



AGREED-UPON PROCEDURES REPORT ON THE CERTIFICATE ON THE FINANCIAL STATEMENT (CFS)

To

[Organisation full name
address]

The purpose of this CFS is to provide the EU granting authority with findings in accordance with the agreed-upon procedures (AUP) set out in the Terms of Reference, in order to be able to assess whether certain costs (and, if relevant, also revenues) comply with the conditions set out in the EU Grant Agreement. This report is solely intended for this purpose.

The agreed-upon procedures have been set and determined as appropriate by the EU granting authority.

The agreed-upon procedures engagement involves our performing the agreed-upon procedures set out in the Terms of Reference, as agreed with the participant. We do not assess the appropriateness, nor do we provide an audit opinion or assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

We, [full name of the practitioner (firm)], established in [full address/city/country], represented for signature of this CFS by [name and function of an authorised representative],

hereby report that

- 1 — We are qualified/authorised to deliver this CFS *[(for additional information, see appendix to this certificate)]* and are not subject to any conflict of interest.
- 2 — We have performed the agreed-upon procedures engagement in accordance with the Terms of Reference (including the agreed-upon procedures checklist, which forms an integral part of the Terms of Reference), and in particular the following standards:
 - the International Standard on Related Services (ISRS) 4400 (revised) *Agreed-upon Procedures Engagements* as issued by the International Auditing and Assurance Standards Board (IAASB)
 - the *International Code of Ethics for Professional Accountants (including International Independent Standards)* issued by the International Ethics Standards Board for Accountants (IESBA), including the independence requirements
 - the International Standard on Quality Control 1 *Quality Control for Firms that Perform Audits and Reviews of financial statements, and Other Assurance and Related Services Engagements* (equivalent).
- 3 — We have performed the agreed-upon procedures on costs and revenues declared in the financial statement(s) of [organisation legal name (short name)], PIC [number], under EU



Grant Agreement No [insert number] — [insert acronym], covering the following reporting period(s): [insert reporting period(s)].

The relevant costs and revenues subject to this report amount to:

- total actual costs of EUR [insert cost amount]
- total unit cost in accordance with usual cost accounting practices of EUR [insert cost amount] and
- total revenues of EUR [insert revenue amount].

In accordance with the Terms of Reference, specific cost categories based on unit costs (other than unit costs in accordance with usual cost accounting practices), flat-rates or lump sums were not subject to this report. The financial statement(s) for the relevant reporting period(s) contained such costs amounting in total to EUR [insert number].

4 — We have performed the agreed-upon procedures on the reporting period(s) listed above.

The standard findings could be confirmed, with the following **exceptions**:

N.[insert number of not confirmed standard finding] – [insert cost category] – [insert amount per reporting period or 'not quantifiable']: [provide **factual explanation** of 'NO'-result finding e.g. calculation error, lack of supporting document, non-compliance with national law, etc.]

Repeat as needed

The following agreed-upon procedures (and standard findings) were **not applicable**:

N.[insert number of not applicable AUP/standard finding] – [insert cost category]: [provide **factual explanation** of 'N.A.'-result finding e.g. no cost declared under one of the cost category.]

Repeat as needed

Further remarks:

[insert any additional remarks]



5 — The participant paid a **price** of EUR [insert amount]) (including VAT of EUR [insert amount]) for this CFS. *[OPTION 1: These costs are eligible under the grant and included in [the financial statement]/[(one of) the next financial statements].]**[OPTION 2: These costs were not charged to the grant.]*

[OPTION: Other comments:

[if needed, insert free text to add additional information depending on the specificities of the CFS (ex. confidentiality requirements), ensuring that it does not call into question the ToR, Grant Agreement or other applicable provisions)]

Annexes: Terms of Reference and AUP checklist (signed and completed)

SIGNATURE

For and on behalf of the Audit Firm:

/digitally signed/

Grant Thornton Baltic OÜ
Member of the board
Mart Nõmper