a full account and separate them with a colon, as shown in Figure 1, column C.

Figure 1

	A	B	C
1	Primary	Subaccount	Full Account
2	Cash	Checking	Cash:Checking
3	Cash	Savings	Cash:Savings
4	Cash	Payroll	Cash:Payroll

The following formula, written into C2, uses the CONCATENATE function to accomplish this task.

=CONCATENATE(A2, ":", B2)

Or, we could use the concatenation

operator (&) instead, as shown here:
=A2 & ":" & B2

Both would join the values in A2 and B2 to create the combined, full account. We could then fill the formula down for the remaining accounts.

Figure 2

	A	B	C
1	Primary	Subaccount	Subaccount
2	Cash		
3	Cash	Checking	
4	Cash	Checking	Wells Fargo
5	Cash	Checking	BofA

While this would work if all accounts had a primary account and one subaccount, it wouldn't work if some accounts had multiple subaccounts, or, if some accounts had only a primary account, as illustrated in Figure 2.

Fortunately, in a recent update to Excel 2016 for Windows subscription

Figure 3

	A	B	C	D
1	Primary	Subaccount	Subaccount	Full Account
2	Cash			Cash
3	Cash	Checking		Cash:Checking
4	Cash	Checking	Wells Fargo	Cash:Checking:Wells Fargo
5	Cash	Checking	BofA	Cash:Checking:BofA

license, we have two new functions, CONCAT and TEXTJOIN.

The CONCAT function replaces CONCATENATE, and Microsoft recommends using it going forward, as CONCATENATE is available only

for backwards compatibility. The big improvement in CONCAT is that it accepts a range reference, rather than being restricted to single-cell references.

The TEXTJOIN function joins cell

values and allows us to specify a delimiter, such as a colon. The first function argument is the delimiter, the second allows us to skip blank cells, and the third is the range of cells to join. For example, the following formula written in D2 would combine the accounts with a colon delimiter, and could be filled down to work for all rows:

=TEXTJOIN(":", TRUE, A2:C2)

The result of this formula is illustrated in Figure 3, column D.

A quick note about Excel versions: Excel 2016 for Windows is offered with two licenses, a perpetual license and a subscription license. The perpetual license is the way we're used to buying Excel. Buy it once, install it and use it forever. If you're an Office 365 user, then you have a subscription license and will receive updates and enhancements, including new features and functions. The perpetual license doesn't receive new features and functions. So, if you're on

a perpetual license, you may not see the CONCAT and TEXTJOIN functions, which were enhancements made in subscription licenses.

I use concatenation all the time in my workbooks, and these new options will enable me to use it even more often. I hope they will help you out, as well, and remember, Excel rules! 📊

Jeff Lenning CPA, CITP, is author of Excel University (www.excel-university.com) and owner of Click Consulting. You can reach him at jeff@excel-university.com.

Re: Column?

Jeff Lenning

Sent: Wednesday, September 13, 2017 4:01 PM

To: English, Damien [REDACTED]

Looks good. Just change [REDACTED] to [REDACTED] and we are good to go.
Thanks!

Sent from my iPhone

On Sep 13, 2017, at 2:55 PM, English, Damien <[REDACTED]> wrote:

Hiya,

Designed attached for your review. Please send back any changes by tomorrow morning.

Thanks,

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

1201 K St., Ste 1000
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[REDACTED]

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From: Jeff Lenning <[REDACTED]>
Date: Monday, September 11, 2017 at 9:29 AM
To: Damien English <[REDACTED]>
Subject: RE: Column?

Here you go my friend.
Hit me back if any add/edit/deletes needed.

Thanks
Jeff

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MAY 2018

Michael Savoy, CBA President, Gumbiner Savett Inc.
From left, Skye Savoy, Audit Associate, KPMG
Benjamin Savoy, California Polytechnic State University
Sloane Savoy, Senior Audit Associate, Grant Thornton

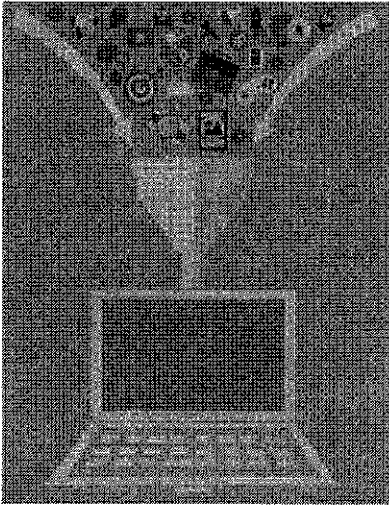
Fa- Ties

Michael Savoy Sets Pace for CBA, Family

plus
Excel Power Pivot

Peer Review

Diversity & Inclusion



I'm assuming you love PivotTables. I mean, who doesn't, right? Well, traditional PivotTables are amazing, but they're not without limits. Instead of using a traditional table as the PivotTable source, you can take your PivotTables to the next level when you use Power Pivot instead. Check it out.

Before we get too far, let's clear up some names and terminology. The tools presented in this article have various names depending on the version of Excel and depending on the Excel user—including Power Pivot, the data model and the DAX engine.

In older versions of Excel, the Power Pivot add-in required a separate download from the Microsoft website. In newer versions of Excel, you can simply click the little green Manage Data Model command. Once enabled, the data model (aka Power Pivot) allows you to build reports that were not practical, or possible, with traditional PivotTables.

VLOOKUP No Longer Necessary

For starters, Power Pivot allows you to create a report from multiple tables. Wait... what? Yes! In a traditional PivotTable, the data source needs to be a single table. Thus, Excel users got really good at using functions such as VLOOKUP and SUMIFS to manually combine data from multiple tables. This step is not needed when using the data model. The data model allows you to use multiple tables and define their relationships. Once defined, you can create reports using various fields from the various tables as desired.

So far, we see we can use multiple tables, but it's time to take another little step. Let's

Work Smarter

Tips and Tricks: Next Level PivotTables

distinguish data tables from lookup tables. For our purposes, data tables contain transactions such as invoices, sales receipts, expenses, checks and so on. Lookup tables on the other hand, contain lists of related items—such as a chart of accounts, vendor list or department list.

In a traditional Excel workbook, if a data table had an account number, but not an account name, we could use VLOOKUP to retrieve the related account name from the lookup table. The data model supports using a data table with numerous lookup tables—which is cool. But, it gets even better.

next period, when we get to repeat the entire process again.

But with the data model, that traditional workflow is replaced. You see, Power Pivot can create a live, direct connection to the external data source. We can connect to a variety of external sources within one data model—including databases, CSV files and many others. We build our PivotTable, save, close and move on with our life. And life is good, even next period. Because we just need to do a refresh, and Excel pulls in the updated data and it flows into the report. Voila!

Using the data model as your data source may just help you automate some manual steps and help you **get your work done faster.**

Beyond using a single data table with multiple lookup tables, we also can have multiple data tables. For example, a budget table and an actual table, or a check register and the bank activity download, or an ecommerce extract and an accounting system export. You get the idea. Plus, we can throw in the related lookup tables as well. Now we're beginning to get a glimpse of the advantages of using the data model.

But the fact that we can use multiple tables is just the beginning.

You see, in a traditional PivotTable, the underlying assumption is that the source data exists in an Excel workbook. So, the typical workflow begins by getting the data into Excel. How do we do this? Typically with a copy and paste. Then, we use a variety of techniques within Excel to get the data table ready, such as retrieving related values with VLOOKUP. Then, we build the PivotTable.

Whew. We save the workbook, close it and move on with our life. And life is good until

If you'd like to get started using Power Pivot, I have a free video tutorial and blog post that will help you create your first data model PivotTable: [How to Build a PivotTable with the Data Model \(excel-university.com/how-to-build-a-pivottable-with-the-data-model/\)](http://excel-university.com/how-to-build-a-pivottable-with-the-data-model/).

If you use traditional PivotTables often, it's probably worth the time exploring Power Pivot. Using the data model as your data source may just help you automate some manual steps and help you get your work done faster.

And remember, Excel rules!

Note: Power Pivot is only available in some Excel versions. Visit support.office.com/en-us/article/where-is-power-pivot-a64e217-4b6e-410b-8337-20b87e1c24db to see which. ■

Jeff Lenning CPA, CITP is the founder of Excel University (excel-university.com). You can reach him at jeff@excel-university.com.

RE: CalCPA Tech Articles for 2018

Jeff Lenning

Sent: Wednesday, April 11, 2018 2:29 PM**To:** English, Damien [REDACTED]

Damien,

I've reviewed the pdf. Here are my thoughts.

I think we already had an article titled Excel Rules back in 2010, so, I wonder if we should call this one Next Level PivotTables, or, something else like that?

Here are some suggested callouts/subheads, for what I consider the most important points in the piece:

* A subhead like "VLOOKUP is no longer necessary when using the data model" will get people's attention [this relates to the middle of the third paragraph where I say "this step is not needed when using the data model".

* A subhead like "Create a PivotTable from multiple data tables and sources" is a key point [related to 3-5 paragraphs]

* A subhead like "Rather than copy/paste, just refresh" [related to 7th paragraph, where I say "just need to do a refresh and excel pulls in the updated data"]

Hope these will help.

Copy looks good, no edits to the text.

By line: I'm basically selling Click Consulting, so, we should remove that reference. Probably something like this instead: Jeff Lenning CPA, CITP is the founder of Excel University (excel-university.com) and can be reached at [REDACTED]

Thanks

Jeff

From: English, Damien [REDACTED]**Sent:** Wednesday, April 11, 2018 1:40 PM**To:** Jeff Lenning**Subject:** Re: CalCPA Tech Articles for 2018

Good Morning,

Attached is a designed version of your article for approval. As you can see, it's running a bit short, but we can fix that by breaking up the text and inserting some subheads. I just need your guidance as to where you think is a good place to insert those heds. Let me know that, and any other changes, by around noon tomorrow.

Thanks!

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

1201 K St., Ste 1000

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Adam Blitz, CPA
Owner/Operator, Streamline CPAs

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Data Model Walkthrough

Excel Tricks to Make Your Life Easier

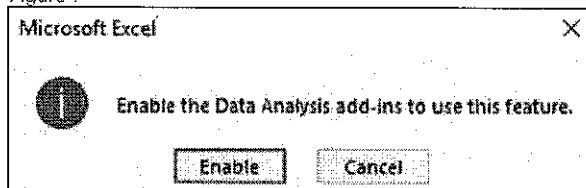
BY JEFF LENNING, CPA

Have you heard people talking about Power Pivot and the data model, but aren't exactly sure what they are or how to use them? Well, in this article, we'll use them to build a basic PivotTable.

Before we jump into Excel, here's some super-fast background. Although Excel is used for many different things, workbooks are often used for reporting. We frequently aggregate and summarize data that comes from somewhere else. That is, we export data from some system, like an accounting system, and then summarize it with a PivotTable. Workbooks used to summarize exported data can potentially be improved by using Power Pivot and the Data Model.

A quick note about names: Excel users may wind up using various names—for example, Power Pivot, the Data Model, DAX and Power BI—to describe the same underlying technology. For purposes of this article, we'll use Data Model to describe the data tables, relationships and formulas that are

Figure 1



collectively used as the source of a PivotTable. We'll use Power Pivot to refer to the Excel user interface that allows us to define the Data Model. DAX is the formula engine and Power BI is a standalone desktop application and service that provides an option outside of Excel to use the technology.

Not all versions of Excel have Power Pivot, and a complete list of those in which

it's available can be found at calcpa.org/powerpivot.

Walkthrough

We'll create a simple report that can be created with a traditional PivotTable, but we'll build it in Power Pivot. This example is designed to walk through the basic mechanics, but the technology and capabilities go far beyond this simple example. To download the Excel file, go to excel-university.com/dm.

Step 1: Activate Power Pivot

First, we need to activate the Power Pivot add-in, which depends on the version of Excel you have. For example, if you have Excel 2016 for Windows, you just click the green Manage

Data Model icon in the Data ribbon tab.

The first time you click it, you'll see a dialog asking you to enable it (Figure 1).

You can also go into the Excel Options dialog, select Add-ins, COM Add-ins and check Microsoft Power Pivot for Excel. You may need to download and install the free Power Pivot add-in from Microsoft (see link above). Either way, once you've activated Power Pivot, you'll

have a new Power Pivot tab in your Excel ribbon.

Step 2: Load the Data Model

Now, we need to get one or more tables loaded into the Data Model. There are numerous ways to do this depending on the location, including using Power Query to grab and shape the data, loading a standard Excel table or using a direct connection to a database or other external data source. For now, we'll load a single Excel table into the Data Model by selecting any cell within the Table and then selecting Power Pivot > Load to Data Model.

At this point, we'll see the table added to the Data Model and we can view it in the Power Pivot window (Figure 2).

Figure 2

TransID	Amount	Account	Expense	Acid Column
4308	5052	Postage	429	
4309	5053	Telephone	173	
4310	5056	Meals	848	
4311	5053	Telephone	943	
4312	5056	Meals	1070	
4313	5021	Salary	337	
4314	5053	Travel	703	
4315	5022	Overhead	382	
4316	5053	Telephone	1039	

Building the PivotTable is performed using the same steps used to build traditional PivotTables, namely, by inserting fields into the desired layout areas.

Figure 3

	Account	Sum of Amount
4	Meals	1918
5	Overhead	382
6	Postage	429
7	Salary	401
8	Software	3373
9	Telephone	2981
10	Trade shows	474
11	Travel	2600
12	Grand Total	12558
13		

PivotTable	
Active	All
Choose fields to add to report:	
Search:	
<input checked="" type="checkbox"/>	Table1
<input type="checkbox"/>	TransID
<input type="checkbox"/>	AcctNum
<input checked="" type="checkbox"/>	Account
<input checked="" type="checkbox"/>	Amount

The Power Pivot window is our primary interface to the Data Model. If you need it, you can add additional tables (Home > Get External Data), define relationships (Design >

Relationships), create calculated columns (Design > Columns), define or create a date table (Design > Calendars) and much more. In this example, we're keeping it simple; we'll just build a PivotTable that summarizes the amount by account.

Step 3: Create the PivotTable We click the Home > PivotTable command in the Power Pivot window and select New Worksheet in the resulting Create PivotTable dialog.

Building the PivotTable is performed using the same steps used to build traditional PivotTables, namely, by inserting fields into the desired layout areas. In our case, we'll insert the Account field into the Rows area by checking the field's

checkbox, and we'll insert the Amount field into the Values area by checking its checkbox. The resulting report is shown in Figure 3.

If needed, we can open the Power Pivot window by clicking the Power Pivot > Manage command within Excel.

This is a simple example designed to introduce the Data Model and the Power Pivot window. The technology that lies within will help you build reports from large tables, multiple tables, and write advanced calculated columns and measures. Hopefully, this article provides an easy intro—and you decide to get in and explore it further.

And remember, Excel rules! 📊

Jeff Lenning, CPA, CITP is the founder of Excel University (excel-university.com). You can reach him at jeff@excel-university.com and learn more about Excel in his Excel Power User courses at calcpa.org/excelpoweruser.

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RE: CalCPA Tech Articles for 2018

Jeff Lenning

Sent: Monday, June 11, 2018 3:07 PM

To: English, Damien [REDACTED]

Yo dude,

Looks great. Not sure about what is the correct grammar, but, the only thing I noticed was in the first sentence in the first Walkthrough paragraph.

It now says: We'll create a simple report that easily can be ...

And, this sounds better to me, but, I know my English grammar isn't always textbook:
We'll create a simple report that can easily be ...

Maybe some rule about splitting an infinitive or something, I kinda forget.

Anyhow, looks good and all technical stuff is perfect ... thanks!

Thanks
Jeff

From: English, Damien [REDACTED]

Sent: Monday, June 11, 2018 2:38 PM

To: Jeff Lenning

Subject: Re: CalCPA Tech Articles for 2018

Jeff,

A designed version of your article is attached for approval. Please review and send back any changes by end of business tomorrow.

Thanks!

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

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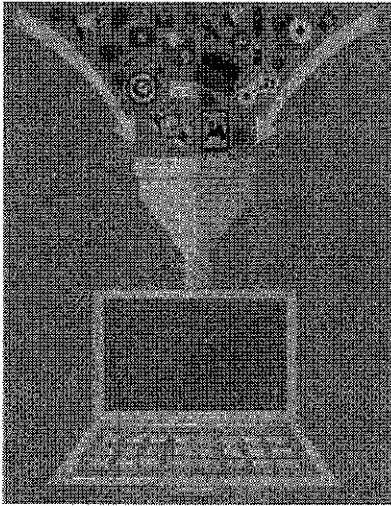
Tom Barry, CPA
Managing Partner, Green Hasson Janks

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Power and Pivot

Get To Know Some Free—and Helpful Excel Tools

Figure 1



Once our tables are organized and we have our formulas, we're ready to build our reports. Depending on the type of report, we can use a Pivot Table or Pivot Chart.

Chart. The data flows a bit like Figure 1. The tools can be used in combination, as shown in Figure 1, but they also can be used independently. For example, perhaps you don't need to build a graph and you just need to retrieve and clean source data; no problem, just use Power Query on its own. Here is a bit more about each.

Power Query

Power Query gets and transforms data. Specifically, it retrieves data from various sources—including CSV and Excel files, folders, databases and more. Once connected to a data source, we can apply various transformations which help us clean and prepare the data for use. Examples of transformations include removing unnecessary columns or rows, splitting columns and unpivoting data. Once the data is cleaned and ready, it's time for Power Pivot.

Power Pivot

Power Pivot is what allows us to manage the data model. Data model? Yes, think of it as a place to organize multiple tables and write formulas. Multiple tables? Yes. It's important to realize that Power Query can connect to multiple data sources—all in a single Excel file, all at once.

For example, maybe we use Power Query to retrieve budget data from one place and actual data from another. We can connect to both sources in a single Excel file. We need a place to organize and relate the resulting tables, and this is where Power Pivot comes in. We can create relationships between the tables that tell Excel which columns are common. For example, the budget and actual tables may both have a common Department ID column.

Plus, our reports may require some formulas, such as the difference between budget and actual. So, we use Power Pivot to write a formula to compute the variance.

Reports: Pivot Tables and Pivot Charts

So far, we've connected to one or more data sources with Power Query and have used Power Pivot to organize the resulting tables and write formulas. Now we can use the data model as the source for our Pivot Tables and Pivot Charts.

Traditionally, a single Excel table or range is the source for a Pivot Table. Now, the data model is the data source for the Pivot Table and we choose fields as desired. Once the reports are complete, we can save the workbook, close it and move on. We don't need to build the report next period because these tools make it easy to refresh the data and update the report going forward.

Power BI

But what about Power BI? In addition to making these tools available inside Excel, Microsoft also packages them and delivers them in a standalone application called Power BI. When using Power BI instead of Excel, the workflow looks more like Figure 2.

Figure 2



Power BI provides an option for doing this type of work. Let's say you work

at a company with an older version of Excel that doesn't support Power Query or Power Pivot. You can download Power BI (free at powerbi.microsoft.com) and use it instead of Excel.

Power Query and Power Pivot are critical skills for Excel users to learn. If you'd like to learn more about them, feel free to peruse Excel University (excel-university.com/blog). And remember ... Excel rules! 📊

Jeff Lenning CPA, CITP is the owner of Excel University. You can reach him at jeff@excel-university.com.

You've heard the terms "Power BI," "Power Query" and "Power Pivot," but maybe aren't sure what they are. Good news! They are free tools from Microsoft and this column will talk you through them. And, while we're at it, we'll also talk about Pivot Tables and Pivot Charts.

Let's zoom out for a moment for the big picture. Excel is used for *many* different tasks—analyzing data, calculating journal entries and tracking tasks, among others. But, there's one specific Excel task that's very common: building reports. Specifically, exporting data from some system, and then summarizing it in Excel. The summarized data is a report, and we often present it using a table of numbers or a graph.

Now, imagine that Microsoft created tools that are designed to optimize and automate that process, all the way from importing the source data to preparing the final report (table or graph). And, once you've built the report, it's a one-click refresh next month, and every month thereafter. In a nutshell, that's exactly what these power tools do.

The Players

First, let's understand where each tool fits within the overall process. Power Query retrieves and prepares data from various external sources. Power Pivot organizes multiple data tables and writes the formulas needed in our report. When we want to display a summary report in a table format, we can use a Pivot Table. When we want to display it in a graph, we can use a Pivot



Jeff Lenning <[REDACTED]>

Re: September Tech Column

1 message

Jeff Lenning <[REDACTED]>

Thu, Dec 12, 2019 at 1:41 PM

To: "English, Damien" <[REDACTED]>

Thanks dude. Here are my suggestions:

First line of the "Moving On" ... remove "it" so that it is:
Friends, it's time to let go of VLOOKUP.

The line that starts with "It's defined with the col_index_num" would sound better to me by replacing the "figure 1" with "the range", like this:
It's defined with the col_index_num argument, which is a number - such as 3 - that represents the column's position with the range.

Regarding the little jeff lenning block:

Jeff Lenning is President of Excel University. You can reach him at [REDACTED]

Thanks!

Thanks
Jeff

On Thu, Dec 12, 2019 at 12:44 PM English, Damien <[REDACTED]> wrote:

Hiya,

Attached is a designed version of your article for approval. Can you please review and send back changes at your next earliest convenience?

Thanks!

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

1201 K St., Ste 1000
Sacramento, CA 95814-3922

[REDACTED]
Direct: (916) 551-2983
Fax: (916) 441-5354
<http://www.calcpa.org>

From: Jeff Lenning <[REDACTED]>
Date: Friday, November 15, 2019 at 11:32 AM
To: Damien English <[REDACTED]>
Subject: Re: September Tech Column

Request for CPE Approval

Published Articles

For: Jeff Lenning CPA 3130

Make Quick Work with 10 Excel Skills

I have written an article called **Make Quick Work with 10 Excel Skills** published in the California CPA Society's magazine on September 1, 2019. I am requesting 8 CPE hours for this article. This has maintained my professional competence as an Excel instructor. It was formally reviewed by the editor of the magazine. A copy of the article is attached.

Welcome X Functions XLOOKUP

I have written an article called **Welcome X Functions XLOOKUP** published in the California CPA Society's magazine on January 1, 2020. I am requesting 8 CPE hours for this article. This has maintained my professional competence as an Excel instructor. It was formally reviewed by the editor of the magazine. A copy of the article is attached.

Thank you for your consideration. If I can provide any additional information, please advise.

Sincerely,

Jeff Lenning CPA

CALIFORNIA

CPA

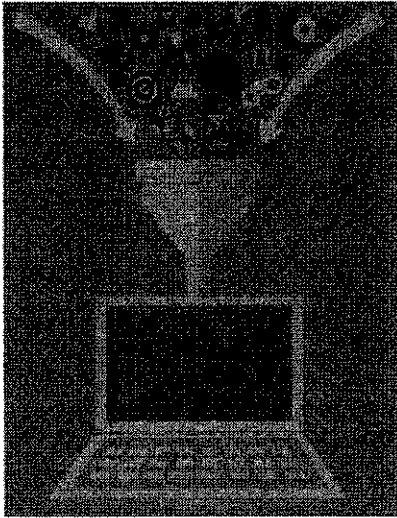
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CALIFORNIA SOCIETY OF CPAs
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Make Quick Work

These 10 Excel Skills Save the Most Time

Excel is big ... really big. It has hundreds of functions and features, but which of these have the most potential to save time and help us work faster? The answer depends on what you're working on. For common accounting and finance tasks, I believe the following 10 Excel skills can help improve the efficiency of recurring-use workbooks.

Some of these are simple to use and quick to understand; others take time to learn. I chose topics that have the potential to save more time than they take to learn.

Power Query

Power Query (excel-university.com/tag/power-query) helps us get and transform data. That is, it enables us to retrieve data from various sources and define a series of steps to prepare and clean it—such as removing excess columns, filtering for specific rows, adding calculated columns and more. After defining the steps, we can simply click Refresh in future periods to update the results as the source data changes.

PivotTables

PivotTables (excel-university.com/tag/pivottable) are reports that summarize source data and are traditionally used to summarize data in a single table. However, modern PivotTables enable us to summarize data from multiple tables and include robust formulas. In addition to a single table, modern PivotTables can use the workbook's data model as the data source.

Data model? Yes, think of a workbook's data model as the place we organize multiple tables and write formulas.

Power Pivot

Power Pivot (excel-university.com/tag/power-pivot) enables us to manage the workbook's data model. Think of it as a place to organize tables and define relationships between them. Plus, we can write formulas and include the results in our reports. When you combine Power Query and Power Pivot to create PivotTables, you streamline the data flow from the source to the final report. All of which can be refreshed with a mouse click.

SUMIFS

If the report you're trying to build, such as a complex financial statement, income statement or balance sheet, doesn't really fit inside a PivotTable, SUMIFS (excel-university.com/tag/sumifs) can help prepare a formula-based report instead. This function is a conditional summing function that enables us to summarize table data. Since the function is used in formulas, we can place the results in specific cells as desired.

VLOOKUP

The VLOOKUP (excel-university.com/tag/vlookup) function is designed to retrieve a related value. This function is often cited as the most popular Excel function, and for good reason. It has many applications and is a critical Excel skill.

INDEX

The INDEX (excel-university.com/tag/index) function can return a cell value like VLOOKUP. It can be a nice alternative, depending on the nature of the workbook and data.

MATCH

The MATCH (excel-university.com/tag/match) function returns the relative position of a list item and is a wonderful helper to both VLOOKUP and INDEX.

SUBTOTAL

The SUBTOTAL (excel-university.com/tag/subtotal) function adds up a range of values and excludes other SUBTOTAL functions in the range. This is especially helpful for

formula-based reports that have subtotals such as balance sheets.

Tables

Tables (excel-university.com/tag/tables) are a great way to store expanding data. When we append new rows to a Table, it automatically expands to include them. As new rows are appended to the Table, our formulas don't need to be updated to include them.

Visual Basic for Applications

VBA (excel-university.com/category/vba) is the language used to write macros. Do you have any recurring-use workbooks that include a set of "instructions" for the user? These instructions may document the sequence of steps needed to update the workbook for the current period. Instead of writing instructions for the user (e.g., in English), you can write instructions for Excel in VBA. That way, Excel will perform the routine tasks for you each period.

So, if you are looking for ways to save time with Excel, these 10 skills can help.

And remember, Excel rules! 📊

wantmore?

Excel Excellence

If you're looking for ways to boost your Excel skills and learn more about this program, check out Jeff Lemming's course offerings, covering everything from Excel basics to time-saving techniques to how best to handle errors.

Visit learning.calcpa.org, and enter Jeff Lemming in the search bar.

Jeff Lemming is the president of Excel University. You can reach him at jeff@excelu.com.



Make Quick Work w/ 10 Excel Skills

Jeff Lenning [REDACTED]

Re: May Technology Issue: Feature Slot?

1 message

English, Damien [REDACTED]

Tue, Feb 25, 2020 at 1:09 PM

To: [REDACTED]

Article is off and running in the editorial process and I got approval to put you on the cover! So, next step is to connect you with my photographer, Richard, to get the cover shoot done, which I will do shortly.

Also, feel free to send the figures as separate, high res images for the article so I can get it all laid out.

Thanks in advance,

DBME

--

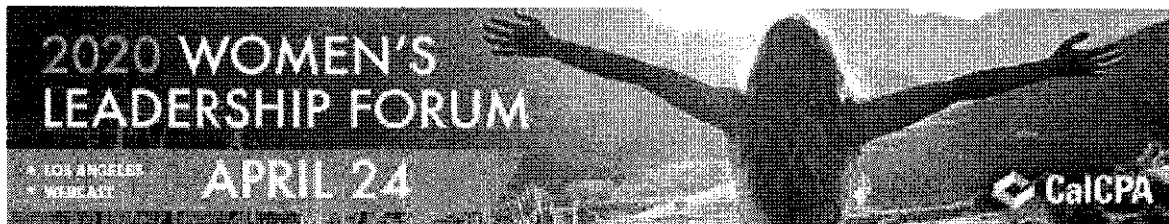
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Fax: (916) 441-5354

<http://www.calcpa.org>



From: Jeff Lenning [REDACTED]

Date: Tuesday, February 18, 2020 at 12:42 PM

To: Damien English [REDACTED]

Subject: Re: May Technology Issue: Feature Slot?

[EXTERNAL SENDER]

Damien!

Alright dude, I've got a solid draft for you. Let me know if I need to put it on a diet and trim it down a bit. It is currently abt 1,400 instead of 1,200.

If you can fit it all, let me know and I'll shoot over the screenshot image files as well. Or, if we need to thin them down, let me know which ones you keep and I'll send them.

Thanks

Jeff

On Tue, Jan 21, 2020 at 12:53 PM English, Damien [REDACTED] wrote:

Hiya Jeff,

We currently have the feature slot open for the May issue, and I wanted to offer it to you first. Would you like to do a bulkier, Excel tips and tricks article to anchor the May issue? I'm thinking about 1,200 words with figures and we can give it around 3 pages of space, design it up pretty. AND we might be able to give it the cover as well (either a graphic cover promoting your article or yourself ... have we put you on the cover before? Feels like it may have been many years since we did, and I might be able to sell getting you on there again). Anyway, as one of my favorite authors, I wanted to give you first crack. Deadline would be March 23.

Let me know either way. Hope this email finds you well and that you had a nice holiday weekend.

Take care,

DBME

--

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Jeff Lenning CPA
Excel University

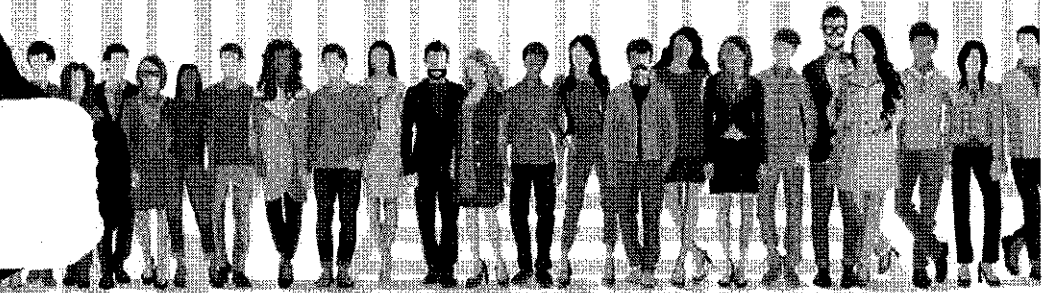
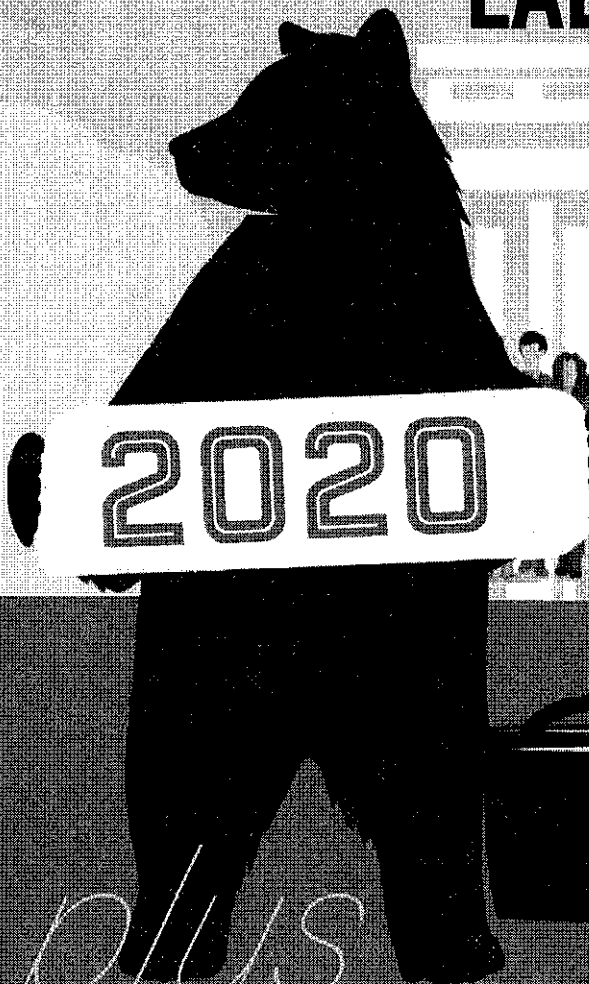
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CALIFORNIA SOCIETY OF CPAs
JANUARY/FEBRUARY 2020

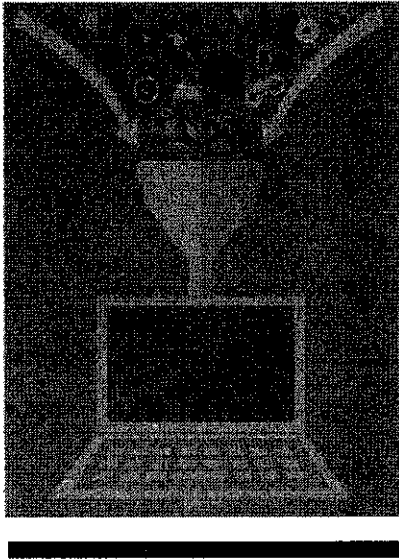
WHAT ALL
EMPLOYERS
NEED TO KNOW
TO PREPARE
FOR THE YEAR

CALIFORNIA LABOR LAW RUNDOWN



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Excel tips Tax Net Will

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XLOOKUP?!

Welcome X Functions

When you search for a list of top Excel functions, VLOOKUP is there. And has been ... for decades.

VLOOKUP is perhaps the most iconic function in Excel and users have come to adore it. When you search for a list of top Excel functions, VLOOKUP is there. And has been ... for decades.

As great as VLOOKUP is, it has limitations. For example, column order matters. It was designed to look for a matching value in the first (left-most) column within the lookup range. Once found, it scans to the right (not left) to retrieve the related value. Also, it's one of the few functions that can break when we insert a new worksheet column. Despite these limitations, Excel users love VLOOKUP.

Moving On

Friends, it's time to let go of VLOOKUP. You see, Microsoft has addressed these limitations in the next-gen lookup function—XLOOKUP. At the time of this writing, XLOOKUP is not universally available. Microsoft is not updating all prior versions of Excel to include this function. It's initially being pushed out slowly to O365 subscribers and eventually will be available in future perpetual licenses as well. So, depending on when you read this, there is a good chance that your Excel version does not have XLOOKUP. Even though you may not have it right now, I *do* want to talk about it because it is something to look forward to.

Here's a quick glance at the required function arguments for each function (there are additional, optional argument as well):

=VLOOKUP(lookup_value, table_array, col_index_num)

=XLOOKUP(lookup_value, lookup_array, return_array)

The first argument of VLOOKUP is "lookup value," which is the value we're trying to find. This stays the same in XLOOKUP.

A major difference between these functions is found in the next two arguments. The next two arguments are used to tell Excel where to look for a matching value, and once found, which column has the related value you want to return. For simplicity, let's call the column that has the value you're trying to find the "lookup column" and the column that has the value you want to return the "return column."

With VLOOKUP, we communicate these two things by specifying the table_array and the col_index_num. In Figure 1, the table_

FIGURE 1

AcctID	AcctName	Amount
100	Cash	1,011
200	AR	2,022
300	Inventory	3,033

array is the blue shaded range. VLOOKUP assumes the lookup column is the first column within that range. The return column is represented in the screenshot by the orange arrow. It's defined with the col_index_num argument, which is a number—such as 3—that represents the column's position within the range.

With XLOOKUP, we communicate the lookup and return columns separately using range references. In Figure 2, the lookup range (lookup_array) is represented by the blue column and the return range (return_

FIGURE 2

AcctID	AcctName	Amount
100	Cash	1,011
200	AR	2,022
300	Inventory	3,033

array) by the orange column.

Believe it or not, this seemingly simple change has a major impact. It means that the lookup column doesn't need to be the first column in the table, that the return column can be in any position including left of the lookup column, and that inserting a worksheet column between the lookup and return columns won't break things because Excel updates range references automatically.

There are some other improvements to look forward to, as well. For example, there are some optional arguments that provide new search options, including wildcard character match and searching last-to-first. Also, the MATCH function received an updated version as well, XMATCH.

Even though you may not have access to these functions right now, you will. And remember, Excel rules! 📊

Jeff Lenning is the president of Excel University. You can reach him at jeff@excel-university.com.



Welcome X Functions XLOOKUP

Jeff Lenning [REDACTED]

Re: September Tech Column

1 message

English, Damien [REDACTED]

Thu, Dec 12, 2019 at 2:04 PM

To: [REDACTED]

Changes made!

Have a very merry xmas. Hope you get some time off. I may vanish for a bit before we work together again. I will try and get your next column scheduled before the end of the year (I'd like to give you the main spot in the tech issue again). But, moving into 2020, my wife is due around super bowl and I will be taking some paternity leave, so it may be March before we are in touch again.

In the meantime, take care!

DBME

--

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Sacramento, CA 95814-3922

[REDACTED]
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Fax: (916) 441-5354

<http://www.calcpa.org>

From: Jeff Lenning <[REDACTED]>

Date: Thursday, December 12, 2019 at 11:41 AM

To: Damien English <[REDACTED]>

Subject: Re: September Tech Column

[EXTERNAL SENDER]

Thanks dude. Here are my suggestions:

First line of the "Moving On" ... remove "it" so that it is:
Friends, it's time to let go of VLOOKUP.

The line that starts with "It's defined with the col_index_num" would sound better to me by replacing the "figure 1" with "the range", like this:

It's defined with the col_index_num argument, which is a number - such as 3 - that represents the column's position with the range.

Regarding the little jeff lenning block:

Jeff Lenning is President of Excel University. You can reach him at [REDACTED]

Thanks!

Thanks

Jeff

On Thu, Dec 12, 2019 at 12:44 PM English, Damien <[REDACTED]> wrote:

Hiya,

Attached is a designed version of your article for approval. Can you please review and send back changes at your next earliest convenience?

Thanks!

DBME

--

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Fax: (916) 441-5354
<http://www.calcpa.org>

From: Jeff Lenning <[REDACTED]>
Date: Friday, November 15, 2019 at 11:32 AM
To: Damien English <[REDACTED]>
Subject: Re: September Tech Column

[EXTERNAL SENDER]

Dude. I've attached a draft and the images. Hit me back if I can provide anything additional or add/edit/delete anything.

Thanks
Jeff

AcctID	AcctName	Amount
100	Cash	1,011
200	AR	2,022
300	Inventory	3,033



AcctID	AcctName	Amount
100	Cash	1,011
200	AR	2,022
300	Inventory	3,033

On Wed, Nov 6, 2019 at 2:05 PM English, Damien <[REDACTED]> wrote:

Hiya,

Just a reminder about the below. Also, that deadline is pretty aggressive. If you need to submit it a bit later than that, no problem. Just keep me posted.

Hope this email finds you well!

DBME

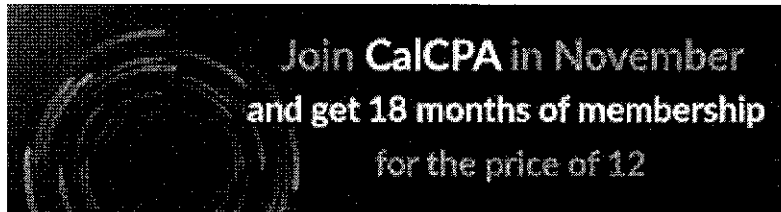
--

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2019-2020 Ultimate Tax Guide



From: Jeff Lenning <[REDACTED]>
Date: Thursday, August 15, 2019 at 10:42 AM
To: Damien English <[REDACTED]>
Subject: Re: September Tech Column

[EXTERNAL SENDER]

Cool. Jan/Feb would be perfect for me.
I'll make a note about the deadline in my calendar, but do feel free to ping me closer to the date.
Thanks man!
Thanks
Jeff

On Thu, Aug 15, 2019 at 1:07 PM English, Damien <[REDACTED]> wrote:
Yup.

Any preference on timing for your next column? Jan/Feb would be my suggestion, as it's got the big Labor Law Update in it, which is always popular. Deadline would be right before Turkey day on Nov. 25.

DBME

--

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From: Jeff Lenning <[REDACTED]>
Date: Thursday, August 15, 2019 at 10:44 AM
To: Damien English <[REDACTED]>
Subject: Re: September Tech Column

[EXTERNAL SENDER]
Thanks dude ... this going out in the Sept issue?

On Thu, Aug 15, 2019 at 12:38 PM English, Damien <[REDACTED]> wrote:
Got it. Will change.

Thanks,

DBME

--

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From: Jeff Lenning <[REDACTED]>
Date: Thursday, August 15, 2019 at 10:31 AM
To: Damien English <[REDACTED]>
Subject: Re: September Tech Column

[EXTERNAL SENDER]
Thank you ... looks great, 2 suggested changes follow:

1 - Power Pivot paragraph

I'd suggest changing the first sentence from this:

"Power Pivot enables us to manage the data model used in PivotTables."

To this:

"Power Pivot enables us to manage the workbook's data model."

2 - SUMIFS paragraph

I'd suggest changing the end of the first sentence from this:

" ... SUMIFS can prepare formula-based reports with functions."

To this:

" ... SUMIFS can help prepare a formula-based report instead."

Thanks dude!

On Wed, Aug 14, 2019 at 4:58 PM English, Damien [REDACTED] wrote:

Hiya,

Designed version attached for approval. We had to massage the info a bit, but we got the resources included. It's a sharp and concise piece with plenty of information packed in. Kudos.

Send back any changes by EOB tomorrow, please.

Thanks in advance. Hope the week is going well,

DBME

--

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From: Jeff Lenning <[REDACTED]>

Date: Thursday, August 8, 2019 at 11:48 AM

To: Damien English <[REDACTED]>

Subject: RE: September Tech Column

[EXTERNAL SENDER]
Alright man, draft attached.

Hit me back if I can add/edit/delete anything.

Also, I'll be turning of my @ [REDACTED] email account in a bit, so, best to update my contact info to:

Thanks
Jeff

From: English, Damien [REDACTED]
Sent: Tuesday, August 06, 2019 2:26 PM
To: Jeff Lenning
Subject: Re: September Tech Column

Hiya,

Sorry... been out of the country on vacation.

Unfortunately the column space is just one page (800 words without graphics). But, if you have a bunch more content we can maybe break some of it out and either put it in News and Trends in the front of the book or we can post more information online with a link to refer readers to.

Hope you're well,

DBME

Get Outlook for iOS

From: Jeff Lenning <[REDACTED]>
Sent: Wednesday, July 31, 2019 1:04:29 PM
To: English, Damien <[REDACTED]>
Subject: RE: September Tech Column

[EXTERNAL SENDER]
Dude ... around how many words you looking for?

I have a draft, and would like to thin it down ... so I can target a word count if you have one?

Thanks
Jeff

From: English, Damien [REDACTED]
Sent: Tuesday, July 23, 2019 12:21 PM
To: Jeff Lenning
Subject: Re: September Tech Column

Thank you!

DBME

--

Damien B.M. English
Managing Editor
California Society of CPAs

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From: Jeff Lenning <[REDACTED]>
Date: Tuesday, July 23, 2019 at 10:10 AM
To: Damien English <[REDACTED]>
Subject: RE: September Tech Column

[EXTERNAL SENDER]
Sure thing :)

From: English, Damien [REDACTED]
Sent: Tuesday, July 23, 2019 11:40 AM
To: Jeff Lenning
Subject: September Tech Column

Good Morning Jeff,

I know this probably feels like double duty since you just did a main article for July, but I could use your magical powers for a tech column for the next issue. Can you get something together by Aug. 9?

Hope this email finds you well. Thanks in advance.

DBME

--

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Managing Editor
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Excel University

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Jeff Lenning CPA
Excel University

Request for Reinstatement of CPA Exam Scores

The applicant passed the CPA exam in August 2016.

He qualified to apply for the initial certificate in December 2018.

He works in a public firm and completed CPE hours with his employer as follows:

July 1, 2018 to June 30, 2019 = 40.5

July 1, 2019 to June 30, 2020 = 41

He completed his ethics exam in July 2020.

He has completed the 2000 hours of experience needed for licensure.

The following letter details the reasoning he did not complete his application for licensure and is requesting that his CPA exam scores be reinstated so he does not have to take the CPA exam again.

20:75:01:07. Discretion to waive certain requirements. Upon good cause shown by the applicant or licensee, the board may waive any application or administrative fees or any deadlines set in this article. For the purpose of this section, good cause includes any personal emergency, act of God, administrative error made by the board or the board of another state, military deployment, or substantial compliance with SDCL chapter 36-20B or article 20:75.

20:75:03:01. Application for initial certificate and replacement certificate -- Fees. An applicant for a certificate must submit an application on forms provided by the board within 90 days after completing all requirements for its issuance. Any applicant who has passed the examination and completes the experience requirement, but fails to apply for a certificate after three years of meeting the requirements for licensure, may be required to apply as an initial candidate to sit for the Uniform CPA examination.

The board can choose to refrain from imposing additional requirements on the individual and issue the initial license, the board can require the individual to sit for the Uniform CPA exam if the individual wishes to get their initial license from South Dakota, or the board can inform the individual to apply for initial licensure in the state in which they passed the CPA exam.

State of South Dakota Board of Accountancy,

[REDACTED] I am currently working with RSM US LLP as an Audit Senior Associate with- in the Sioux Falls office. I am writing to you in order to request for an extension of the credit for my CPA exam scores in order to obtain my CPA license in the State of South Dakota.

As a student at the University of South Dakota, I graduated with my bachelors in accounting in 2015, and completed my Master's degree in 2016. As an out of state student, I was an Iowa resident and had plans upon graduation to move to Nebraska and begin my career with the KPMG Omaha office. Due to state exam rules, I completed my tests in the state of Iowa.

Upon completion of my exams in August of 2016, I became a resident of the state of Nebraska, which required two years of CPA experience before applying for a license, experience which I obtained while at KPMG. However, just after receiving those two years of experience, I received the opportunity to come back to South Dakota, and therefore never completed the process to become a licensed CPA in Nebraska.

Upon arriving at RSM in late December of 2018, I jumped right into busy season, and began working at RSM. As it is RSM's policy that employees below the Manager level are not required to hold a CPA license, and according to the NASBA website, exam scores do not expire, I did not think there was a time limit on completing the application process. In May of 2020, I began the process of calling both the State of South Dakota and State of Iowa licensing boards to figure out the process of getting the scores transferred to the State of South Dakota, and trying to complete my licensing process.

Between the various state rules, firm policies and research of the NABSA website, which states that: "Once you have successfully completed all four sections of the Exam, your scores will not expire." I did not realize that there would be any repercussions if I did not complete the application process in a timely fashion.

Although CPE credit is not awarded to non-license holders, I have completed the minimum 30 hours of CPE each year, and have been working under the supervision of licensed CPA's at public accounting firms for almost four years.

I am asking that the Board please consider granting an extension of my CPA exams scores in order for me to obtain a CPA license in the State of South Dakota.

Sincerely,

[REDACTED]

CPE EXTENSION REQUEST

Nicole Kasin

The following letter is from an individual who is requesting a CPE extension for the July 1, 2019 to June 30, 2020 CPE reporting period.

He signed a consent agreement with the board on January 22, 2020 due to a failure of his CPE audit. Due to term number 4, I can't grant the extension. The terms in the agreement were:

1. Bell will have 0.5 hours of CPE rolled back from the period ending June 30, 2018, into the period ending June 30, 2017 to satisfy the 120 CPE hour requirement for the three-year renewal period ending June 30, 2017. A CPE extension will be placed on his filed for period ending June 30, 2017;
2. Bell will have 0.5 hours of CPE rolled back from the period ending June 30, 2019, into the period ending June 30, 2018 to satisfy the 120 CPE hour requirement for the three-year renewal period ending June 30, 2018. A CPE extension will be placed on his filed for period ending June 30, 2018;
3. Bell shall submit proof of completion for all claimed CPE courses taken for the next three renewal periods;
4. Bell will not be eligible for an extension to complete CPE for the next three renewal periods;
5. Bell shall pay an administrative fee in the amount of \$250. The administrative fee must be paid within 30 days of the agreement being signed by the Chair.

Bell was provided an updated CPE status sheet with the signed consent agreement indicating he needed to complete 30.5 CPE hours for period ending June 30, 2020.

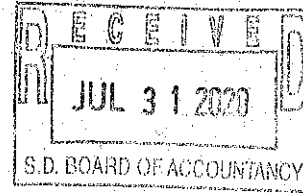
In accordance with ARSD 20:75:04:10 the board shall review subsequent requests for extensions and may grant them on a case by case basis for good cause. Good cause includes personal emergencies, acts of God, administrative errors made by the board or the board of another state, or substantial compliance with SDCL chapter 36-20B or article 20:75.

Please make a determination for the request.

Scott E. Bell, JD
Certified Public Accountant

July 30, 2020

Ms. Nicole Kasin, Executive Director
South Dakota Board of Accountancy
301 E. 14th Street, Suite 200
Sioux Falls, SD 57104



RE: Active Certificate Renewal Application
Certificate #3181

Dear Ms. Kasin:

I am writing to request an extension of time for obtaining the necessary hours of continuing education for renewal of my certificate. I am appealing based on the extreme personal situation in which I have been involved since September of last year. I understand that I am 4 hours short of CPE for this renewal year. I also understand that pursuant to the Consent Agreement signed by me in January that the you do not have authorization to grant me an extension. However, I am appealing to your, and the Board's, sense of reasonableness, in light of the circumstances that I will lay out below, in requesting an extension to obtain the missing four hours.

In September, 2019, the Board notified me of an audit of my CPE for the three year period ending June 30, 2019. This audit resulted in me being short by only 1/2 hour of the required CPE in two of the three years, payment of a \$250 penalty, and the Consent Agreement mentioned above. My initial response to that audit was mailed to you on September 25, 2019, which coincidentally was the same date that my year, personally, went crazy.

Within an hour of mailing the response to you, my wife and I learned that her brother (her only living relative) was in emergency surgery in Colorado Springs, having almost died that day from complications from a colonoscopy. We left Canton for Colorado Springs that evening at 7pm, arriving at 6am the following morning. We spent four days in the Springs before returning the following Monday, the 30th.

As any CPA knows, a second tax season occurs during the last few weeks prior to the final due date for individual tax returns, October 15th, finishing up tax returns for the procrastinators on your client list. That was my first two weeks of October, cut short by the unexpected trip to Colorado Springs. All returns were completed and timely filed by the 15th of October. The following day, I was on the road to Denver for an IRS audit, then a follow-up visit to Colorado Springs to see my brother-in-law, who was back in the hospital with further complications, followed by a trip to Rapid City to see my father who was close to death.

I returned home on the 22nd of October, only to return to Rapid City on November 1st to see my Dad, having been advised by hospice that he might pass that weekend. He didn't. I drove home on

Monday the 4th of November, so that I could attend the Tax Institute in Sioux Falls on the 5th and 6th.

I returned to Rapid City the following day, the 7th of November, and my Dad passed away on Saturday, the 9th of November. The following week was spent in Rapid City for his funeral and then travel to Nebraska for his burial. During this week, I received the request from the Board for additional information, as noted in Item #9 of the Consent Agreement. I am the Personal Representative of my Dad's estate, so I was very busy that week meeting with the bank, stock broker, attorney, etc. to make arrangements to handle his Estate prior to returning home. I returned home from the funeral and burial on Friday evening, the 16th of November.

The next morning, Saturday, the 17th of November, found me in my office trying to catch up, thinking that now life would settle down a bit. However, that morning I received a phone call from Royal Oak, Michigan informing me that my 95 year-old aunt had fallen and broken her hip and was going to have emergency surgery. She has no children; my two brothers and I are her only living relatives. By 3pm that afternoon, I was on the road to Detroit. While in Detroit, I responded by email to the Board, on November 25th, indicating that I had no further information to provide with respect to their audit of my CPE compliance, and that in any event, I was in no position to provide it if I did (copy enclosed). I spent the rest of the month in Detroit, finally returning home on the 2nd of December. By this time, I am seriously behind on my work, only able to respond to client issues that absolutely required attention.

On the 12th of December, I returned to Detroit with my brothers to finalize putting my aunt into hospice care and move her to a nursing facility that would provide her the proper level of care. Since I was the named General Power of Attorney for my aunt, the process was hectic. I returned home on the 17th, in time to have some year-end planning meetings with clients who had been patiently waiting for me to show up in my office. The balance of my year was spent completing client projects that had been on hold, year-end planning and trying to get ready for tax season.

After completing the most essential things necessary to begin tax season, on January 14th, I traveled back to Detroit to work on my aunt's financial affairs, returning home on the 20th. All told, from roughly October 1st to January 20th, I was away from home almost eight weeks.

Running my tax practice and getting ready for tax season consumed me. I have never gone into a tax season being so far behind on my work. So much work preparatory to tax season, and necessary to complete prior to client meetings, was not completed until April, May or even June, in some cases. And then we had a pandemic, which only compounded the amount of work to be done normally during a tax season. I sent out five newsletters to clients between March 10th and April 15th, keeping them abreast of the latest legislation in Congress, notices from the IRS and PPP FAQs from the SBA, and responded to countless phone calls regarding PPP loans, stimulus checks, etc. Needless to say, the pandemic and the never-ending tax season made finding decent continuing education classes, and the time to complete them, a challenge.

I'm not one to whine and complain, and having been a sole practitioner for over 25 years, I understand what is necessary to run my practice and maintain compliance with the various rules and regulations of regulatory authority. However, this one time, because of the year that I have had, I request your indulgence and respectfully request an extension to obtain the missing 4 hours of CPE for this fiscal year.

Enclosed, please find my Active Certificate Renewal Application for the year ending July 31, 2021, my check for \$50, and the documentation supporting my CPE, as required by the Consent Agreement.

Thank you very much for your consideration.

Sincerely,



Scott E. Bell, J.D.

Certified Public Accountant

enclosure

FY22 BUDGET WORKSHEET							
			State Act	QB Act	FY21	Expand-	FY22
Income	Description	FY19	FY20	FY20	Budget	Reduce	Budget
4293550	Initial Individual Certificate	3,075.00	1,675.00	4,935.00	2,500.00	0.00	2,500.00
4293551	Cert Renew-Active	72,990.00	57,240.00	68,640.00	62,500.00	0.00	62,500.00
4293552	Cert Renew-Inactive	24,000.00	18,760.00	23,360.00	21,000.00	0.00	21,000.00
4293553	Cert Renew-Retired	1,660.00	1,390.00	1,700.00	1,450.00	0.00	1,450.00
4293554	Initial Firm Permit	850.00	600.00	600.00	700.00	0.00	700.00
4293555	Firm Permit Renew	17,400.00	12,850.00	13,450.00	14,500.00	0.00	14,500.00
4293557	Initial Audit	5,847.50	2,808.07	420.00	900.00	0.00	900.00
4293558	Re-exam Audit	15,708.39	12,863.57	1,620.00	2,460.00	0.00	2,460.00
4293560	Late Fee-Initial Certificate	50.00	50.00	50.00	0.00	0.00	0.00
4293561	Late Fees-Cert Renew	3,850.00	2,750.00	2,750.00	3,000.00	0.00	3,000.00
4293562	Late Fees-Firm Permits	0.00	0.00	0.00	0.00	0.00	0.00
4293563	Late Fees-Firm Perm Renewals	950.00	300.00	300.00	500.00	0.00	500.00
4293564	Late Fees- Peer Review	2,800.00	950.00	950.00	1,300.00	0.00	1,300.00
4293566	Firm Permit Owners	139,375.00	110,070.00	137,725.00	109,000.00	0.00	109,000.00
4293567	Peer Review Admin Fee	4,350.00	3,975.00	3,975.00	5,500.00	0.00	5,500.00
4293568	Firm Permit Name Change	75.00	175.00	175.00	100.00	0.00	100.00
4293569	Initial FAR	8,169.15	5,564.55	810.00	1,140.00	0.00	1,140.00
4293570	Initial REG	5,043.90	3,099.65	510.00	660.00	0.00	660.00
4293571	Initial BEC	3,738.95	2,782.53	390.00	930.00	0.00	930.00
4293572	Re-Exam FAR	15,688.95	10,042.81	1,410.00	1,860.00	0.00	1,860.00
4293573	Re-exam REG	15,450.55	13,319.61	1,770.00	2,310.00	0.00	2,310.00
4293574	Re-exam BEC	18,101.39	10,794.13	1,470.00	2,310.00	0.00	2,310.00
4491000	Interest and Dividend Revenue	5,660.71	9,932.08	9,932.08	5,500.00	0.00	5,500.00
4896021	Legal Recovery Cost	3,250.00	1,150.00	1,150.00	1,000.00	0.00	1,000.00
4950	Refund Prior Years Expenses	278.75	0.00	0.00	0.00	0.00	0.00
	Total Income	368,363.24	283,142.00	278,092.08	241,120.00	0.00	241,120.00
			State Act	QB Act	FY21	Expand-	FY22
Expenses - Sal & Benefits		FY19	FY20	FY20	Budget	Reduce	Budget
5101010	F-T Emp Sal & Wages	64,072.13	64,621.15	64,621.15	86,257.00	0.00	86,257.00
5101020	P-T Emp Sal & Wages	36,651.73	37,409.00	37,409.00	45,096.00	0.00	45,096.00
5101030	Board & Comm. Members	4,200.00	4,620.00	4,620.00	4,969.00	0.00	4,969.00
5102010	OASI - Employers	7,240.66	7,285.44	7,285.44	10,048.00	0.00	10,048.00
5102020	Retirement - Employers	5,759.65	5,690.65	5,690.65	7,881.00	0.00	7,881.00
5102060	Health Insurance	18,083.15	25,148.11	25,148.11	10,809.00	0.00	10,809.00
5102080	Workers Comp	195.68	132.65	132.65	276.00	0.00	276.00
5102090	Unemployment	26.13	44.83	44.83	131.00	0.00	131.00
	Sal & Benefits Totals	136,229.13	144,951.83	144,951.83	165,467.00	0.00	165,467.00
			State Act	QB Act	FY21	Expand-	FY22
Expenses - Operational		FY19	FY20	FY20	Budget	Reduce	Budget
5203010	Auto - State Vehicle	0.00	47.79	47.79	250.00	0.00	250.00
5203020	Auto Private In State -employees	206.00	104.42	104.42	400.00	0.00	400.00
5203030	Auto Private In State- Board	672.00	687.96	749.28	1,500.00	0.00	1,500.00
5203100	Lodging In State	218.00	338.00	338.00	1,000.00	0.00	1,000.00
5203120	Incidentals to Travel- In State	10.00	0.00	0.00	100.00	0.00	100.00
5203140	Meals Not Overnight - In State	11.00	0.00	0.00	100.00	0.00	100.00
5203150	Meals Overnight - In State	237.00	138.00	138.00	400.00	0.00	400.00
5203230	Auto Private Out of State - Board	795.00	173.04	0.00	200.00	0.00	200.00

5203260	Air Travel-Out of State	3688.00	5,945.96	3,693.93	7,000.00	0.00	7,000.00
5203280	Other Public Transp Out of State	542.00	273.69	147.56	700.00	0.00	700.00
5203300	Lodging Out of State	8071.00	8,089.77	4,109.43	9,000.00	0.00	9,000.00
5203320	Incidentals to Travel- Out of State	391.00	504.00	274.00	500.00	0.00	500.00
5203350	Meals Overnight - Out of State	809.00	812.00	416.00	1,000.00	0.00	1,000.00
5204010	Subscriptions	603.00	381.30	745.13	1,000.00	0.00	1,000.00
5204020	Dues & Membership Fees	3450.00	3,450.00	3,450.00	3,900.00	0.00	3,900.00
5204030	Legal Document Fees	0.00	0.00	0.00	300.00	0.00	300.00
5204040	Consultant Fees - Audit	7200.00	5,200.00	5,200.00	3,600.00	100.00	3,700.00
5204050	Computer Consultant - Database	18744.00	14,857.30	12,982.30	15,000.00	7000.00	22,000.00
5204080	Consultant Fees - Legal	0.00	0.00	0.00	0.00	0.00	0.00
5204160	Workshop Registration Fees	5827.00	3,006.44	3,006.44	7,500.00	0.00	7,500.00
5204180	Computer Services - State	1232.00	5,697.30	5,227.50	5,000.00	0.00	5,000.00
5204181	Computer Dev. State	4231.00	510.27	319.64	2,000.00	0.00	2,000.00
5204200	Central Services	7095.00	7,332.91	7,332.91	9,000.00	0.00	9,000.00
5204220	Equipment Service & Maint	838.00	843.42	109.84	300.00	0.00	300.00
5204230	Janitorial	1611.00	1,676.02	1,676.02	1,725.00	100.00	1,825.00
5204340	Computer-Tech Support	192.00	0.00	0.00	1,000.00	0.00	1,000.00
5204360	Advertising-Newspaper	0.00	253.59	253.59	500.00	0.00	500.00
5204440	Newsletter Publishing	0.00	0.00	0.00	100.00	0.00	100.00
5204460	Equipment Rental	2412.00	2,412.00	3,281.00	4,000.00	0.00	4,000.00
5204480	Microfilm Processing	0.00	0.00	0.00	0.00	0.00	0.00
5204490	Rents-Private	15233.00	17,949.75	17,949.75	16,569.00	0.00	16,569.00
5204510	Rents-Other	0.00	0.00	0.00	500.00	0.00	500.00
5204530	Telecommunications	5146.00	2,609.54	2,239.46	5,500.00	0.00	5,500.00
5204540	Electricity	691.00	930.68	850.71	865.00	35.00	900.00
5204560	Water	0.00	0.00	111.75	240.00	0.00	240.00
5204590	Insurance Premiums	1425.00	1,694.41	1,694.41	1,710.00	0.00	1,710.00
5204740	Bank Svc Chrg (Credit Card Fees)	4901.00	5,110.48	5,110.48	6,500.00	0.00	6,500.00
5204960	Other Contractual - NASBA	72440.00	60,132.75	956.68	0.00	0.00	0.00
5205020	Office Supplies	794.00	317.47	897.30	3,000.00	0.00	3,000.00
5205028	Office Supplies	509.00	793.27	9.75	0.00	0.00	0.00
5205040	Education & Instruction Supplies	0.00	363.83	0.00	0.00	0.00	0.00
5205310	Printing/Copying State	133.00	0.00	0.00	350.00	0.00	350.00
5205320	Printing Commercial	173.00	267.19	267.19	500.00	0.00	500.00
5205330	Supplement Publications & Ref	0.00	0.00	0.00	700.00	0.00	700.00
5205340	Microfilm Supplies & Material	0.00	0.00	0.00	0.00	0.00	0.00
5205350	Postage	1007.00	1,024.80	1,024.80	2,000.00	0.00	2,000.00
5207430	Office Machines	0.00	0.00	0.00	100.00	0.00	100.00
5207451	Office Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
5207490	Telephone Equipment	0.00	0.00	0.00	0.00	0.00	0.00
5207900	Computer	0.00	0.00	653.40	6,800.00	0.00	6,800.00
5207901	Computer Hardware	0.00	832.47	0.00	0.00	0.00	0.00
5207905	Computer Systems	0.00	0.00	0.00	0.00	0.00	0.00
5207950	Computer Hardware	0.00	0.00	0.00	1,000.00	0.00	1,000.00
5207955	Computer Hardware	0.00	0.00	0.00	500.00	0.00	500.00
5207960	Computer Software	0.00	0.00	179.07	1,000.00	0.00	1,000.00
52079610	Computer Software	0.00	0.00	0.00	0.00	0.00	0.00
5228000	DOL Overhead Allocated Fees	6184.00	7,175.12	6,534.73	8,000.00	0.00	8,000.00
5228030	Depreciation	0.00	0.00	5,679.12	5,679.12	0.00	5,679.12
	Object Totals	177,721.00	161,936.94	97,761.38	138,588.12	7,235.00	145,823.12
	Total Expenses	313,950.13	306,888.77	242,713.21	304,055.12	7,235.00	311,290.12
	Net Income (Loss)	54,413.11	-23,746.77	35,378.87	-62,935.12	-7,235.00	-70,170.12

EXECUTIVE DIRECTOR'S REPORT

Nicole Kasin

Renewals for individuals and firms

Paper renewal forms were available on our website on June 15, 2020. Online renewals opened June 15, 2020. Here are the status of renewals through August 12, 2020:

Entity	Renewed thru 7/31/2020	Pending renewals thru 7/31/2021	Completed renewals thru 7/31/2021
Firms	287	13	261
Individuals – Active	1260	35	1201
Individuals – Inactive	384	31	367
Individuals – Retired	131	24	123

CPE Extensions

There have been 61 administrative extensions granted for the CPE reporting period ending June 30, 2020 through 8-12-20. We have also placed a quick link request on our homepage for individuals to use for the request process.

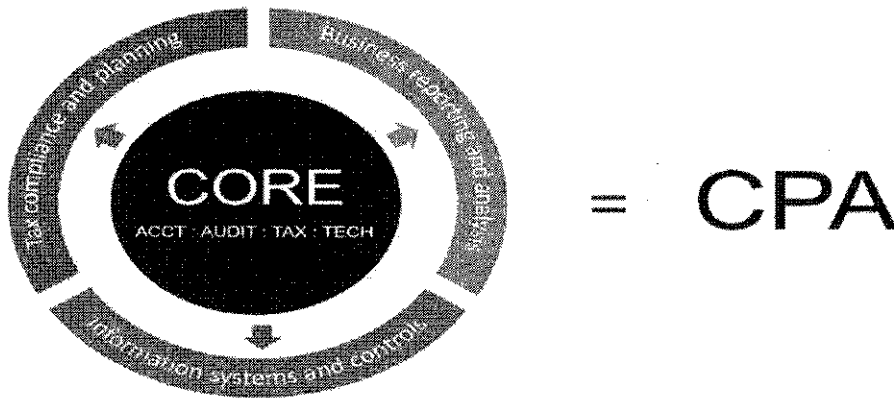
Board Discussion

- Any New Business/topics?

DISCUSSION WITH SD CPA SOCIETY

Discussion Points

1. Evolution discussion - The new model is a core + disciplines licensure model. The model starts with a deep and strong core in accounting, auditing, tax and technology that all candidates would be required to complete. Then, each candidate would choose a discipline in which to demonstrate deeper skills and knowledge. Regardless of chosen discipline, this model leads to full CPA licensure, with rights and privileges consistent with any other CPA. A discipline selected for testing would not mean the CPA is limited to that practice area.
The AICPA Governing Council and the NASBA Board of Directors voted to support the CPA Evolution initiative. Our goal is to launch a new Uniform CPA Exam in January 2024.



2. Occupational licensing
 - a. Possible 2020 legislation – watch for Ohio Occupational Bill (didn't make it out of LRC last year)
3. COVID-19 response:
 - a. CPA exam rescheduling – SD testing centers were closed until the beginning of May
 - b. All NTS that were to expire April 1-December 31, 2020 were extended to December 31, 2020
 - c. Identified candidates that had a section expiring prior to December 30, 2020 and those candidates that had an open NTS and were able to verify to the board the impact of missing an opportunity to sit due to Covid-19 their expiring exam sections were extended to December 31, 2020.
 - d. Peer Review – The Board accepts the extensions granted by the AICPA and the firms just have to provide a copy of the extension to the Board for their file.
 - e. CPE – The board passed a motion in March to allow NASBA sponsors that offered in-person only courses to utilize an online platform for those courses through June 30, 2020 and to provide that on their certificate of completion.
 - f. CPE extensions – no changes from prior years individuals were able to request an extension which is granted administratively by staff for 90 days.
4. NASBA UAA Model rules that pertain to education Rule 5-1 and 5-2
5. Open discussion for other topics

National Association of State Boards of Accountancy, Inc.
Virtual Meeting of the Board of Directors
April 24, 2020

1. Call to Order

A meeting of the Board of Directors of the National Association of State Boards of Accountancy was called to order by Chair Laurie Tish at 11:30 a.m. Eastern Time on Friday, April 24, 2020 via Zoom. Chair Tish welcomed all.

2. Report of Attendance

President and CEO Ken L. Bishop reported the following were on the conference call:

Officers

Laurie J. Tish, CPA (WA), Chair
A. Carlos Barrera, CPA (TX), Vice Chair
Janice L. Gray, CPA (OK), Past Chair
W. Michael Fritz, CPA (OH), Treasurer
Stephanie M. Saunders, CPA (VA), Secretary

Directors-at-Large

Catherine R. Allen, CPA (NY)
J. Coalter Baker, CPA (TX)
Maria E. Caldwell, CPA (FL)
John F. Dailey, Jr., CPA (NJ)
Tyrone E. Dickerson, CPA (VA)
Sharon A. Jensen, CPA (MN)
Richard N. Reisig, CPA (MT)

Regional Directors

Andy Bonner, CPA (TN), Southeast Regional Director
C. Jack Emmons, CPA (NM), Southwest Regional Director
Alison L. Houck, CPA (DE), Middle Atlantic Regional Director
Stephen F. Langowski, CPA (NY), Northeast Regional Director
Faye D. Miller, CPA (ND), Central Regional Director
Jason D. Peery, CPA (ID), Mountain Regional Director
Katrina Salazar, CPA (CA), Pacific Regional Director
Kenya Y. Watts, CPA (OH), Great Lakes Regional Director

Executive Directors' Liaison

Grace Berger (MT), Executive Directors Committee Chair

Staff

Ken L. Bishop, President and Chief Executive Officer

Colleen K. Conrad, CPA, Executive Vice President and Chief Operating Officer

Michael R. Bryant, CPA, Senior Vice President and Chief Financial Officer

Louise Dratler Haberman, Vice President - Information and Research

Thomas Kenny, Chief Communications Officer

Troy Walker, CPA, Director of Finance and Controller

Cheryl Farrar, Chief Sourcing and Strategy Officer

3. Approval of Minutes

Secretary Stephanie Saunders stated no additions or corrections had been received for either the January 17 or March 5, 2020 minutes as distributed to the Board. Katrina Salazar made a motion to accept the January 17, 2020 minutes as presented, seconded by W. Michael Fritz, and the motion passed. Jack Emmons made a motion to accept the minutes of the March 5 meeting as presented, Janice Gray seconded, and the motion passed.

4. Chair's Report

Chair Tish praised NASBA for not missing a beat despite the pandemic: Progress has been made on all fronts, as far as governance and committee work, which were not delayed by working virtually. She has participated in many virtual committee meetings and Regional calls. Chair Tish attended the AICPA/NASBA leadership summit in Phoenix on February 6-7. Among the items discussed were the CPA Evolution initiative, international candidates testing in Europe, the International Qualifications Appraisal Board (IQAB) and the Uniform Accountancy Act. She also updated the Boards on the CPA Evolution Initiative via webinars held in March.

5. President's Report

President and CEO Ken Bishop observed that it now seems like a "different universe" from what it was 30 days previously. He called on Executive Vice President and COO Colleen Conrad to summarize with him this quarter's activities:

- Earlier in the year, a staff Super Bowl party was held, and then staff celebrated Black history month by hearing from the author of *Strong Inside*, a book about the first black SEC basketball player. On March 3 a tornado struck the Germantown section of Nashville and did significant damage, causing the Nashville office to close for one day. Staff members are continuing to help tornado victims.

- Multiple communications have been sent out by NASBA since March covering the coronavirus, testing windows, testing centers, pass/fail issues, continuous testing, approved CPE

sponsors, and extension of CPE and peer review deadlines. Communications have also been sent out for individual Boards, including COVID-19 updates.

- On March 18 NASBA held its first virtual Executive Directors (ED) and Legal Counsel conferences. There were approximately 200 participants at the ED conference. The State Board Legal Counsel Conference had 41 participants. A follow-up legislative webinar on March 31 had 108 in attendance. The Eastern and Western Regional Meetings will be virtual as well, including voting for Nominating Committee members in four Regions.

- NASBA was getting ready to add remote work options to its employee scheduling when the COVID-19 crisis occurred. There was concern about the virus starting in January and NASBA began doing disaster scenario planning then. Consequently, the core team was able to work remotely from the first day of the March shelter-at-home order. Following review of the CARES Act, some staff members were furloughed. Now “Roadmap for Reopening Nashville” has been put in place and staff will be brought back as work grows. Limited staff have been working from the Nashville office and all others have been able to work from home.

- Brenner (“Brie”) Allen, Esq., has become a NASBA employee as regulatory counsel. She is working remotely out-of-state. There are now four attorneys on staff plus NASBA continues to utilize several legal firms as outside counsel in Nashville.

- The Accountancy Licensee Library rules engine continues to be updated for everything related to the coronavirus. A webpage has been added to the NASBA site to show changes regarding CPE requirements necessitated by the virus.

- Utah and Delaware are in the final stages of Accountancy Licensee Database (ALD) implementation and hope to be on it in the next several months. That will leave only Hawaii not on the ALD.

- Continuous testing for the Uniform CPA Examination will come into place in July in states where it is allowed. Testing on the Exam is also expanding into India, with testing to initially be provided in June and September this year.

- Executive Vice President Conrad visited the Guam testing center, met with the Guam Board of Accountancy and spoke at the University of Guam. She praised the testing center’s staff, but currently the center is shut down and all staff except for the center’s director are furloughed. They are covered by the CARES Act.

- Alfonzo Alexander, President of the NASBA Center for the Public Trust, has been elected vice chair of The Ph.D. Project’s board of directors. President Bishop has completed his term on the Board, after helping them update their bylaws document.

- Twenty-nine states now have adopted firm mobility.

- Several pieces of legislation have been introduced in states to extend the viability of current licenses given the virus situation.

- The NASBA Center for the Public Trust is looking at activities they can do virtually. They now have over 3,000 students in the ethical leadership program and 13 states are using the CPT's program for ethics training.

- The Western and Eastern Regional Meetings will be virtual, but no decision has yet been made on whether or not the July Board meeting will be in Portland and/or the Annual Meeting will be in San Diego or be virtual.

6. Vice Chair's Report

Vice Chair Carlos Barrera reported he had participated in 18 committee calls since late January. He had attended the Texas Board's March meeting with former Texas Board members Coalter Baker and Tom Prothro to encourage participation in NASBA. Mr. Barrera had also listened to all eight of the Regional conference calls. In early March he held a pre-planning meeting for his year in office and will hold a virtual planning meeting May 13-14. He reported there has been an increase in the number of people volunteering for NASBA committee service.

7. Administration and Finance Committee's Report

Treasurer W. Michael Fritz and Chief Financial Officer Michael Bryant presented NASBA's financial statements as of February 29, 2020. They described NASBA's financial picture as the "tale of two halves," due to the impact of the coronavirus: As of February, the financial picture was on track with the budget; however, due to the pandemic, the last part of the fiscal year will be challenging and achieving budget targets seems extremely unlikely. Steps have been taken to mitigate the economic impact. A motion was made by Jack Emmons to approve the February financial statements, which was seconded by Alison Houck, and passed. Mr. Fritz made a motion to accept the Administration and Finance Committee's recommended changes to the investment policy, which was seconded by Andy Bonner, and passed.

8. Executive Directors Committee Report

Executive Directors Committee Chair Grace Berger reported the first virtual Executive Director and Society CEO Conference and the State Board Legal Counsel Conference were both well attended. Close to 200 people listened in to the meetings. These were followed a week later by a legislative webinar for executive directors that was also successful. Ms. Berger reviewed the meetings' agendas for the Board.

Ms. Berger thanked the NASBA staff for the support provided to the State Boards during this time in response to various issues caused by COVID-19, especially in regards to extending conditional exam credit. A Quick Poll conducted following the meetings found that the executive directors are grateful for the information which NASBA has been rapidly distributing.

9. Report from Sourcing and Strategy Officer

NASBA Chief Sourcing and Strategy Officer Cheryl Farrar and CFO Bryant described a project undertaken by staff to capture costs related to NASBA's mission as described in the strategic plan. The 2018-2023 strategic plan contains 13 objectives. During an all-day meeting, staff directors brainstormed about how NASBA's activities fit within those objectives. This project is aimed at providing a measurement of how NASBA's resources are strategically deployed across the objectives in order for governance to have visibility. Metrics and allocation of expenses, especially in regard to mission spending, were discussed.

President Bishop asked Vice Chair Barrera to consider forming a task force to determine if changes are required to the strategic plan. Chair Tish called for a vote on the direction this project is heading, i.e., the mapping of resources expended to the strategic plan as will be further developed during Vice Chair Barrera's term in office. The Board unanimously agreed to the direction of this project. There were no objections.

10. Report on CPA Evolution

Chair Tish and COO Conrad updated the Board on the progress of the CPA Evolution Initiative. The pandemic has not slowed down this effort and discussions with students and educators continue and are gaining momentum.

The webinars were well received and did not appear controversial, Chair Tish observed. More details of what will happen in education and to the Uniform CPA Examination were presented. Model Rule changes to be exposed in late May actually bring the UAA Model Rules closer to what the states are currently doing.

Ms. Conrad summarized the comments received from AICPA surveys of students, firms, State Boards and faculty members.

In July the NASBA Board will be asked to consider a vote to support the CPA Evolution initiative, as will AICPA's Council in May, Ms. Tish stated. Then in September the comments on the proposed Model Rules will be sorted and a special NASBA Board meeting called, if needed, to finalize the Rules. Ms. Conrad reported the AICPA Exams Team is beginning to put together the cost and tentative timeline for the envisioned examination. A model curriculum

project is also tentatively scheduled to commence after the evolution project receives official support from NASBA and AICPA. By January 2023 the Exams Team will need to have a finalized blueprint available for the new Uniform CPA Examination.

To move forward with the new Uniform Examination, seven states need to change their rules so that they do not specifically name the sections of the Uniform CPA Examination, and Oklahoma will need to change its Act to delete the specific section names, Ms. Conrad noted.

11. Report of the Education Committee

Education Committee Chair Saunders updated the Board on the Education Committee's involvement in the review of the proposed UAA Model Rules relating to education. She stated the Committee had met on March 25 to discuss the Model Rules and determined they are definitely behind the changes as proposed.

Grant Task Force Chair Jason Peery summarized the recommended projects for the NASBA Accounting Education Research Grant. He moved for acceptance of the recommendations of the Education Committee and awarding grants to the following two projects:

“Options for Meeting the 150-Hour Requirement to Maximize Students’ Demand as Public Accounting Recruits: Establishing New Benchmarks in the Age of Data Analytics,” by Tristan B. Johnson and J. Russell Hardin of the University of South Alabama, and D. Shawn Mauldin of Mississippi State University.

“Rejuvenating the Accounting Curricula: How We Can Bring Accounting Students Into the 21st Century,” by M. Pamela Neely and Timothy Hungerford of the State University of New York – Brockport.

Mr. Emmons seconded the motion and it carried.

12. Report of the Uniform Accountancy Act Committee

UAA Committee Chair Coalter Baker discussed the proposed changes to UAA Model Rule 5-1 and 5-2 as recommended by the CPA Evolution Initiative and the Education Committee. The AICPA/NASBA UAA Committee held a virtual meeting on March 29 and had few questions about the proposed changes. As the Model Rules are published by NASBA, the NASBA members of the joint UAA Committee unanimously voted to forward the Model Rules to the NASBA Board with their support to expose the Model Rules for comment following legal review, and the AICPA members of the committee were in agreement.

Mr. Baker moved that the NASBA Board of Directors approve for exposure for public comment the draft UAA Model Rule Requirements on Education as presented (subject to any adjustments legal review might recommend) for a period of 90 days. This approval is deferred and contingent upon the successful passage of the AICPA Council's resolution supporting the advancement of the CPA Initiative at the May 2020 Council meeting. Mr. Emmons seconded and the motion carried.

The UAA Committee still has NOCLAR (noncompliance with laws and regulations) on their list of open projects. Discussions of NOCLAR continue as NASBA legal counsel has found a majority of states have rules that could enforce a NOCLAR standard under consideration by the Auditing Standards Board. Mr. Baker thanked Vice Chair Barrera for helping to keep this initiative on course.

Mr. Baker also reported he will be attending a meeting of the AICPA Professional Ethics Executive Committee (PEEC) next week where an interpretation allowing for staff augmentation will be reintroduced. The NASBA Board had submitted comments in opposition to the previous version of this interpretation and Mr. Baker told the Board that the NASBA representatives on PEEC will again provide input to PEEC on this topic.

13. Report of the Nominating Committee

Nominating Committee Chair Janice Gray reported the Nominating Committee would be interviewing the vice chair candidates and holding meetings via Zoom. Ms. Gray recommended NASBA Bylaws be amended to address the issue of considering virtual meetings in place of face-to-face meetings.

Chair Tish said the Bylaws Committee will be studying needed changes in several places in the Bylaws.

14. Report of the CBT Administration Committee

Computer-Based-Testing Administration Committee Chair Tyrone Dickerson said the Committee had met in March and April to discuss Prometric's closing and opening of its testing centers, as well as information being provided to candidates. Mr. Dickerson thanked COO Conrad and NASBA Director of Client Services Patricia Hartman for distributing timely communications on closures. Mr. Dickerson also reported Uniform CPA Examination testing is scheduled to begin in India on June 1.

15. Report of the Committee on Relations with Member Boards

Committee Chair Emmons reported that the Committee on Relations with Member Boards had held its first virtual meeting on April 23. There will be no Regional conference calls this quarter, as there will be Zoom regional breakout meetings in conjunction with the Regional Meetings. The Committee will be holding another Zoom meeting to plan for virtual Regional breakouts. Among topics to be covered during the Regional breakouts will be the CPA Evolution initiative, best practices during the pandemic and the proposed UAA Model Rules.

Mr. Emmons explained, current thinking is that there will be a virtual Regional Meeting on one day and then the Regional breakout sessions will be on the next day. President Bishop noted that the agenda for the Regional Meeting has required some prioritization and trimming back of topics to fit comfortably into reduced hours.

16. Policy Discussion

Topics discussed included: Ways to communicate information about the CPA Evolution Initiative; the impact of the pandemic on schools, state governments, State Boards, licensees and NASBA staff; and exposure drafts currently under consideration by the Regulatory Response Committee. Chair Tish thanked Regulatory Response Committee Chair Mike Fritz and Ethics Committee Chair Cathy Allen for leading their committees' study of some complicated issues raised in recent exposure drafts.

17. Adjournment

Chair Tish assured the Board that there will be options for members to join the July 24, 2020 Board meeting virtually. A definite decision on whether or not the meeting will also be held face-to-face has not yet been made.

The meeting was adjourned at 4:41 p.m. Eastern Time.

NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY, INC.

**Highlights of the Board of Directors Meeting
July 24, 2020 – Virtual Meeting**

During a duly called meeting of the Board of Directors of the National Association of State Boards of Accountancy, Inc., held virtually via Zoom on Friday, July 24, 2020, the Board took the following actions:

- Approved unanimously the following resolution as presented by NASBA Chair Laurie J. Tish (WA):

WHEREAS, At the Annual and Regional Meetings in 2018, 2019 and 2020, NASBA has discussed the trends in the business environment that are impacting the skillsets required of newly licensed CPAs and how the joint initiative (referred to as CPA Evolution) with the American Institute of CPAs will position the CPA license for the future and protect the public interest; and

WHEREAS, The Boards of Accountancy have received the presentation on the revised CPA licensure framework envisioned in the CPA Evolution initiative and the NASBA Board of Directors has heard the feedback received on the revised framework; now

BE IT RESOLVED, That the NASBA Board of Directors supports the advancement of the CPA Evolution initiative in an effort to design and implement a new approach to CPA licensure and supports taking appropriate action to execute the CPA Evolution initiative, including changes to the CPA licensure model; and

BE IT FURTHER RESOLVED, That this resolution shall now become effective as the companion vote of support of the CPA Evolution initiative by the AICPA Council passed in May 2020.

- Reviewed and approved for distribution to the member Boards, the Bylaws Committee's proposed changes for Sections 4.11; 7.1.8; and 7.22 as presented by Committee Chair Katrina Salazar (CA). The changes, which relate to teleconferencing and the Nominating Committee's procedures for selecting their slate, will be sent to the member Boards and voted on at the Annual Business Meeting in November.

- Approved the Awards Committee's recommendations: Carlos E. Johnson (OK) will be the recipient of the 2020 William H. Van Rensselaer Public Service Award; Raymond N. Johnson (OR) will be the recipient of the 2020 NASBA Distinguished Service Award; and Russ Friedewald (IL) will be the recipient of the 2020 Lorraine P. Sachs Award for Executive Directors. The awards will be presented at the 2020 Annual Business Meeting in November.

- Accepted the slate of NASBA 2020-2021 officers and directors selected by the Nominating Committee as presented by Nominating Committee Chair Janice L. Gray (OK). The election of officers and directors will be held at the Annual Business Meeting in November.
- Heard a summary of NASBA's first virtual Regional Meetings from NASBA Chair Tish. She applauded the Regional Directors and NASBA staff for the meetings' development and the successful transition to the virtual presentation format. Ms. Tish also reported on her attendance at the NASBA/AICPA leadership virtual summit meeting on July 20 and other recent meetings.
- Learned from President and Chief Executive Officer Ken L. Bishop that NASBA has reopened its office in Nashville, but will continue to allow staff members to work remotely indefinitely. Most staff members who had been furloughed since the pandemic will be back to full-time employment as of August 1, 2020.
- Heard a report from Committee on Relations with Member Boards Chair C. Jack Emmons (NM) that the Regional Directors will be holding a New State Board Member Orientation Session on August 20, 2020, and will also be scheduling September conference calls with their Regions.
- Accepted and approved, respectively, the May 31, 2020 Internal Financial Statements, and the Fiscal 2021 Consolidated Operating and Capital Budgets for NASBA, as presented by Treasurer W. Michael Fritz (OH) and Chief Financial Officer and Senior Vice President Michael R. Bryant.
- Heard from NASBA Executive Vice President and Chief Operating Officer Colleen K. Conrad that continuous testing on the Uniform CPA Examination became available in the United States as of July 1, 2020. In addition, the Uniform CPA Examination became available via testing centers in India in June, where approximately 650 candidates tested. Over 900 are scheduled to test in September there and another testing window has been opened up in December.
- Learned from Uniform Accountancy Act Committee Chair J. Coalter Baker (TX) that the proposed education Model Rules were distributed on May 26 and are open for comment through August 31, 2020. A joint UAA Committee/AICPA Professional Ethics Executive Committee task force will hold a virtual meeting on July 29 to continue discussion of NOCLAR (noncompliance with laws and regulations).
- Were informed planning for the 2020-2021 NASBA Committees is on schedule. Vice Chair A. Carlos Barrera reported a record number of committee placement requests had been received.
- Learned from NASBA/AICPA International Qualifications Appraisal Board Chair Sharon A. Jensen (MN) that the three-year renewal of the mutual recognition agreement with the Hong Kong Institute of CPAs was signed by all parties as of July 1, 2020.

The next meeting of the NASBA Board of Directors will be held on October 30, 2020 via Zoom.

Distribution: State Board Chairs/Presidents, Members and Executive Directors, NASBA Board of Directors, Committee Chairs and Staff Directors

REPORT OF THE NOMINATING COMMITTEE

July 10, 2020

Chair Laurie J. Tish and members of the Board of Directors

Dear Ms. Tish:

I respectfully submit the report of the 2019-2020 Nominating Committee. Our work has been carried out in accordance with Article VII, Sections 7.2 and 7.3, and Article IV, Section 4.5, of NASBA's Bylaws.

The 2019-2020 Nominating Committee has nominated the following officers and directors to be voted on by the member Boards at the Annual Business Meeting in November:

Vice Chair

W. Michael Fritz (OH – Associate)

Directors-at-Large (three-year term)

(second term)

J. Coalter Baker (TX- Associate)

(second term)

Jimmy E. Burkes (MS – Associate)

(first term)

Nicola Neilon (NV – Delegate)

Regional Directors (one-year term), a Regional Director may serve three one-year terms

(third term) Central

Faye D. Miller (ND – Delegate)

(second term) Great Lakes

Kenya Y. Watts (OH – Delegate)

(second term) Middle Atlantic

Alison L. Houck (DE – Delegate)

(second term) Mountain

Jason D. Peery (ID – Delegate)

(second term) Northeast

Stephen F. Langowski (NY – Delegate)

(third term) Pacific¹

Katrina Salazar (CA – Delegate)

(second term) Southeast

Jack Anderson Bonner, Jr. (TN- Delegate)

(first term) Southwest

Lynn V. Hutchinson (LA – Delegate)

The following Board Members will continue to serve for the balance of their unexpired terms. At-Large Directors may serve two three-year terms. For purposes of Bylaws Section 4.5.7 compliance, an At-Large Director's status as a delegate or associate is based upon their status when elected.

Directors-at-Large (second year of three-year term)

(first term)

Catherine R. Allen (NY – Associate)

(second term)

Tyrone E. Dickerson (VA – Associate)

(second term)

Richard N. Reisig (MT – Associate)

Directors-at-Large (third year of three-year term)

¹ This is the third full term for Ms. Salazar. She initially filled the unexpired term of James R. Ladd.

(first term)²
(first term)
(first term)

John F. Dailey, Jr. (NJ – Delegate)
Sharon A. Jensen (MN – Delegate)
Stephanie M. Saunders (VA – Associate)

A. Carlos Barrera (TX – Associate), 2019-2020 Vice Chair, will accede to the office of Chair.

Ms. Tish (WA – Associate) will accede to the office of Past Chair upon the installation of Mr. Barrera as Chair.

Respectfully submitted,

Janice L. Gray, CPA
Chair, NASBA Nominating Committee

² Mr. Dailey is serving the unexpired term of Mr. Barrera. Mr. Dailey previously served one complete term and is eligible for one more term.

Bylaws Amendments to be voted on by the NASBA member Boards at their November 2020 Annual Business Meeting.

Proposed Amendment Blacklined:

Teleconference Updates

4.11 Teleconference or Telephone Meetings.

The Board of Directors meetings, annual meetings, regional meetings, special meetings, and any NASBA committee meetings ~~of the~~ may be conducted by means of teleconference, provided that all persons participating in the meeting can communicate with one another, and participation in such a meeting shall constitute physical presence or attendance in person at such meeting. When used in these bylaws, the term "teleconference" shall be understood to also mean telephone call or similar audio or visual communication. When used in these bylaws, the term "place" shall be understood to include a virtual meeting, via teleconference. When used in Sections 5 and 7 of these bylaws, the term "in person" can mean via teleconference when all persons are participating by teleconference using both audio and video communications.

7.1.8 If a Region's member and alternate are both unable to serve and the Nominating Committee will hold a meeting for the purpose of making nominations prior to that Region's next NASBA Regional Meeting, then an ad hoc committee consisting of one state board member from each Member Board in that Region shall meet to elect a member and alternate to serve for the unexpired terms of the former member and former alternate. ~~Such meeting may be held telephonically.~~

Nominating Committee Schedule Edits

7.2.2 Annual Nominations.

~~Each year, the Nominating Committee will establish and communicate to the Member Boards, a nominating schedule including any deadlines for the submission of names of candidates seeking to be nominated for any of the offices to be elected at the Annual Meeting. Pursuant to that schedule, †The Nominating Committee shall nominate annually one qualified candidate for Vice Chair, three candidates for Directors-at-Large for those whose terms are expiring at the Annual Meeting, and one candidate for Regional Director from each Region. Each year, the Nominating Committee will establish and communicate to the Member Boards, a nominating schedule including any deadlines for the submission of names of candidates seeking to be nominated for any of the offices to be elected at the Annual Meeting. The Nominating Committee may waive the deadlines by a majority vote. The Nominating Committee will consider the submitted names~~

of interested candidates when considering nominees and may also consider candidates submitted by any source. If the Vice Chair ~~cannot~~ is unable to serve as Chair, then the Nominating Committee also shall nominate a candidate for Chair. The report of the Nominating Committee shall be submitted to the Chair and presented in accordance with the provisions of these bylaws.

Proposed Amendment Clean:

Teleconference

4.11 Teleconference-Meetings.

The Board of Directors meetings, annual meetings, regional meetings, special meetings, and any NASBA committee meetings may be conducted by means of teleconference, provided that all persons participating in the meeting can communicate with one another, and participation in such a meeting shall constitute physical presence or attendance in person at such meeting. When used in these bylaws, the term "teleconference" shall be understood to also mean telephone call or similar audio or visual communication. When used in these bylaws, the term "place" shall be understood to include a virtual meeting, via teleconference. When used in Sections 5 and 7 of these bylaws, the term "in person" can mean via teleconference when all persons are participating by teleconference using both audio and video communications.

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Nominating Committee Schedule

7.2.2 Annual Nominations.

The Nominating Committee shall nominate annually one qualified candidate for Vice Chair, three candidates for Directors-at-Large for those whose terms are expiring at the Annual Meeting, and one candidate for Regional Director from each Region. Each year, the Nominating Committee will establish and communicate to the Member Boards, a nominating schedule including any deadlines for the submission of names of candidates seeking to be nominated for any of the offices to be elected at the Annual Meeting. The Nominating Committee may waive the deadlines by a majority vote. The Nominating Committee will consider the submitted names of interested candidates when considering nominees and may also consider candidates submitted by any source. If the Vice Chair is unable to serve as Chair, then the Nominating Committee also shall nominate a candidate for Chair. The report of the Nominating Committee shall be submitted to the Chair and presented in accordance with the provisions of these bylaws.



National Association of State Boards of Accountancy

150 Fourth Avenue North ♦ Suite 700 ♦ Nashville, TN 37219-2417 ♦ Tel: 615/880/4200

May 26, 2020

TO: State Boards of Accountancy and other interested parties
FROM: J. Coalter Baker, Chair – NASBA Uniform Accountancy Act Committee

As approved by the NASBA Board of Directors, we are releasing for a 90-day comment period proposed revisions to the Uniform Accountancy Act's Model Rules that pertain to education. These revisions were developed by the AICPA/NASBA CPA Evolution Initiative and reviewed by the NASBA Uniform Accountancy Act Committee, which recommended them to the NASBA Board for public comment.

The changes being proposed cover several areas related to the education requirements for those wishing to enter the CPA profession. A guiding principle was to suggest Model Rules that aligned with those already implemented in a majority of states, and in that way to encourage uniformity among the states. The CPA Evolution Initiative limited their recommendations to those they believed to be most relevant to their charge.

Briefly, some of the more significant changes being proposed include:

- A revision is being proposed to Rule 5-1 that would remove the requirement that an accounting program must be recognized by the Council for Higher Education Accreditation (CHEA); instead the program must be recognized by the Board of Accountancy. Only a few States have adopted the language in the current Model Rules that calls for CHEA recognition. Many excellent accounting programs are recognized by the Association to Advance Collegiate Schools of Business-International (AACSB), which is no longer listed by CHEA. This issue arises again in Rule 5-2 (d)(7).
- Rule 5-2(a) has proposed additions of developing skills in “critical thinking” and “professional skepticism,” as has been advocated by accounting educators worldwide.
- Consistent with the proposed revised model of the Uniform CPA Examination, establish required accounting content that is core to the accounting profession as defined in Rule 5-2(d)(2).
- Pre-approval of internship programs and independent study is being advised in proposed Rule 5-1 (f) and (g), to help ensure students receive valuable educational experiences.
- Boards are being urged to complete transcript reviews in Rule 5-2(c), as accrediting organizations are focused on the overall quality of educational institutions, and not verifying that the content of the accounting programs meets Boards of Accountancy licensing requirements. The issue of coverage is also raised in Rule 5-2(d)(6).
- Changes to align requirements among states and to add data analytics and related courses to basic subject matter to be covered are found in Rule 5-2(d). Also in Rule 5-2(d), you will note reference to areas “included in the Uniform CPA Examination Blueprints” to allow for updating topics as needed.
- To cover situations where pertinent courses are not being offered inside the business school, but are available in another college or university program, changes are being suggested to Rules 5-2(c) and (d).
- Currently, states have rules that permit three, or six, or an undetermined number of credits to be earned through internships and independent study. Changes are being proposed to Rule 5-2 (d)(7) to set the maximum number at nine credits and describe the content. This can help with education costs and add flexibility to the curriculum.

We believe these changes will provide guidance for students, educators and regulators on the education needed to enter the evolving CPA profession in the years ahead. We encourage the State Boards and other interested parties to consider these proposed changes and send any comments or recommendations to the UAA Committee via uaacomment@nasba.org by August 31, 2020.

Sincerely,

J. Coalter Baker

J. Coalter Baker, CPA
Chair, NASBA Uniform Accountancy Act Committee

UAA Model Rule Requirements – Education

Rule 5-1 - Education requirements – definitions.

- (a) "Semester credit hour" (SCH) means the conventional college semester credit hour. "Quarter credit hours" may be converted to semester credit hours by multiplying them by two-thirds; i.e., one quarter credit hour equals two-thirds of a semester credit hour.
- (b) "College(s) or university(s)" means Board-recognized institution(s) of higher education accredited by Board recognized accrediting organizations.
- (c) "Accredited" or "Accreditation" reflects the quality control of the education process provided by Board-recognized regional, national or international accreditation organizations. In determining acceptable accreditation organizations, the Board may recognize a Council for Higher Education Accreditation (CHEA) recognized regional and/or national accreditation organization. These Rules refer to three levels of accreditation. Level 1 represents the most comprehensive review at the accounting program level and Level 3 is the least comprehensive review at the college or university level. Colleges or universities without accreditation, as defined below, would generally lack any level of accreditation including the college or university, the business school or program ("business school"), and/or the accounting department or program ("accounting program").
 - 1. Level 1 accreditation – the accounting program. In a Level 1 accreditation, the college or university, business school, and the accounting program are separately accredited. This level applies to an accounting program that is accredited by an organization recognized by the Board as a specialized or professional accrediting organization, such as the Association to Advance Collegiate Schools of Business-International (AACSB). Accredited accounting programs have met standards substantially higher and much more specific than those required for Level 2 or Level 3 accreditation.
 - 2. Level 2 accreditation – the business school. In a Level 2 accreditation, the college or university and the business school are accredited, but the accounting program is not separately accredited. This level applies to a business school that is accredited by an organization recognized by the Board as a specialized or professional accrediting organization, such as the AACSB or the Association of Collegiate Business Schools and Programs (ACBSP).
 - 3. Level 3 accreditation – the college or university. In a Level 3 accreditation, the college or university is accredited, but neither the business school nor the accounting program meet Level 1 or Level 2 accreditation requirements. This level applies to a degree-granting college or university that is not accredited at Level 1 or Level 2, but is accredited by an organization currently recognized by the Board as a regional, national or international accrediting organization, such as Higher Learning Commission, Middle States Commission on Higher Education, New England Commission on Higher Education, Northwest Commission on Colleges and Universities, , Southern Association of Colleges and Schools Commission on Colleges, and WASC Senior College and University Commission.
 - 4. College or university without accreditation – an educational institution or entity that does not have an accreditation of either the college or university, business school, or accounting program; or a college or university accredited by organizations not recognized by the Board.

- (d) "Integration of subject matter" means a program of learning where certain subjects, which may be discrete courses in some colleges or universities, are integrated or embedded within related courses. Colleges or universities that use an integrated approach to cover such multiple course subjects should provide evidence of the required coverage pursuant to Rule 5-2(d). Acceptance of integration of any subject matter requires Board approval.
- (e) "Ethics" means a program of learning that provides students with a framework of ethical reasoning, professional values and attitudes for exercising professional skepticism and other behavior that is in the best interest of the public and profession. At a minimum, an ethics program should provide a foundation for ethical reasoning and the core values of integrity, objectivity and independence.
- (f) "Internship" means faculty pre-approved and appropriately supervised short-term work experience, usually related to a student's major field of study, for which the student earns academic credit.
- (g) "Independent study" means academic work selected or designed by the student with the pre-approval of the appropriate department of a college or university under faculty supervision. This work typically occurs outside of the regular classroom structure.

Rule 5-2 - Education requirements - determining compliance of the applicant's education.

- (a) These requirements are intended to provide a foundation in accounting and business course subjects. The program should:
 1. Develop the skills required to apply the knowledge attained (including skills in communications, critical thinking, research and analysis).
 2. Include and emphasize ethical behavior, professional skepticism and judgment, and professional responsibility.
 3. Provide the highest quality instruction in subjects that clearly contribute to the knowledge, skills and abilities necessary to meet the public's expectations of a CPA.
- (b) For purposes of Section 5(c) of the Uniform Accountancy Act, an applicant will be deemed to have met the education requirement(s) if the Board has determined the applicant has met the requirements of Rule 5-2(c) and Rule 5-2(d), together with appropriate consideration of Rule 5-2(a).
- (c) Determining compliance of the applicant's education shall be accomplished through the Board's use of the following procedures:
 1. Reliance on accreditation, as defined in Rule 5-1(c), of the college or university, from which the candidate has obtained the necessary degree and hours as defined in Rule 5-2(d) for purposes of determining the acceptability of the degree and the amount of detailed review required for compliance with the accounting and business content. The Board may place significant reliance on the quality, of accounting and business courses included in accounting degrees from Level 1 colleges or universities, however, the Board should complete a transcript review to ascertain appropriate coverage of accounting and business content in accordance with Rule 5-2(d). The Board may place reliance on the quality of the business courses included in business degrees from colleges or universities with Level 2 accreditation, however, the Board should complete a transcript review to ascertain appropriate coverage of accounting and business content in accordance with Rule 5-2(d), including a more thorough review of the accounting content than from Level 1 colleges or universities. Transcripts from a Level 3 college or university require more detailed review by the Board for compliance

with the accounting and business content. Degrees from colleges or universities without accreditation or with accreditation by an organization not recognized by the Board would generally not be acceptable.

2. Reliance on other procedures and information where the degree and/or courses were obtained from a college or university(s) not meeting the accreditation requirements of Rule 5-2(c)(1). Accepting degrees or courses under Rule 5-2(d) should only be based on evidence of acceptable course content, instruction and quality as would be expected by accreditation and as approved by the Board.
 3. Reliance on other procedures and information where the requirements of Rule 5-2(d) are met by integration of subject matter. The requirements set forth in Rule 5-2(e) should be used to determine compliance.
- (d) An applicant shall be deemed to have satisfied the education requirements if the following conditions are met:
1. Earned a graduate degree and/or a baccalaureate degree at a college or university that is accredited, as described in Rule 5-1(c);
 2. Earned a minimum of six SCH at the undergraduate level or three SCH at the graduate level of principles or introductory accounting content and a minimum of 24 SCH (or the equivalent) of accounting content at the undergraduate or graduate level requiring a minimum of three SCH in each of the subject-matter content areas listed in Rule 5-2(d)(2)i. through iv below, and a minimum of twelve SCH in some or all of the subject-matter content areas listed in Rule 5-2(d)(2)v through xvii below:
 - i. Financial accounting and reporting for business organizations
 - ii. Financial statement auditing
 - iii. Taxation
 - iv. Accounting information systems
 - v. Financial accounting and reporting for government and not-for-profit entities
 - vi. Attestation engagements
 - vii. Managerial or cost accounting
 - viii. Mergers and acquisitions
 - ix. Tax and financial planning
 - x. Fraud examination
 - xi. Internal controls and risk assessment
 - xii. Financial statement analysis
 - xiii. Accounting research and analysis
 - xiv. Tax research and analysis
 - xv. Data analytics, data interrogation techniques, and/or digital acumen in an accounting context, whether taken in the business school or in another college or university program, such as the engineering, computer science, or math programs
 - xvi. Ethics (accounting course)
 - xvii. Other accounting-related content areas included in the Uniform CPA Examination Blueprints or as may be approved by the Board.
 3. Earned a minimum of two SCH in research and analysis relevant to the course content described in 5-2(d)(2) through a discrete undergraduate and/or graduate accounting course, or two SCH integrated throughout the undergraduate and/or graduate accounting curriculum. Colleges or universities must provide evidence of coverage under integration as specified in Rule 5-2(e). The SCH earned through a discrete course in research and analysis in accounting may fulfill two of the SCH of the accounting subject matter requirements in Rule 5-2(d)(2).

4. Earned a minimum of 24 SCH (or the equivalent) of business content, other than accounting, at the undergraduate and/or graduate level, covering some or all of the following subject-matter content:
 - i. Business law
 - ii. Economics
 - iii. Management
 - iv. Marketing
 - v. Finance
 - vi. Business communications
 - vii. Statistics
 - viii. Quantitative methods
 - ix. Information systems or technology
 - x. Data analytics, data interrogation techniques, and/or digital acumen, whether taken in the business school or in another college or university program, such as the engineering, computer science, or math programs.
 - xi. Ethics (business course)
 - xii. Other business-related content areas included in the Uniform CPA Examination Blueprints or as may be approved by the Board.
 5. Earned a minimum of two SCH in communications in an undergraduate and/or a graduate course listed or cross-listed as an accounting or business course or two SCH integrated throughout the undergraduate or graduate accounting or business curriculum. Colleges or universities must provide evidence of coverage under integration as specified in 5-2(e). The SCH earned through a discrete course in communications may fulfill two SCH of the subject matter requirements of Rule 5-2(d)(4).
 6. Earned a minimum of three SCH in an undergraduate and/or a graduate course listed or cross listed as an accounting or business course in ethics as defined in Rule 5-1(e). A discrete three SCH course in ethics may count towards meeting the accounting or business course requirements of Rule 5-2(d)(2) or Rule 5-2(d)(4). As an alternative, colleges or universities may choose to integrate the course throughout the undergraduate and/or graduate accounting or business curriculum. Universities must provide evidence of coverage under integration as specified in Rule 5-2(e). Proof of coverage may be provided through specific evaluation by a specialized or professional accrediting organization recognized by the Board, in which evidence is provided to assure the Board that the program of learning defined in Rule 5-1(e) has been adequately covered and at the equivalent of the three SCH minimum. Alternate methods for proof of ethics coverage may be determined and approved by the Board following careful scrutiny.
 7. A maximum of nine SCH for internships and independent study, as defined in Rule 5-1(f) and Rule 5-1(g), may count towards the education requirement of Section 5(c) of the Uniform Accountancy Act. However, of the nine SCH, a maximum of three SCH may apply to accounting content required under Rule 5-2(d)(2) and a maximum of three SCH may apply to business content required under Rule 5-2(d)(4).
- (e) Colleges or universities that use an integrated approach to meet the requirements of Rule 5-2(d)(3, 5 or 6) must provide evidence that the respective subjects adequately cover the desired content, with acceptable instruction and quality to attain the objectives. Proof of coverage may be provided through specific evaluation by a specialized or professional accrediting organization recognized by the Board. Alternate methods for

proof of coverage may be determined and approved by the Board following careful scrutiny.

UAA Model Rule Requirements – Education

Rule 5-1 - Education requirements – definitions.

- (a) "Semester credit hour" (SCH) means the conventional college semester credit hour. "Quarter credit hours" may be converted to semester credit hours by multiplying them by two-thirds; i.e., one quarter credit hour equals two-thirds of a semester credit hour.
- (b) "College(s) or university(s)" means ~~Board~~-recognized institution(s) of higher education accredited by ~~Board~~generally recognized accrediting organizations.
- (c) "Accredited" or "Accreditation" reflects the quality control of the education process provided by ~~generally Board-recognized~~ regional, ~~and/or national or international~~ accreditation organizations. In determining acceptable accreditation organizations, the Board may recognize a Council for Higher Education Accreditation (CHEA) recognized regional and/or national accreditation organization. These Rules refer to three levels of accreditation. Level 1 represents the most comprehensive review at the accounting program level and Level 3 is the least comprehensive review at the college or university level. Colleges or universities without accreditation, as defined below, would generally lack any level of accreditation including the college or university, the business school or program ("business school"), and/or the accounting department or program ("accounting program").
1. Level 1 accreditation – the accounting program. In a Level 1 accreditation, the college or university, business school, and the accounting program are separately accredited. This level applies to an accounting program that is accredited by an organization recognized by the ~~Board~~ Council for Higher Education Accreditation (CHEA) as a specialized or professional accrediting organization, such as the Association to Advance Collegiate Schools of Business-International (AACSB). Accredited accounting programs have met standards substantially higher and much more specific than those required for Level 2 or Level 3 accreditation.
 2. Level 2 accreditation – the business school. In a Level 2 accreditation, the college or university and the business school are accredited, but the accounting program is not separately accredited. This level applies to a business school that is accredited by an organization recognized by the ~~Council for Higher Education Accreditation (CHEA)~~ Board as a specialized or professional accrediting organization, such as the AACSB or the Association of Collegiate Business Schools and Programs (ACBSP).
 3. Level 3 accreditation – the college or university. In a Level 3 accreditation, the college or university is accredited, but neither the business school nor the accounting program meet Level 1 or Level 2 accreditation requirements. This level applies to a degree-granting college or university that is not accredited at Level 1 or Level 2, but is accredited by an organization currently recognized by the ~~Council for Higher Education Accreditation~~ Board as a regional, ~~national or international~~ accrediting organization, such as ~~Higher Learning Commission, Middle States Commission on Higher Education, New England Association of Schools and Colleges Commission on Colleges or Universities of Higher Education, Northwest Commission on Colleges and Universities, North Central Association of Colleges and Schools The Higher Learning Commission, Southern Association of Colleges and Schools Commission on Colleges, and WASC Senior College and University Commission.~~

4. College or university without accreditation – an educational institution or entity that does not have an accreditation of either the college or university, business school, or accounting program; or a college or university accredited by organizations not recognized by the Board.
- (d) "Integration of subject matter" means a program of learning where certain subjects, which may be discrete courses in some colleges or universities, are integrated or embedded within related courses. Colleges or universities that use an integrated approach to cover such multiple course subjects should provide evidence of the required coverage pursuant to Rule 5-2(d). Acceptance of integration of any subject matter requires Board approval.
 - (e) "Ethics" means a program of learning that provides students with a framework of ethical reasoning, professional values and attitudes for exercising professional skepticism and other behavior that is in the best interest of the public and profession. At a minimum, an ethics program should provide a foundation for ethical reasoning and the core values of integrity, objectivity and independence.
 - (f) "Internship" means faculty pre-approved and appropriately supervised short-term work experience, usually related to a student's major field of study, for which the student earns academic credit.
 - (g) "Independent study" means academic work selected or designed by the student with the pre-approval of the appropriate department of a college or university under faculty supervision. This work typically occurs outside of the regular classroom structure.

Rule 5-2 - Education requirements - determining compliance of the applicant's education.

- (a) These requirements are intended to provide a foundation in accounting and business course subjects. The program should:
 1. Develop the skills required to apply the knowledge attained (including skills in communications, critical thinking, research, judgment and analysis).
 2. Include and emphasize ethical behavior, professional skepticism and judgment, and professional responsibility.
 3. Provide the highest quality instruction in subjects that clearly contribute to the knowledge, skills and abilities necessary to meet the public's expectations of a CPA.
- (b) For purposes of Section 5(c) of the Uniform Accountancy Act, an applicant will be deemed to have met the education requirement(s) if the Board has determined the applicant has met the requirements of Rule 5-2(c) and Rule 5-2(d), together with appropriate consideration of Rule 5-2(a).
- (c) Determining compliance of the applicant's education shall be accomplished through the Board's use of the following procedures:
 1. Reliance on accreditation, as defined in Rule 5-1(c), of the college or university, from which the candidate has obtained the necessary degree and hours as defined in Rule 5-2(d) for purposes of determining the acceptability of the degree and the amount of detailed review required for compliance with the accounting and business content. ~~State~~ The Boards may place significant reliance on the quality, content and delivery method of accounting and business courses included in accounting degrees from Level 1 colleges or universities, however, and as such, the Board should complete a transcript review to ascertain appropriate coverage of accounting and business content in accordance with Rule 5-2(d). transcripts from such colleges or universities would require minimal or no Board review. ~~The Board may place reliance on the quality of the business~~

courses included in business degrees from colleges or universities with Level 2 accreditation would require little or no Board review of transcripts in terms of the business content, but, however, the Board should complete a transcript review to ascertain appropriate coverage of accounting and business content in accordance with Rule 5-2(d), including a more thorough review of the accounting content would require more review than from Level 1 colleges or universities. Transcripts from a Level 3 college or university would require more detailed review by the Board for compliance with the accounting and business content. Degrees from colleges or universities without accreditation or with accreditation by an organization not recognized by the Board would generally not be acceptable.

2. Reliance on other procedures and information where the degree and/or courses were obtained from a college or university(s) not meeting the accreditation requirements of Rule 5-2(c)(1). Accepting degrees or courses under Rule 5-2(d) should only be based on evidence of acceptable course content, instruction and quality as would be expected by accreditation and as approved by the Board.
3. Reliance on other procedures and information where the requirements of Rule 5-2(d) are met by integration of subject matter. The requirements set forth in Rule 5-2(e) should be used to determine compliance.

(d) An applicant shall be deemed to have satisfied the education requirements if the following conditions are met:

1. Earned a graduate degree and/or a baccalaureate degree at a college or university that is accredited, as described in Rule 5-1(c);
2. Earned a minimum of six SCH at the undergraduate level or three SCH at the graduate level of principles or introductory accounting content and a minimum of 24 SCH (or the equivalent) of accounting courses content at the undergraduate or graduate level, ~~excluding principles or introductory accounting courses,~~ covering requiring a minimum of three SCH in each of the subject-matter content areas listed in Rule 5-2(d)(2)i. through iv below, and a minimum of twelve SCH in some or all of the following subject-matter content areas listed in Rule 5-2(d)(2)v. through xvii below, which are to be contemporaneously derived from the Uniform GPA Examination Blueprints:
 - i. Financial accounting and reporting for business organizations
 - ii. Financial statement auditing ~~Financial accounting and reporting for government and not-for-profit entities~~
 - iii. Taxation ~~Auditing and attestation services~~
 - iv. Accounting information systems ~~Managerial or cost accounting~~
 - v. Financial accounting and reporting for government and not-for-profit entities ~~Taxation~~
 - vi. Attestation engagements
 - vii. Managerial or cost accounting
 - viii. Mergers and acquisitions
 - ix. Tax and financial planning
 - x. Fraud examination
 - xi. Internal controls and risk assessment
 - xii. Financial statement analysis
 - xiii. Accounting research and analysis
 - xiv. Tax research and analysis
 - xv. Accounting information systems ~~Data analytics, data interrogation techniques, and/or digital acumen in an accounting context, whether~~

taken in the business school or in another college or university program, such as the engineering, computer science, or math programs

~~xii-xvi.~~ Ethics (accounting course), as described in Rule 5-2 (d) (6)

~~xiii-xvii.~~ Other accounting-related content areas included in the Uniform CPA Examination Blueprints or as may be approved by the Board.

3. Earned a minimum of two SCH in research and analysis relevant to the course content described in 5-2(d)(2) through a discrete undergraduate and/or graduate accounting course, or two SCH integrated throughout the undergraduate and/or graduate accounting curriculum. Colleges or universities must provide evidence of coverage under integration as specified in Rule 5-2(e). The SCH earned through a discrete course in research and analysis in accounting may fulfill two of the SCH of the accounting subject matter requirements in Rule 5-2(d)(2).
4. Earned a minimum of 24 SCH (or the equivalent) of business ~~courses~~content, other than accounting, at the undergraduate and/or graduate level, covering some or all of the following subject-matter content:
 - i. Business law
 - ii. Economics
 - iii. Management
 - iv. Marketing
 - v. Finance
 - vi. Business communications
 - vii. Statistics
 - viii. Quantitative methods
 - ix. Information systems or technology
 - x. Data analytics, data interrogation techniques, and/or digital acumen, whether taken in the business school or in another college or university program, such as the engineering, computer science, or math programs.
 - ~~ix-xi.~~ Ethics (business course), as described in Rule 5-2 (d) (6)
 - ~~x-xii.~~ Other business-related content areas included in the Uniform CPA Examination Blueprints or as may be approved by the Board.
5. Earned a minimum of two SCH in communications in an undergraduate and/or a graduate course listed or cross-listed as an accounting or business course or two SCH integrated throughout the undergraduate or graduate accounting or business curriculum. Colleges or universities must provide evidence of coverage under integration as specified in 5-2(e). The SCH earned through a discrete course in communications may fulfill two SCH of the subject matter requirements of Rule 5-2(d)(4).
6. Earned a minimum of three SCH in an undergraduate and/or a graduate course listed or cross listed as an accounting or business course in ethics as defined in Rule 5-1(e). A discrete three SCH course in ethics may count towards meeting the accounting or business course requirements of Rule 5-2(d)(2) or Rule 5-2(d)(4). As an alternative, colleges or universities may choose to integrate the course throughout the undergraduate and/or graduate accounting or business curriculum. Universities must provide evidence of coverage under integration as specified in Rule 5-2(e). Proof of coverage may be provided through specific evaluation by a nationally specialized or professional accrediting agency organization recognized by CHEA~~the Board~~, such as AACSB or ACBSP, in which evidence is provided to assure the Board that the program of learning defined in Rule 5-1(e) has been adequately covered and at the equivalent of the

three SCH minimum. Alternate methods for proof of ethics coverage may be determined and approved by the Board following careful scrutiny.

7. A maximum of ~~ninesix~~ SCH for internships and independent study, as defined in Rule 5-1(f) and Rule 5-1(g), may count towards the education requirement of Section 5(c) of the Uniform Accountancy Act ~~subject matter requirements of Rule 5-2(d)(2) or Rule 5-2(d)(4)~~. However, of the ~~ninesix~~ SCH, a maximum of three SCH may apply to accounting ~~courses~~ content required under Rule 5-2(d)(2) and a maximum of three SCH may apply to business ~~courses~~ content required under Rule 5-2(d)(4).
- (e) Colleges or universities that use an integrated approach to meet the requirements of Rule 5-2(d)(3, 5 or 6) must provide evidence that the respective subjects adequately cover the desired content, with acceptable instruction and quality to attain the objectives. Proof of coverage may be provided through specific evaluation by a specialized or professional national accrediting organization ~~agency~~ recognized by ~~CHEA~~ the Board, such as AACSB or ACBSP. Alternate methods for proof of coverage may be determined and approved by the Board following careful scrutiny.

REGIONAL DIRECTORS' FOCUS QUESTIONS

The input received from our focus questions is reviewed by all members of NASBA's Board of Directors, committee chairs and executive staff and used to guide their actions. Please send your Board's responses to NASBA and your Regional Director by October 15, 2020.

JURISDICTION _____ **DATE** _____
NAME OF PERSON SUBMITTING FORM _____

1. Has your state's general fund borrowed or "dipped" into the Accountancy Board's funds and swept moneys for non-board functions?

- (a) No _____
(b) Yes _____ If so, please explain (c) _____

2. How has coronavirus closures affected your Board's operations?

3. Has your Board encountered any legal issues related to holding virtual meetings?

4. If you have had virtual Board meetings, any suggestions for making them successful?

5. Does your state have any requirements or restriction regarding travel in 2021?

6. What is happening in your jurisdiction that is important for other State Boards and NASBA to know about? _____

7. Can NASBA be of any assistance to your Board at this time?

- a. No. _____
b. Yes. Please explain. _____

8. NASBA's Board of Directors would appreciate as much input on the above questions as possible. How were the responses shown above compiled? Please check all that apply.

- Input only from Board Chair
 Input only from Executive Director
 Input only from Board Chair and Executive Director
 Input from all Board Members and Executive Director
 Input from some Board Members and Executive Director
 Input from all Board Members
 Input from some Board Members
 Other (please explain)