

# Nevada State Board of Accountancy

## Nevada Revised Statutes Chapter 628

**Board members** (NRS 628.035)—The Board consists of seven members appointed by the Governor, as follows:

- Six members must be certified public accountants (CPA), one of whom must be employed by government or private industry; and
- One member must represent the public with certain limitations, as provided.

NOTE—Assembly Bill 454 (Chapter 512, *Statutes of Nevada 2017*) revised the membership of the Board by deleting provisions relating to registered public accountants.

The Nevada Society of Certified Public Accountants shall nominate to the Governor at least three qualified persons to fill a Board vacancy by a CPA (NRS 628.075).

The Governor shall remove any member whose permit to practice has become void or has been revoked or suspended and may remove a member for neglect of duty or just cause (NRS 628.085).

Members may receive a salary, per diem, and travel expenses while engaged in the business of the Board (NRS 628.110).

**Powers and duties of the Board**—The Board shall administer the provisions of Chapter 628, including:

- Adopting regulations concerning professional conduct (NRS 628.160);
- Issuing certificates to qualified applicants pursuant to statute (NRS 628.190);
- Establishing educational requirements and prescribing examinations (NRS 628.200 and NRS 628. 230);
- Waiving examinations under certain circumstances (NRS 628.310);
- Registering a corporation or company for the practice of public accounting (NRS 628.335 through NRS 628.375);
- Providing for continuing education (NRS 628.386 through NRS 628.387); and
- Disciplining holders of certificates (NRS 628.390 et seq.).

### **Operations of the Board**—The Board shall:

- Elect a President and Secretary-Treasurer and may employ personnel (NRS 628.090);
- Adopt a seal, keep records, and maintain a website (NRS 628.130); and
- Deposit and use all money coming into possession of the Board pursuant to statute (NRS 628.140).

### **Background**

#### **Legislation:**

- 1960—Senate Bill 111 (Chapter 131, *Statutes of Nevada*)—Created the Nevada State Board of Public Accountants, consisting of five members, three of whom must be CPAs and two of whom must be registered as public accountants.
- 1971—Assembly Bill 430 (Chapter 385, *Statutes of Nevada*)—Revised the name to Nevada State Board of Accountancy and established a term of three years.
- 1977—S.B. 126 (Chapter 139, *Statutes of Nevada*)—Increased the number of members of the Board to seven, including five members who are CPAs and two who are registered public accountants (PA); established that the membership would be revised again to include six CPAs and one registered PA at a specific effective date.
- 1981—S.B. 661 (Chapter 636, *Statutes of Nevada*)—Revised membership to reduce the number of accountants on the Board under certain circumstances and added a public member.
- 1991—S.B. 529 (Chapter 646, *Statutes of Nevada*)—Revised membership to provide that one of the six CPA members must be employed by government or private industry.
- 2003—S.B. 310 (Chapter 213, *Statutes of Nevada*)—Added language to clarify that the public member may not be an accountant or the relative of any accountant.

**Legislative history**—The following legislative histories have been compiled and are available on the website of the Research Library:

- [A.B.430](#) (1971), sponsored by Assemblyman L. Keith Ashworth; and
- [S.B. 529](#) (1991), sponsored by Senator Joseph M. Neal.

**Reports to the Legislature**—No reports to the Legislature are required pursuant to NRS 628.

- NRS 622.100 requires a report to the Director of the Legislative Counsel Bureau (LCB) including information relating to licensing and disciplinary actions. (S.B. 69 [Chapter 518, *Statutes of Nevada 2017*]) revised the reporting provisions.)

**Records held by LCB:**

- Required by S.B. 420 (Chapter 193, *Statutes of Nevada 2001*), a report of activities that includes the number of licenses issued, summaries of budget and disciplinary actions, and other information useful to the Legislature. (Requirement repealed by S.B. 310 [Chapter 507, *Statutes of Nevada 2007*].)

**Current contact**—Viki A. Windfeldt, Executive Director

**Website**—<http://www.nvaccountancy.com/>

W180452

---

## NEVADA STATE BOARD OF ACCOUNTANCY

**NRS 628.035 Creation; number and appointment of members.** The Nevada State Board of Accountancy, consisting of seven members appointed by the Governor, is hereby created.

(Added to NRS by [1960, 160](#); A [1971, 734](#); [1977, 272](#))

### **NRS 628.045 Qualifications of members.**

1. Except as otherwise provided in subsection 2, the Governor shall appoint to the Board six members who are certified public accountants in the State of Nevada and one member who is a registered public accountant in the State of Nevada. Of the six members who are certified public accountants:

- (a) One member must be employed by the government or by private industry; and
- (b) Five members must be engaged in the practice of public accounting.

2. Whenever the total number of registered public accountants who practice is 10 or fewer, the Board must consist of six members who are certified public accountants and the member who is a registered public accountant until that member's term of office expires. Thereafter, the Board must consist of:

(a) Six members who are certified public accountants, one of whom must be employed by the government or by private industry.

(b) One member who represents the public. This member must not be:

- (1) A certified public accountant, a public accountant or a registered public accountant; or
- (2) The spouse or the parent or child, by blood, marriage or adoption, of a certified public accountant, a public accountant or a registered public accountant.

3. No person may be appointed to the Board unless he or she is:

(a) Engaged in active practice as a certified public accountant or registered public accountant and holds a live permit to practice public accounting in this State, or is appointed as the member who represents the public.

(b) A resident of the State of Nevada.

(Added to NRS by [1960, 160](#); A [1977, 272](#); [1979, 671](#); [1981, 1380](#); [1991, 2150](#); [2003, 1189](#))

### **NRS CROSS REFERENCES.**

Residency requirements, qualifications of representative of general public, [NRS 232A.020, 622.205](#)

**NRS 628.055 Reappointment of members.** No person who has served two successive complete terms is eligible for reappointment until 1 year after the expiration of those terms. Appointment to fill an unexpired term shall not be considered as a complete term.

(Added to NRS by [1960, 161](#); A [1971, 734](#); [1977, 273](#), [1249](#))

### **NRS CROSS REFERENCES.**

Terms of members, [NRS 232A.020](#)

**NRS 628.075 Nomination for appointment; filling of vacancy; appointment of representative of public by Governor.**

1. The Nevada Society of Certified Public Accountants shall, at least 30 days before the beginning of any term, or within 30 days after a position on the Board becomes vacant, submit to the Governor the names of at least three persons qualified for membership on the Board for each position to be filled by a certified public accountant. The Governor shall appoint new members or fill the vacancy from the list, or request a new list. If the Nevada Society of Certified Public Accountants fails to submit timely nominations for a position on the Board, the Board may submit nominations to the Governor, who shall appoint members from among the nominees or request a new list.

2. The Governor may appoint any qualified person who is a resident of this State to the position which is to be

occupied by a person who represents the public.

(Added to NRS by [1960, 161](#); A [1977, 1250](#); [1981, 1380](#); [1991, 2150](#))

**NRS CROSS REFERENCES.**

Qualifications of representative of general public, [NRS 232A.020, 622.205](#)

**NRS 628.085 Removal of member.** The Governor shall remove from the Board any member whose permit to practice has become void or has been revoked or suspended, and may, after a hearing, remove any member for neglect of duty or other just cause.

(Added to NRS by [1960, 162](#))

**NRS 628.090 Officers and employees.**

1. Annually the Board shall elect a President and a Secretary-Treasurer from among its members.  
2. The Board may employ such personnel, including attorneys, investigators and other professional consultants, and arrange for such assistance as the Board may require for the performance of its duties.

(Added to NRS by [1960, 162](#); A [1963, 147](#))

**NRS CROSS REFERENCES.**

Contracts for services to be in writing and approved, [NRS 284.013](#)

Employment of immediate relatives, conditions and limitations, [NRS 622.210-622.230](#)

**NRS 628.100 Quorum.** A majority of the Board shall constitute a quorum for the transaction of business.

(Added to NRS by [1960, 162](#); A [1973, 1128](#))

**NRS 628.105 Offices.** The Board may maintain offices in as many localities in the State as it finds necessary to carry out the provisions of this chapter.

(Added to NRS by [1963, 147](#))

**NRS 628.110 Salary of members; per diem allowance and travel expenses of members and employees.**

1. Each member of the Board is entitled to receive:  
(a) A salary of not more than \$150 per day, as fixed by the Board, while engaged in the business of the Board; and

(b) A per diem allowance and travel expenses at a rate fixed by the Board, while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.

2. While engaged in the business of the Board, each employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for state officers and employees generally.

(Added to NRS by [1960, 162](#); A [1963, 147](#); [1971, 735](#); [1989, 1696](#); [2007, 2942](#))

**NRS 628.120 Regulations.** The Board shall adopt regulations reasonably necessary and expedient for the orderly conduct of its affairs and for the administration of this chapter.

(Added to NRS by [1960, 162](#); A [1971, 735](#); [1981, 1381](#))

**ADMINISTRATIVE REGULATIONS.**

Accountants, [NAC ch. 628](#)

**NRS 628.130 Seal; records of proceedings; maintenance of and posting of certain information on website.**  
The Board shall:

1. Have a seal of which judicial notice must be taken.
2. Keep records of its proceedings. In any proceedings in court, civil or criminal, arising out of or founded upon any provision of this chapter, copies of those records certified as correct under the seal of the Board are admissible in evidence as tending to prove the contents of the records.
3. Maintain a website on the Internet or its successor and post on its website:
  - (a) The names arranged alphabetically by classifications of all accountants and business entities holding licenses, certificates, registrations or permits under this chapter.
  - (b) The names of the members of the Board.
  - (c) Such other matter as may be deemed proper by the Board.(Added to NRS by [1960, 162](#); A [1981, 1381](#); [2005, 251](#))

**NRS 628.135 Fiscal year.** The Board shall operate on the basis of a fiscal year commencing on July 1 and terminating on June 30.  
(Added to NRS by [1963, 147](#))

**NRS 628.140 Deposit and use of money received by Board; delegation of authority concerning disciplinary action; deposit of fines; claim for attorney's fees or costs of investigation.**

1. Except as otherwise provided in subsection 3, all fees and other money received by the Board pursuant to the provisions of this chapter must be deposited in banks, credit unions or savings and loan associations in the State of Nevada and expended solely for the purposes of this chapter. The money so deposited does not revert to the State General Fund. The compensation provided for by this chapter and all expenses incurred under this chapter must be paid from this money. No compensation or expenses incurred under this chapter may be charged against the State General Fund.
2. The Board may delegate to a hearing officer or panel its authority to take any disciplinary action pursuant to this chapter, impose and collect civil penalties, court costs and attorney's fees therefor and deposit the money therefrom in banks, credit unions or savings and loan associations in this State.
3. If a hearing officer or panel is not authorized to take disciplinary action pursuant to subsection 2 and the Board deposits the money collected from the imposition of civil penalties, court costs and attorney's fees with the State Treasurer for credit to the State General Fund, it may present a claim to the State Board of Examiners for recommendation to the Interim Finance Committee if money is needed to pay attorney's fees or the costs of an investigation, or both.  
(Added to NRS by [1960, 162](#); A [1963, 147](#); [1983, 1533](#); [1999, 1529](#))

**NRS 628.160 Regulations concerning professional conduct: Procedure for adoption; notice.**

1. The Board may by regulation adopt and amend rules of professional conduct appropriate to establish and maintain a high standard of quality, integrity and dignity in the profession of public accountancy.
2. In addition to the requirements of [chapter 233B](#) of NRS, the Board shall, at least 60 days before the adoption of any such rule or amendment, mail copies of the proposed rule or amendment to each holder of a live permit, to the address shown in the records of the Board, together with a notice advising the holder of the permit of the date, time and place of the hearing on the proposed rule or amendment and requesting that he or she submit any comments thereon at least 15 days before the hearing. The comments are advisory only. Failure by inadvertence or error to mail the rule, amendment or notice to each holder of a permit does not affect the validity of any rule or amendment if the Board has made an effort in good faith to mail the notice to all holders of permits.
3. The Board may adopt regulations concerning the professional conduct of corporations, partnerships and limited-liability companies practicing certified public accounting or public accounting which it deems consistent with or required by the public welfare, including regulations:

- 
- (a) Governing the style, name and title of the corporations, partnerships and limited-liability companies.
  - (b) Governing the affiliation of the corporations, partnerships and limited-liability companies with any other organizations.

(Added to NRS by [1960, 162](#); A [1971, 735](#); [1981, 1381](#); [1989, 1601](#); [1995, 134](#); [1999, 1695](#))

**ADMINISTRATIVE REGULATIONS.**

Registration of firms, [NAC 628.130-628.190](#)

**NRS 628.170 Authority to establish certain committees by regulation.** The Board may by regulation establish committees to assist in the management of its affairs and in the investigation of grievances.

(Added to NRS by [1960, 163](#); A [1971, 736](#); [1973, 1128](#); [1981, 1382](#); [1989, 1601](#))

Follow these instructions when filling out the form:

1. Download the form to your personal computer.
2. Complete the downloaded form using AdobeReader.
3. Save the completed form to your personal computer.
4. Then send the saved form and any additional documents in PDF format to [cstonefield@lcb.state.nv.us](mailto:cstonefield@lcb.state.nv.us)

Submit by Email

**Information Concerning Board or Commission  
Subject to Review by the  
Sunset Subcommittee of the Legislative Commission**

as required by *Nevada Revised Statutes* 232B.230



**Board or commission name:**

Nevada State Board of Accountancy

**Members' names with expiration date of term, and indicate the number of vacancies:**

See Attached Report, Page 5

**Physical address:**

1325 Airmotive Way, Suite 220, Reno, NV 89502

**Mailing address:**

Mailing Address is the same as the Physical Address

**Web site address (if any):**

[www.nvaccountancy.com](http://www.nvaccountancy.com)

**Web site developer** (if not EITS, please indicate if EITS approved the web site):

Jon Tams / WebFx Designs  
The Board has used Vendor since 1998 prior to EITS

**Executive director's name and contact information:**

Viki A. Windfeldt  
(775) 786-0231  
[viki@nvaccountancy.com](mailto:viki@nvaccountancy.com)

**Staff members' names including titles and status as full-time or part-time** (attach additional pages as necessary):

See Attached Report, Page 6

**Days and hours of operation:**

Monday - Friday - 9:00 AM - 5:00 PM. Staff is available at all times and checks email/voice

**Created by what authority:**

Nevada Revised Statutes (NRS) Chapter 628.035

**Authority to adopt regulations (NRS) and citation to regulations (NAC), if applicable:**

Nevada Revised Statutes (NRS) - Chapter 628.120, NRS 628.160(1), NRS 628.200(3), NRS 628.230(1), NRS 628.250, NRS 628.260(1), NRS 628.280(1), NRS 628.325(5)(b), NRS 628.340(2), NRS 628.343(1)(f), NRS 628.345(1)(f), NRS 628.370(2), NRS 628.375(2), NRS 628.380(4), NRS 628.386



**Information Concerning Board or Commission  
Subject to Review by the  
Sunset Subcommittee of the Legislative Commission**

List by LCB File No. and date of adoption the five regulations most recently adopted by the board or commission, with any applicable deadline for the adoption of any such regulation:

R031-13 - Effective 10/23/2013  
R046-13 - Effective 12/23/2013  
R117-15 - Effective 4/4/2016

List any required regulations that have not been adopted, with any applicable deadline for the adoption of any such regulation. Please identify each such regulation by LCB File No., if available, or by reference to the provision of NRS or Statutes of Nevada requiring adoption of the regulation:

R068-17 - Public Hearing Scheduled 1/17/2018

Governing structure of the board or commission pursuant to statute:

NRS 628.035, NRS 628.045 provides for the number of Board Members (7) appointed by the Governor and the required qualifications of the Board Members.

Duties of the board or commission:

See Attached Report, Page 7

Statement of the objectives and programs of the board or commission:

See Attached Report, Pages 7 - 10

**Information Concerning Board or Commission  
Subject to Review by the  
Sunset Subcommittee of the Legislative Commission**

**Itemized list of services offered  
by the board or commission:**

See Attached Report, Page 10

**Dates of the immediately  
preceding six meetings:**

January 18, 2017 / March 22, 2017 / May 17, 2017  
July 19, 2017 / September 20, 2017 / November 15, 2017

**Statutory tax exemptions,  
abatements, or money set aside  
for the board or commission:**

See Attached Report, Page 11

**Description of the manner in  
which the board or commission  
is funded, including all funding  
sources:**

See NRS 628.140. The Board is funded 100% by licensure and examination fees.  
Fee schedule is outlined in NAC 628.016

**Please identify any forms  
required by the board or  
commission to be used by  
members of the public which  
are not available for  
downloading from the web site  
of the board or commission:**

All Forms and applications are available on the Board's website at  
[www.nvaccountancy.com](http://www.nvaccountancy.com)

**Information Concerning Board or Commission  
Subject to Review by the  
Sunset Subcommittee of the Legislative Commission**

Does the board or commission have any recommendations for consolidation with another board or commission? If so, which one(s) could be revised to include the charge to the board or commission that is the subject of this review?

The Board does not have any recommendations for consolidation with other Boards. The Board's purpose and authority to regulate the profession of certified public accountants does not overlap with any other Boards and there is no duplication of services with any other Board.

Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? Please explain the response with any information the board or commission believes is relevant:

The Board believes its objectives and programs have been accomplished in a timely and efficient manner. See Report pages 7-11.

Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs:

The Board proposed statutory language changes during the 2017 Legislative Session which were adopted in AB 454 effective June 9, 2017.

If additional space is necessary, please attach additional pages and refer to the attachments on the form.

Please include with this form:

1. The operating budget of the board or commission.
2. A statement setting forth the income and expenses of the board or commission for at least 3 years immediately preceding the date on which the board or commission submits this form, including the balances of any fund or account maintained by or on behalf of the board or commission.
3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years.
4. Any reports required to be filed with the Legislative or Executive Branch over the past 3 years. Please indicate if any reports were filed late or have not been filed.
5. Copies of the minutes of the immediately preceding six meetings of the board or commission.
6. A copy of the organizational chart showing the governing structure of the board or commission and its staff.
7. A copy of the most recent strategic plan of the board or commission.

Please submit this form and any additional documents electronically in PDF format to: [cstonefield@lcb.state.nv.us](mailto:cstonefield@lcb.state.nv.us).

## **Nevada State Board of Accountancy (attachment to Review Form)**

Page 1, Days and hours of operation

Monday - Friday - 9:00 AM - 5:00 PM. Staff is available at all times and checks email/voice messages when away from the office.

Page 1, Authority to adopt regulations (NRS) and citation to regulations (NAC), if applicable

Nevada Revised Statutes (NRS) - Chapter 628.120, NRS 628.160(1), NRS 628.200(3), NRS 628.230(1), NRS 628.250, NRS 628.260(1), NRS 628.280(1), NRS 628.325(5)(b), NRS 628.340(2), NRS 628.343(1)(f), NRS 628.345(1)(f), NRS 628.370(2), NRS 628.375(2), NRS 628.380(4), NRS 628.386  
Nevada Administrative Code (NAC) - Chapter 628

NEVADA STATE BOARD  
OF ACCOUNTANCY

REPORT PREPARED FOR  
THE SUNSET SUBCOMMITTEE OF THE  
LEGISLATIVE COMMISSION

2017-2018 INTERIM

NEVADA STATE BOARD OF ACCOUNTANCY  
1325 AIRMOTIVE WAY, SUITE 220  
RENO, NEVADA 89502  
Phone: (775) 786-0231/Fax: (775) 786-0234  
CPA@NVACCOUNTANCY.COM



NEVADA STATE BOARD OF ACCOUNTANCY  
1325 Airmotive Way, Suite 220  
Reno NV 89502  
(775) 786-0231 (Phone)  
(775) 786-0234 (FAX)  
[cpa@nvaccountancy.com](mailto:cpa@nvaccountancy.com)

January 12, 2018

Dear Members of the Sunset Subcommittee of the Legislative Commission:

The Nevada State Board of Accountancy is pleased to submit this Report, which is intended to supplement the information form submitted with this Report. The Board's hope and intent with this Report is to demonstrate the effectiveness of the Board and its staff in carrying out its responsibilities in a manner consistent with statutes, regulations, good administrative practice, and the public's interest.

Our Board members and I look forward to working closely with the committee and its staff during the review process.

Respectfully submitted,

*Viki A. Windfeldt*

Viki Windfeldt  
Executive Director

## TABLE OF CONTENTS

---

I.	The Nevada State Board of Accountancy.....	4
II.	Present Board Members .....	5
III.	The Board's Website .....	5
IV.	The Board's Executive Director .....	5
V.	The Board's Staff .....	6
VI.	Created by What Authority .....	6
VII.	Authority to Adopt Regulations and Citation to Regulations .....	6
VIII.	Five Most Recently Adopted Regulations .....	6
IX.	Any Required Regulations That Have Not Been Adopted .....	6
X.	Governing Structure of the Board .....	7
XI.	Duties of the Board .....	7
XII.	Statement of Objectives of the Board .....	7
XIII.	Itemized List of Services Offered by the Board .....	10
XIV.	Dates of the Immediately Preceding Six Meetings .....	10
XV.	Tax Abatements, Abatements, or Money Set Aside for the Board .....	11
XVI.	Funding of the Board .....	11
XVII.	Publicly Available or Unavailable Forms .....	11
XVIII.	Recommendations for Consolidation .....	11
XIX.	Effectiveness of Board in Meeting Objectives .....	11
XX.	Recommendations for Statutory Changes .....	12

---

## SUPPLEMENTAL DOCUMENTATION

---

1. The Operating Budget of the Board for 2014-2018
  2. Income and Expenses for fiscal years 2015 - 2017
  3. Board Financial Statement Audits for 2015, 2016, 2017
  4. Legislative/Executive Branch Reports – Note: All Reporting has been on time
  5. Minutes of past 6 meetings
  6. The Board does not have an organizational chart
  7. Strategic plan/objectives included within this report
-

## Introduction

Nevada Revised Statutes (NRS) 628.002 provides that it is the policy of this State and the purpose of Chapter NRS 628:

1. To provide for the dependability of information which is used for guidance in financial transactions or for accounting for and assessing the status or performance of public and private entities; and
2. To protect the interest of the public by requiring that persons who are engaged in the practice of public accounting be qualified, so that the auditing, examining, reviewing and compiling of financial statements and the issuing of reports, opinions and assurances relating to those statements are reserved to persons who have demonstrated ability and fitness to observe and apply the standards of the profession of accounting.

The Nevada State Board of Accountancy (Board) was created by NRS 628.035. The Board is charged with granting certificates to practice public accounting as a certified public accountant to qualified applicants who meet the statutory requirements including education, experience and examination. Other duties of the Board include registration of firms and sole proprietorships to practice public accounting, registration of fictitious names, issuing annual permits to engage in the practice of public accounting, adopting continuing education requirements and programs to ensure licensees are maintaining the standards of the profession, taking disciplinary action against licensees and firms, and enforcing violations of certain unlawful activities by non-licensees.

Accountancy Boards regulate the accountancy profession to fulfill their public protection mandate and to protect the credibility, validity and reliability of the Certified Public Accountant (CPA) license on which the public relies – particularly the U.S. financial system. These objectives are met through determining initial qualifications and licensing, rulemaking, determining continued competency and compliance, and taking enforcement actions against CPAs who harm the public by violating these statutes and rules.

## I. The Nevada State Board of Accountancy

The Nevada State Board of Accountancy was created in 1913. The Board enforces NRS and NAC Chapters 628, which taken together, authorize the Board to reasonably ensure that the citizens of Nevada receive competent services from properly educated and licensed Certified Public Accountants. Without examination of basic knowledge and required continuing education and programs to ensure licensees are maintaining the standards of the profession for Nevada's Certified Public Accountants, the policy of the State and the purposes of NRS Chapter 628 would not be met.



## II. Present Board Members

NRS 628.045 sets forth the qualifications of Board members appointed by the Governor. The present members of the Board are listed in the following table:

Member Name	Term	Status
Nicola Neilon, CPA	Term Expires October 2019	President, CPA Member
Brian Wallace, CPA	Term Expires October 2020	Secretary-Treasurer, CPA Member
Robert C. Anderson, CPA	Term Expires October 2018	Private Industry Member
Steven M. Brockovich	Term Expires October 2018	Public Member
Michael E. Davis, CPA	Term Expires October 2019	CPA Member
Candance Johnson, CPA	Term Expires October 2020	CPA Member
L. Ralph Piercy, CPA	Term Expires October 2019	CPA Member

## III. The Board's Website

The Board's website is: [www.nvaccountancy.com](http://www.nvaccountancy.com). The website first became available to licensees and the public in 1998. It was originally constructed and still maintained by Jon Tams / WebFx Designs. The Board's website is an integral part of the function and efficiencies of the Board's operations. We continue to modify our website functionality to keep up with the growing technology trends. The website is required by NRS 628.130(3).

## IV. The Board's Executive Director

The Board employs a full-time Executive Director, Viki Windfeldt. Ms. Windfeldt has worked for the Board for 22 years and served as its Executive Director for 14 years. Her contact information is:

Viki Windfeldt, Executive Director  
Nevada State Board of Accountancy  
1325 Airmotive Way, Suite 220  
Reno, NV 89502  
Telephone: (775) 786-0231  
Facsimile: (775) 786-0234  
E-mail: [viki@nvaccountancy.com](mailto:viki@nvaccountancy.com)

## V. The Board's Staff

Position	Name	Status	Date of Hire	E-Mail address web-site:
Executive Director	Viki Windfeldt	Full Time	10/1/1995	<a href="mailto:wiki@nvaccountancy.com">wiki@nvaccountancy.com</a>
Deputy Director	Leslie Walsh	Full Time	9/1/2003	<a href="mailto:Leslie@nvaccountancy.com">Leslie@nvaccountancy.com</a>
Administrative	Jay Schmitt	Part Time	3/1/2007	n/a
Investigator	Patrick Thorne, CPA	Part Time	7/1/2011	<a href="mailto:pat@nvaccountancy.com">pat@nvaccountancy.com</a>
Investigator	Glenn Bougie, CPA	Part Time	7/1/2013	<a href="mailto:Glenn@nvaccountancy.com">Glenn@nvaccountancy.com</a>
Investigator	Harry Parsons, CPA	Part Time	7/1/2015	<a href="mailto:hparsons@pangborncpa.com">hparsons@pangborncpa.com</a>
Legal Counsel	Karen Peterson, Esq	Independent Contractor	35+ Years	<a href="mailto:kpeterson@allisonmackenzie.com">kpeterson@allisonmackenzie.com</a>
Legal Counsel	Louis Ling, Esq	Independent Contractor	3/1/2014	<a href="mailto:llouisling@me.com">llouisling@me.com</a>

## VI. Created by What Authority

The Board was created pursuant to NRS 628.035 by the Nevada State Legislature for the protection of the public. The Board presently enforces NRS and NAC Chapters 628. The Board regulates the standards of conduct for the profession, reviews complaints, and takes disciplinary action against licensees who have violated the statutes or regulations. The Board processes applications to sit for the Uniform CPA Examination, applications for certification as a Certified Public Accountant and processes renewals for individual CPAs and CPA firms on an annual basis.

## VII. Authority to Adopt Regulations and Citation to Regulations

NRS Chapter 628.120, NRS 628.160(1), NRS 628.200(3), NRS 628.230(1), NRS 628.250, NRS 628.260(1), NRS 628.280(1), NRS 628.325(5)(b), NRS 628.340(2), NRS 628.343(1)(f), NRS 628.345(1)(f), NRS 628.370(2), NRS 628.375(2), NRS 628.380(4), NRS 628.386  
Nevada Administrative Code (NAC) - Chapter 628

## VIII. Five Most Recently Adopted Regulations

R031-13 - Effective 10/23/2013  
R046-13 - Effective 12/23/2013  
R117-15 - Effective 4/4/2016

## IX. Any Required Regulations That Have Not Been Adopted

In addition to the above-listed regulations, the Board is presently engaged in a rulemaking proceeding LCB File No. R068-17 by which it intends to update the experience requirement for licensure and other amendments to coincide with amendments adopted during the 2017 Legislative Session by Assembly Bill 454. The Board is holding public hearings on January 17, 2018 and hopes to have the finalized regulation completed and in effect in the Spring of 2018.

## X. Governing Structure of the Board

NRS 628.035, NRS 628.045 provides that the Governor shall appoint to the Board seven members who are residents of the State of Nevada. The members must consist of the following:

- Six members must be Certified Public Accountants and engaged in the practice of public accounting;
- One member must be employed by the government or by private industry; and
- One member who represents the public who is not a Certified Public Accountant.

The Board meets every other month, alternating its meetings between meeting sites in Las Vegas and Reno. The Board will hold special meetings as needed, usually to conduct disciplinary hearings.

## XI. Duties of the Board

- Review and process all applications for the Uniform CPA Examination
- Initial licensing of individuals and registration of firms and fictitious names
- Annual renewal of licenses for individuals, registration of firms and fictitious names
- Online access to forms necessary for applicants, licensees and the public
- Online verification of individual licenses and firm registrations
- Adopt and enforce Rules of Professional Conduct observed by CPAs of Nevada
- Investigation of complaints against licensees by the public or other agencies
- Investigation and prosecution of complaints regarding unlicensed practice
- Prosecution of disciplinary matters against licensees
- Answering questions from the public regarding the practice of public accounting or licensees
- Answering questions from licensees regarding the practice of public accounting or compliance with the Board's statutes and regulations
- Answering questions from applicants regarding obtaining a certificate
- Cooperation with other state or federal agencies investigating a Nevada licensee

## XII. Statement of the Objectives and Programs of the Board

The Board's objectives are to fulfill its various duties for the protection of the public. Following is a discussion of the Board's objectives and a demonstration of how the Board has been, presently is, and intends to meet each objective.

### LICENSING

**STATEMENT OF OBJECTIVE: The Board's objective regarding licensure is to license all qualified applicants promptly and courteously.**

The Board licenses certified public accountants after determining that they have attained the necessary education and experience and have passed the requisite national examination. Applicants that have provided all the requisite documentation for licensure are placed on the next scheduled Board meeting for review and approval by the Board.

The present number of active licensed certified public accountants in Nevada is 3316. The number of licensees with designated retired status is 377 and with inactive status is 374.

The number of registered certified public accounting firms or sole proprietorships is 733. The number of fictitious firm names registered with the Board is 94.

For a CPA firm or sole proprietorship to maintain its permit to practice, it must undergo a peer review every 3 years unless required sooner, to determine compliance with technical standards. The firm or sole proprietorship is required to submit a report verifying its successful passage of its peer review. The Board conducts periodic random peer review audits of firms and sole proprietorships to ensure compliance with the Board's peer review program. When it is discovered that a firm or sole proprietorship has not completed or passed the requisite peer review, the Board takes appropriate disciplinary action against the firm or sole proprietorship.

Pursuant to NAC 628.380, annual permits are issued to licensees who have complied with the Board's continuing professional education requirements. The Board conducts periodic random continuing professional education audits of licensees to ensure compliance with the requirements for continuing professional education. Certified Public Accountants are required to complete 80 hours of continuing professional education every two (2) years, of which 20 hours must be completed each year, 4 hours must be in professional ethics and 8 hours in accounting and auditing for those licensees performing attest work. When it is discovered that a licensee has not completed all of the requisite continuing education, the Board takes appropriate disciplinary action against the certified public accountant.

The Board has worked with the National Association of State Boards of Accountancy (NASBA) and other state boards of accountancy to reduce barriers to trade in accountancy services. In 2009 at the request of the Board, the Nevada Legislature adopted a practice privilege found in NRS 628.315 whereby any licensed CPA from a U.S. jurisdiction in good standing can practice in Nevada without obtaining a license for certain services and under certain conditions. This effort has helped streamline the regulatory scheme for the accounting profession nationwide.

## DISCIPLINARY PROCESS

**STATEMENT OF OBJECTIVE: The Board's objective regarding its disciplinary process is to make the filing of a complaint by the public as simple as possible, to investigate every case thoroughly and in a timely manner, and to address all meritorious complaints openly and publicly.**

A complaint against one of the Board's licensees is initiated through the receipt of a complaint by any person, initiated by the Board's motion or a complaint made by a Board of Accountancy of another state as provided in NRS 628.410(1). The Board investigates every complaint. Complaints to the Board are investigated by the Board's Executive Director or certified public accountant investigators and/or the Board's counsel. When an investigation is completed, the Board's standing investigative committee as provided in NRS 628.170 and NAC 628.015 determines if a case should proceed to a formal disciplinary hearing. The Board's staff prepares the formal documents for filing and service upon the licensee. Many of the Board's cases are resolved through stipulated disciplinary agreements between the licensee and the Board's staff and approved by the Board in a public meeting. Some cases are so serious, present novel issues, or cannot be resolved through negotiations, and those cases are heard at a formal disciplinary hearing presented to the full Board at a public meeting.

The following table details the Board's complaints and disciplinary activities for the past five years:

Year	# of Complaints	Discipline Imposed	Dismissed Without Discipline
2013	50	4 – Revoked 6 – Stipulated Settlement 6 – Surrender in lieu of discipline	34
2014	48	7 – Revoked 5 – Stipulated Settlement 3 – Surrender in lieu of discipline	33
2015	37	4 – Revoked 13 – Stipulated Settlement 2 – Surrender in lieu of discipline	18
2016	43	7 – Revoked 1 – Surrender in lieu of discipline 2 – Pending Federal Indictment 2 – Pending CA Board 1 – Pending NV Indictment/Investigation	30
2017	27	5 – Revoked 4 – Stipulated Settlement 1 – Surrender in lieu of discipline 1 – Pending Investigation	16

## UNLICENSED ACTIVITY

**STATEMENT OF OBJECTIVE:** The Board's objective regarding unlicensed activity is to investigate and take appropriate action regarding the unlicensed activity.

NRS 628.450 - 628.580 provide for the Board's enforcement of the unlicensed use of the certified public accountant designation and the unlicensed practice of public accounting. The Board handles unlicensed activity by investigating these cases and turning them over to the appropriate District Attorney or the Attorney General's Office for prosecution or may seek a civil injunction as provided in NRS 628.570 and NRS 628.580.

The Board has received and investigated 41 non-licensee complaints in the past 5 years.

## ADMINISTRATIVE OBJECTIVES

**STATEMENT OF OBJECTIVE:** The Board's objectives regarding its administration are: (1) to assure that all of the Board's funds are wisely and effectively collected and spent to keep the costs to the Board's licensees to a minimum; (2) to assure that the public has useful and simple access to the Board's resources and processes; and (3) to continually improve the Board's operations and functions.

**BOARD FUNDING** - The Board receives no general fund money. Instead, the Board operates solely upon licensing fees. The Board's fee for a new applicant for licensure is \$250, and the Board's fee for renewal of a license is \$120. The last time the Board changed its fees was 2007 (10 years ago), when it lowered the renewal fee from \$140 to \$120 as an incentive to renew the license online.

The Board has its books independently audited annually. None of the Board's independent audits have ever noted irregularities or problems with the Board's financial management practices. The Board provides copies of these audits to the Department of Administration and to the Legislative Counsel Bureau. Pursuant to the request of the Committee, attached are the following documents:

1. - Operating Budget FY Year End 2014 – 2018; 2. - Income/Expense Reports for Fiscal Year End 2015 - 2017; and 3. – Financial Statement Audits Fiscal Year End 2015 - 2017.

**PUBLIC ACCESSIBILITY** – The Board attempts to make its processes and resources available to the public it serves. Recent initiatives to increase or assure public access include:

- Continual Website Improvement – The Board knows that the public accesses its website regularly for information and assistance. To improve the look and feel of the website, the Board underwent a redesign of its website that was performed by a private firm.
- Open Regulatory Process – Though the Board does not promulgate many regulations, it has always made its regulatory process transparent and open to the public. The Board invites comments on proposed regulations from licensees, applicants, the public, the Nevada Society of Certified Public Accountants and the various national membership organizations involving certified public accountants.

### **XIII. Itemized List of Services Offered By the Board**

The Board's objective is to be responsive and efficient to the public, its applicants, and its licensees. The Board's telephone and general email are normally answered by the Board's Executive Director or Deputy Director, so questions of whatever nature are usually answered on-the-spot. Some of the services offered by the Board include:

- Review and Processing of Examination Candidates to sit for the Uniform CPA Examination
- Initial licensure of certified public accountants and registration of certified public accounting firms and sole proprietorships
- Renewal of licenses
- Receipt of and investigation of consumer complaints regarding licensees
- Receipt of and investigation of complaints regarding unlicensed practice
- Prosecuting disciplinary matters as needed
- Answering routine questions from licensees regarding their practices

### **XIV. Dates of the Immediately Preceding Six Meetings**

- January 18, 2017
- March 22, 2017
- May 17, 2017
- July 19, 2017
- September 20, 2017
- November 15, 2017

## **XV. Statutory Tax Exemptions, Abatements, or Money Set Aside**

As a state agency, the Board is not charged sales tax pursuant to NRS 372.325.

Pursuant to NRS 628.140, all fees and other money received by the Board pursuant to NRS Chapter 628 are deposited and expended solely for the purposes of NRS Chapter 628. No compensation or expenses incurred under Chapter 628 may be charged against the State General Fund.

## **XVI. Funding of the Board**

The Nevada State Board of Accountancy is funded from 100% of fees collected through the examination, licensure and regulation of the profession of Certified Public Accountants and does not receive funds from the State General Fund. The Board's fee schedule is outlined in NAC 682.016.

## **XVII. Publicly Available or Unavailable Forms**

All forms utilized by the Nevada State Board of Accountancy can be found on the Board's website at [www.nvaccountancy.com](http://www.nvaccountancy.com)

## **XVIII. Recommendation for Consolidation**

The Board does not have any recommendations for consolidation with other Boards. The Board's purpose and authority to regulate the profession of certified public accountants does not overlap with any other Boards and there is no duplication of services with any other Board.

The public, including private companies, depend on the Board to effectively regulate CPAs on whom they rely for dependable financial information and for independent professional oversight of the CPA profession to ensure the policy and purpose set by the Legislature in NRS 628.002 are met. Consolidation with another board that does not have these same policies and purposes would reduce the accountability of the Board to the public and the profession and would go against the Board's statutory purpose.

## **XIX. Effectiveness of the Board in Meeting Its Objectives**

The Board believes that it meets its objectives in all respects. The Board licenses its new applicants efficiently, usually at the next Board meeting after receipt of the application. The Board investigates the complaints it receives or initiates promptly. The Board attempts to resolve most disciplinary proceedings at the least cost to the licensee and the Board. If not resolved by stipulated disciplinary agreement, the Board provides a fair disciplinary hearing. The Board works with other agencies as needed to investigate and appropriately address the unlicensed practice of public accounting. The Board also maintains good working relationships with the Nevada Society of Certified Public Accountants and the national organizations involved with public accounting.

The Board is committed to the protection of the public and its direct accountability to the public should be preserved so independent, professional oversight of the CPA profession continues and the public interest is protected.

## **XX. Recommendations for Statutory Changes**

The Board proposed statutory language changes during the 2017 Legislative Session, which were adopted in AB 454 effective June 9, 2017.