

AGREED-UPON PROCEDURES REPORT ON THE FINAL FINANCIAL PROJECT REPORT

To

Engaging Party
[Grantee]

and

Swiss Capacity Building Facility - Association for Income and Employment Generation
Streulistrasse 19
8032 Zürich
Switzerland

Purpose of this Agreed-Upon Procedures Report

Our report is solely for the purpose of assisting Swiss Capacity Building Facility, Zurich, Switzerland in determining whether the [GRANTEE (Engaging Party)]'s final financial project report, its respective entries are reconciled accurately to the supporting documents as bills, receipts, invoices, timesheets and/or confirmations and may not be used for another purpose.

Responsibilities of the Engaging Party and the Responsible Party

[GRANTEE (Engaging Party)] has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement and is responsible for the subject matter on which the agreed-upon procedures are performed.

Auditor's Responsibilities

We have conducted the agreed-upon procedures engagement in accordance with the International Standard on Related Services (ISRS) 4400 (Revised), *Agreed-Upon Procedures Engagements*. An agreed-upon procedures engagement involves our performing the procedures that have been agreed with [GRANTEE (Engaging Party)], and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures. This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional Ethics and Quality Control

We have complied with the ethical requirements in [describe the relevant ethical requirements]. For the purpose of this engagement, there are no "independence requirements" with which we are required to comply.

Our firm applies International Standard on Quality Control (ISQC) 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements*, and accordingly, maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Procedures and Findings

We have performed the procedures described below, which were agreed upon with [Grantee (Engaging Party)], on the final financial project report.

Procedures		Findings
Procedures related to the final financial project report.		
1	Obtain from the management of the GRANTEE the final financial project report as well as corresponding supporting documents (see below) for ALL actual cost entries in the report.	We obtained from management the final financial project report as well as corresponding supporting documents for ALL actual cost entries in the report. And found that ...
2	Reconcile the final financial project report obtained from the Grantee with the version from SCBF.	We reconciled the final financial project report from Grantee with the version from SCBF without differences.
3	Verify the correct calculations in the final financial project report.	The recalculations of the calculations included in the list did not reveal any differences.
Procedures related to costs, which are booked in Grantees bookkeeping system.		
4	Reconcile the cost entries in the final financial project report with the supporting documents (bills, receipts, timesheets, invoices) and verify its proper record in Grantee's bookkeeping system.	We reconciled the cost entries in the final financial project report with the supporting documents without differences. We note a corresponding record in Grantee's bookkeeping system.
5	Verify if the claimed amounts as reconciled in procedure 4 are net amounts.	We note that for all entries as reconciled in procedure 4, net amounts are claimed.
6	Verify the project-related booking entries in the Grantee bookkeeping system (bills and payments from SCBF to Grantee to date).	We note that all entries as reconciled in procedure 4 AND the advance payments from SBCF to Grantee are booked in the Grantees bookkeeping system.
Procedures related to cost claims based on Grantees own staff.		
7	Reconcile the entries based on Grantees own staff in the final financial project report (claimed days) with supporting documents (most probably timesheets).	We reconciled the entries based on Grantees own staff in the final financial project report (claimed hours) with the supporting documents (timesheets) without differences.
8	Verify if the timesheets are a result of a Grantee's time tracking system and therefore an adequate portion of the total	We note that the claimed hours for Grantee's own staff is calculated out of a time tracking system.

Procedures		Findings
	labour time, or if the timesheet is set up for the project purpose (for example in Excel spreadsheet).	<p><i>OR</i></p> <p>We note no time tracking system, and the claimed hours are listed in an Excel spreadsheet for the project purpose.</p>
Procedures related to claimed costs, which are not part of the Grantee's bookkeeping system.		
9	<p>Verify that for all entries in the final financial project report, which are directly paid by the Financial Sector Partner and/or other third parties, signed confirmations to the Grantee are available.</p> <p>They specify the type of cost and the (net) amount and confirm the exclusively usage for this project.</p>	<p>We note that for all entries in the final financial project report, which are paid for directly by the Financial Sector Partner and/or other third parties, reconcilable signed confirmations are available. They specify the type of cost and the (net) amount and confirm the exclusive usage to this project.</p> <p><i>OR</i></p> <p>We note that NOT for all entries in the final financial project report, which are paid for directly by the Financial Sector Partner and/or other third parties, reconcilable signed confirmations are available. They specify NOT IN ALL CASES the type of cost and the (net) amount and confirm NOT IN ALL CASES the exclusive usage to this project.</p> <p>For the following entries either the confirmation is missing AND/OR the confirmation does not specify the type of cost and the (net) amount and does not confirm the exclusive usage for this project:</p> <p>- ...</p> <p>- ...</p>
Procedures related to all entries		
10	<p>By reviewing the supporting documents corresponding to the entries in the final financial project report, list those claimed costs that have a probability of having a residual value of more than CHF 5,000 at the end of the project. Please verify and document, if the residual values are proper reflected in the final financial project report.</p>	<p>We did not find any claimed costs that have a probability of having a residual value of more than CHF 5'000 at the end of the project.</p> <p><i>OR</i></p> <p>We identify the following claimed costs with a probability of having a residual value of more than CHF 5'000 at the end of the project. Please remark the positions with (1) = proper reflected respectively (2) = not proper reflected in the final financial project report and therefore at the final claim:</p> <p>- ...</p> <p>- ...</p>

Procedures		Findings
11	By reviewing the supporting documents corresponding to the entries in the final financial project report, which are funded from SCBF, verify that these bills, receipts, and timesheets are marked or stamped from GRANTEE to ensure exclusive claiming with SCBF.	All supporting documents corresponding to the entries in the final financial project report, which are funded from SCBF are marked or stamped from GRANTEE for exclusive claiming with SCBF. <i>OR</i> NOT all supporting documents corresponding to the entries in the final financial project report, which are funded from SCBF are marked or stamped from GRANTEE for exclusive claiming with SCBF.
Final procedure		
12	The GRANTEE explains budget variances of more than 10% from the final financial project report. After reviewing the supporting documents related to the entries in the final financial project report and the herewith project understanding gained, please verify the accuracy of the budget variance description to the actual costs.	As of our gained project understanding by reviewing the supporting documents corresponding the entries in the final financial project report, the explanations for the variance to the original or updated budget of more than 10% seem accurate. <i>OR</i> As of our gained project understanding by reviewing the supporting documents corresponding the entries in the final financial project report, the explanations for the variance of the actual costs to the original or updated budget of more than 10% need more investigations.

Date of Auditor's report, Auditor's address

Auditor's signature