

December 16, 2005

Attention: Chief Financial Officer

It is with great pleasure that I invite you to participate in a PCAOB *Forum on Auditing in the Small Business Environment*. In addition, I would like ask you to take this opportunity to extend this invitation to the board of directors of your company. This initiative will offer the opportunity for smaller public company directors and finance executives to interact with the PCAOB and learn more about its programs and activities.

More specifically, members and staff of the PCAOB will hold a series of four meetings across the country to discuss important information concerning the PCAOB and the audit profession. During these sessions, members and staff of the PCAOB will provide insight into the issues facing public company auditors as well as information about key auditing standards that may impact issuers.

You will note that we have specifically dedicated time during each *Forum* to "Open Discussion". This is your opportunity to raise issues that do not appear on the agenda. Please take the opportunity during the registration process to offer suggestions for topics during this discussion, or to submit questions that can be answered during the *Forum*.

If you or any of your directors wish to attend either of the first two *Forums* for which specific dates and locations have been identified, please complete the enclosed registration form for each attendee. If you or any of your directors wish to attend one of the other *Forums*, please inform us of your interest by emailing Julie Mills at millsj@pcaobus.org and we will notify you of the exact dates and locations once they are determined.

We look forward to meeting you and your board members, and sharing perspectives.

Sincerely,

Bill Gradison
Acting Chairman

Attachments: Invitation
Registration Form
Agenda

**Invitation
To the
PCAOB Forum on Auditing in
The Small Business Environment**

The PCAOB cordially invites you and the board of directors of your company to attend the *Forum on Auditing in the Small Business Environment*. A total of four *Forums* will be offered at various locations and dates as noted below. Please keep in mind as you extend this invitation to your board members that they may choose to attend the location that is the most convenient to them. As such, it is likely that some of your directors may be attending different forums.

The dates and locations of the *Forums* are as follows:

Date	City	Location
January 24, 2006	Santa Monica, CA	Fairmont Miramar Hotel
February 28, 2006	Ft. Lauderdale, FL	Westin Fort Lauderdale
May 2006	San Antonio, TX	TBA
December 2006	New York, NY	TBA

The *Forums* will be held from 8:30 a.m. to 5:00 p.m., with registration beginning at 8:00 a.m.

For additional information regarding the location or lodging, please contact Julie Mills at (202) 207-9061 or millsj@pcaobus.org. If you or your directors wish to attend either of the first two *Forums*, please complete the enclosed registration form for each participant and return it by facsimile to Julie Mills at (202) 862-8431. Space may be limited so early registration is encouraged.

The deadline for registering for the Los Angeles *Forum* is January 13, 2006 and the deadline for registering the Fort Lauderdale *Forum* is February 6, 2006.

If you wish to attend one of the other *Forums*, please email or call Julie Mills to inform her of your interest. Once the exact date and location has been determined you will be notified directly.

If you have any questions, please contact Julie Mills.

**PCAOB Forum on Auditing in
The Small Business Environment**

**Registration Form
January 24, 2006**

**The Fairmont Miramar Hotel
101 Wilshire Boulevard
Santa Monica, CA 90401
(310) 576-7777**

(Please fax or e-mail the following information for each audit committee member attending by January 13 to Julie Mills at 202-862-8431 or millsj@pcaobus.org)

Name of Attendee:	
Corporation:	
Title	
Years with Company:	
Name of Independent Auditor:	
Address of Attendee:	
Attendee Telephone:	
Attendee Fax:	
Attendee E-mail Address:	
Other Current Public Company Director Positions:	
Please identify below any topics or questions you would like to have discussed:	

**PCAOB FORUM ON AUDITING IN
THE SMALL BUSINESS ENVIRONMENT
AUDIT COMMITTEE MEMBERS & FINANCIAL OFFICERS**

January 24, 2006

**The Fairmont Miramar Hotel
101 Wilshire Boulevard
Santa Monica, CA 90401**

Opening Keynote Address	<i>Kayla J. Gillan, Board Member</i>	8:30 – 9:00 a.m.
PCAOB Hot Topics Issues Identified through PCAOB Inspections	<i>Mark West, Associate Director, Inspections</i> <i>Mark Kaprelian, Associate Director, Enforcement</i> <i>Bella Rivshin, Assistant Chief Auditor, Standards</i>	9:00 – 12:00 p.m.
<i>Lunch (on your own)</i>		12:00 – 1:30 p.m.
Panel Discussion on Best Practices for Audit Committee/Auditor/Financial Executive Relationship	<i>Moderator:</i> <i>Joanne O'Rourke Hindman, Special Advisor to Board Member Gillan</i> <i>Outside Panel Members TBA</i>	1:30 – 2:50 p.m.
<i>Break</i>		2:50 – 3:10 p.m.
Current Developments – Internal Control Over Financial Reporting	<i>Mark West, Associate Director, Inspections</i> <i>Keith Wilson, Associate Chief Auditor, Standards</i>	3:10 – 4:30 p.m.
Open Discussion	<i>Kayla J. Gillan, Board Member</i>	4:30 – 5:00 p.m.