

AI Risk Review: Findings

This is an example. The firm, details, and findings are illustrative, so no client's information is shared. Your report is built around your own firm.

PREPARED FOR

Sample Firm, LLP
 Tax and advisory, 14 staff, 2 locations

PREPARED BY

Brian Butterfield, CISSP
 Microtech IT & Cybersecurity Services

REVIEW

30 minutes
 Video or phone

WRITTEN REPORT

Usually within
 about 10 days

Summary

Staff use AI every day, and it saves them time. Leadership can't see which tools are in use, and nothing stops client information from going into free tools. The three steps below address the biggest gaps first.

What we found

AREA	WHAT WE FOUND	PRIORITY
AI tools in use	Nine AI tools in use across fourteen staff. Four were known to firm leadership. One browser extension could read page content on every site, including the tax software portal.	HIGH
Which tools keep or train	Three were consumer versions whose terms allow the vendor to keep and train on what's typed in. The firm pays for one tool's business version, but four staff used its free version instead.	HIGH
AI already built in	The document software's assistant was on for everyone and could open any file that person could, including the partner share. The accounting software's AI features can't be turned off one by one.	MEDIUM
Written security plan	The plan was last updated in 2021 and has no AI section. Staff hadn't been told which AI tools are approved for client work, and nothing blocked or flagged the others.	MEDIUM

Your next three steps

STEP	OWNER	TARGET
1	Name one person to own AI and publish a list of approved tools	Managing partner
2	Limit the built-in document assistant to what each role needs	IT provider
3	Add AI to the written security plan and put it into practice	Owner + IT

Want your own report?



Book a free 30-minute AI Risk Review with me by video or phone. I'll walk through how your firm uses AI and where the gaps are, then show you what Microtech Secure AI would look like at your firm.

micro-tech.com/txcpa · 954-327-1001

Brian Butterfield, CISSP · Co-Founder and Chief Security Officer, Microtech



Example document. The firm, figures, and findings are illustrative. A review is not a penetration test, an audit, or a compliance certification; it reflects what was discussed and visible during the review. From Microtech's IT and cybersecurity team, to help you secure your business. General information only: not legal, tax, accounting, or insurance advice, and not a compliance certification. No tool, service, or policy prevents every incident. Talk with your attorney, CPA, or compliance adviser about your firm's obligations.