

TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF A GRANT CONTRACT EXTERNAL ACTION OF THE EUROPEAN UNION

The present terms of reference apply to the verification of expenditure declared in financial reports under the following contracts:

1) Grant Contract¹ number and title of the action: **EIDHR/2021/426-258 “Promotion of equal economic opportunities and youth resilience”**.

Detailed information is provided at the cover page of Annex 1

¹ Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier will be identified as "Verification Contract"

Table of Contents

1	Introduction	3
2	Objectives and context	3
3	Standards and Ethics	3
4	Requirements for the Expenditure Verifier	3
5	Scope	6
5.1	Contracts and Financial Reports covered by these ToR	6
5.2	Conditions for Eligibility of Expenditure	6
6	Verification Process and Methodology	6
6.1	Preparation of the Verification	6
6.2	Preparatory Meeting, Fieldwork, Desk Review	6
6.2.1	<i>Engagement Context, Materiality, Risk Analysis, Sampling</i>	6
6.2.2	<i>Fieldwork / Desk Review</i>	7
6.2.3	<i>Debriefing Memo and Closing Meeting</i>	7
6.2.4	<i>Documentation and Verification Evidence</i>	8
6.3	Reporting	8
6.3.1	<i>Structure and Content of the Report</i>	8
6.3.2	<i>Expenditure Verification Findings and Recommendations</i>	9
7	Other Matters	9
7.1	Subcontracting	9
8	Annexes	10

1. Introduction

The present document and the Annexes listed in Section 8 are the terms of reference ('ToR') on which the Coordinator (The term "Coordinator" refers to the Beneficiary identified as the Coordinator in the Special Conditions) agrees to engage 'the Expenditure Verifier' to perform a verification of reported expenditure .

Where in these ToR the 'Contracting Authority' is mentioned, this refers to the European Commission, which has signed the Grant Contract with the Beneficiary and is providing the grant funding. The Contracting Authority is not party to this agreement.

These ToR will become an integral part of the contract concluded between the Coordinator and the Expenditure Verifier.

They apply to expenditure verifications contracted by the Coordinator and cover the verification of expenditure incurred under the EU financed contracts on the cover sheet.

2. Objectives and context

The Expenditure Verifier is expected

- to carry out the agreed-upon procedures listed in Annex 2, and
- to issue reports based on the template in Annex 3 which will support the Contracting Authority's conclusions on the eligibility of the reported expenditure and the related follow-up.

The expenditure verification will be performed as a desk review at the location indicated.

The Expenditure Verifier is not expected to provide an audit opinion.

3. Standards and Ethics

The Expenditure Verifier shall undertake this engagement in accordance with:

- the International Standard on Related Services ('ISRS') 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information as promulgated by the IFAC;
- the IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA), which establishes fundamental ethical principles for Auditors with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Coordinator requires that the Expenditure Verifier is independent from the Coordinator and complies with the independence requirements of the IFAC Code of Ethics for Professional Accountants.

4. Requirements for the Expenditure Verifier

By agreeing these ToR, the Expenditure Verifier confirms meeting at least one of the following conditions:

- The Expenditure Verifier is a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC).

- The Expenditure Verifier is a member of a national accounting or auditing body or institution. Although this organisation is not member of the IFAC, the Expenditure Verifier commits to undertake this expenditure verification in accordance with the IFAC standards and ethics set out in these ToR.
- The Expenditure Verifier is registered as a statutory auditor in the public register of a public oversight body in an EU member state in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (this applies to auditors and audit firms based in an EU member state)².
- The Expenditure Verifier is registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).

5. Scope

5.1. *Contracts and Financial Reports covered by these ToR*

The Contract(s) and Financial Reports subject to this expenditure verification are indicated on the cover sheet and in Annex 1.

5.2. *Conditions for Eligibility of Expenditure*

The conditions for eligibility are stipulated in the Contracts which are provided in Annex 1 (including riders).

6. Verification Process and Methodology

6.1. *Preparation of the Verification*

The Expenditure Verifier shall prepare the verification and agree on the timing for carrying out the expenditure verification, notably with regard to fieldwork (if any) (see Section 6.2. for applicable maximum time lags). The Expenditure Verifier will then also confirm with the Coordinator the location(s) indicated in Annex 1 and ensure that relevant supporting documents as well as key staff will be available during the verification.

6.2. *Preparatory Meeting, Fieldwork, Desk Review*

The Coordinator foresees a preparatory meeting with the Expenditure Verifier which will be held at the office of Internet Society Kyrgyzstan Chapter at office 33, 22 Togolok Moldo st, 720011, Bishkek, Kyrgyz Republic.

The field work or desk review shall commence as soon as possible and not later than 15 calendar days after the signature of the verification contract or the date of availability of the Financial Report (i.e. financial report, supporting documents and other relevant information).

6.2.1. *Engagement Context, Materiality, Risk Analysis, Sampling*

The Expenditure Verifier's procedures should include:

- obtaining a sufficient understanding of the engagement context including the contractual conditions, the Coordinator and the applicable EC laws and regulations which are set out in Section 5 above (Scope). The Expenditure Verifier should pay specific attention to the contractual provisions relevant for the following aspects:

² Directive 2006/43 of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts, amending Council Directives 78/660/EEC and 83/349/EEC and repealing Council Directive 84/253 EEC.

- documentation, filing and record keeping for expenditure and income;
- eligibility of expenditure and income;
- procurement and origin rules insofar as these conditions are relevant to determine the eligibility of expenditure;
- asset management (management and control of fixed assets; e.g. equipment).
- cash and bank management (treasury);
- payroll and time management;
- accounting (including the use of exchange rates) and financial reporting of expenditure and income; and
- internal controls and notably financial internal controls.

The understanding should be sufficient to identify and assess the risks of material errors or misstatements in the expenditure and revenue stated in the Financial Report in order to determine the size and structure of the expenditure sample to be tested, whether caused by error or fraud, and sufficient to design and perform further verification procedures.

- performing a risk analysis (Annex 2).

The outcome of the risk analysis has to be clearly described in the Verification Report (Annex 3, Section 2.1);

- determining the sample size;

For the purpose of determining what the overall material misstatement or error is, the Expenditure Verifier will apply a materiality threshold of 2% of the total amount of the gross reported expenditure with a confidence level of 95%.

- establishing the sample and selecting the individual items for testing (Annex 2).

The link between the risk assessment and the size and composition of the sample, as well as the sampling method (statistical/non-statistical) must be clearly described in the Verification Report (Annex 3, Section 2.2);

6.2.2. Fieldwork / Desk Review

The main task during the fieldwork or desk review will be to perform the substantive tests (Annex 2, Section 2). Key information about the testing process must be provided in the Verification Report (Annex 3, Section 4).

6.2.3. Debriefing Memo and Closing Meeting

At the end of the fieldwork or desk review, the Expenditure Verifier should prepare a debriefing memo, organize a closing meeting with the Coordinator in order to discuss the findings, obtain its initial comments and agree on additional information to be provided at a later date.

6.2.4. Documentation and Verification Evidence

The evidence to be used for performing the procedures in Annex 2 is all financial and non-financial information which makes it possible to examine the expenditure declared in the Financial Report.

The Expenditure Verifier documents matters which are important in providing evidence to support the report of factual findings, and evidence that the work was carried out in accordance with ISRS 4400 and these ToR.

6.3. Reporting

6.3.1. Structure and Content of the Report

The use of the Expenditure Verification Report template in Annex 3 of these ToR, including the annexed tables, is **compulsory**.

If the verification scope covers Financial Reports related to different Contracts, a separate and specific report should be issued for each Contract.

The report should provide basic information about the Contract and should describe the outcome of the risk analysis and its implications on the sampling. The report should also give an overview of the substantive testing and fully disclose the information regarding the items included in the expenditure population and in the sample. The report should finally detail the findings identified through the performance of the agreed-upon procedures.

The report should be presented in English.

The Expenditure Verifier will submit within 10 working days of the conclusion of the field work a draft report to the Coordinator for comments to be received within 10 working days. This delay expired, the Expenditure Verifier will provide the final report to the Coordinator within 5 working days from the receipt of the comments (if any).

6.3.2. Expenditure Verification Findings and Recommendations

The factual findings shall be reported in accordance with the formats and criteria specified in the Expenditure Verification Report template (Annex 3). The description of findings will include the standard applied (e.g. art. xx of the General Conditions of the Contract), the facts and the analysis of the Expenditure Verifier.

The verification report should include all financial findings made by the Expenditure Verifier, regardless of the amount involved. Changes in the financial findings occurring between the draft and final report as a result of the consultation procedure should be clearly and sequentially reported.

7. Other Matters

7.1. Subcontracting

The Expenditure Verifier will not subcontract without prior written authorisation from the Coordinator.

8. Annexes

Annex 1 - Engagement Context / Key Information

Annex 2 – Guidelines for Risk Analysis and Verification Procedures

Annex 3 - Model for Expenditure Verification Report

On behalf of the Coordinator:

Signature

On behalf of the Auditor:

Signature

Annex 1: Engagement Context / Key Information

Contract³ and report summary

Information about the Grant Contract	
Reference number and date of the Grant Contract	EIDHR/2021/426-258
Grant contract title	Promotion of equal economic opportunities and youth resilience
Country	Kyrgyzstan
Coordinator	European Neighbourhood Council, Av. Milcamps 47, 1030 Brussels, Belgium
Beneficiary(ies) and affiliated entity(ies)	Internet Society Kyrgyzstan Chapter, Public Association, 22 Togolok Moldo St., Apt.33, Bishkek, Kyrgyz Republic, 720001
Start date of the implementation period of the Action	1 October 2021
End date of the implementation period of the Action	31 March 2024
Financial Report(s) subject to verification:	01/10/2022-31/03/2024
Total amount received to date by the Coordinator from Contracting Authority	EUR 449 740 as per 01/03/2024
Total amount of the payment request	n/a
Contracting Authority	n/a
European Commission	Ms Aiym Bapanova Project Officer, Cooperation Section tel.: +996 312 261004 aiym.bapanova@eeas.europa.eu Delegation of the European Union to the Kyrgyz Republic European Commission 21 Erkindik Blvd., 720040, Bishkek, Kyrgyzstan
Auditor	< Name and address of the audit firm and names/positions of the auditors >

³ Contract in relation to which the financial report subject to verification is issued. The contract established with the expenditure verifier will be identified as "Verification Contract"

Version August 2020

A Logistics		
Issue	Question	Reply
Locations	1. Where do the Coordinator and other Beneficiary(ies) and affiliated entity(ies) retain the accounting records?	Google drive shared folder and in the office of Internet Society Kyrgyzstan Chapter, Public Association, 22 Togolok Moldo St., Apt.33, Bishkek, Kyrgyz Republic, 720001
	2. Where do the Coordinator and other Beneficiary(ies) and affiliated entity(ies) retain the original supporting documents?	Google drive shared folder and in the office of Internet Society Kyrgyzstan Chapter, Public Association, 22 Togolok Moldo St., Apt.33, Bishkek, Kyrgyz Republic, 720001
	3. Where were contractual activities carried out?	Kyrgyz Republic
	4. Where are key project staff available to provide information and explanations?	Brussels, Belgium and Bishkek, Kyrgyz Republic
Languages	5. Which is the contractual language?	English
	6. Which is the language of the accounting records?	English, Kyrgyz and Russian
	7. Which are the languages of supporting documents?	English, Kyrgyz, Russian
	8. Which languages are spoken by key project staff?	English, Kyrgyz, Russian

B Contractual Conditions		
Contract amount	9. What is the total amount of the contract?	EUR 526 012
EC contribution	10. What is the amount of the EC contribution?	EUR 499 711
Other contributions	11. Which are the other sources of funding (including the Coordinator)?	Source 1: Internet Society Kyrgyz Chapter / EUR 21 041 Source 2: European Neighbourhood Council / EUR 5 206

C Financial Report (enclosed as Annex 1.1)

Financial report	12. Approximately how many expense transactions have been reported / are expected to be reported in the Financial Report?	350
	13. What is the distribution of these transactions (e.g. capital expenditure, operating expenditure, fees, simplified costs, per diem, etc.), Are the transactions few/many of large/small value?	salaries, purchases, rent payment, per diems
	14. To what extent have Project transactions been carried out in cash?	low
	15. In which currencies has expenditure been incurred?	KGS and EUR
	16. What is the reporting currency?	EUR
	17. How many other Financial Reports have already been presented by the Coordinator under this contract?	1

D Procurement

Procurement	18. How many procurement procedures have been undertaken during the period covered by the Financial Report?	9
	19. Was the EC involved in any of the procurement procedures referred to in question 18 (e.g. ex-ante verifications or derogations to the rule of origin)?	no
	20. Are works done and supplies delivered under the contract located centrally or are they dispersed?	Dispersed in Kyrgyz republic

E Previous contracts verifications, audits or monitoring

Previous verifications, audits or monitoring	21. Which previous experience did the Entity have with EC contracts and associated regulations?	no experience
	22. How many of the previously presented Financial Reports (if any) have been subject to audit/verification by external consultants contracted by the Coordinator?	1

Version August 2020

23. Have any verification, audit or monitoring exercises other than those referred to under numeral 22 been carried out with regard to the contract or the Coordinator that are relevant for the scope of the current verification? **no**

24. Have any significant findings been raised under the exercises referred to in questions 22 and 23? If so, what are they? **no**

25. Have any instances of fraud or irregularities been previously identified in dealings with the particular Entity? **no**

F Contact Details

Coordinator: European Neighbourhood Council

Address Av. Milcamps 47, 1030 Brussels Country Belgium

Phone +32 (0) 26465139 Fax

Website <http://www.encouncil.org/>

Key contact K.Tyshkevych, k.tyshkevych@encouncil.org

Annex 1/<... >.1: Financial Report(s) to be verified

Annex 1/<... >.2: Contract and riders

Narrative report from the first reporting period 2022

Previous audit reports from 2022.

Annex 2: Guidelines for risk analysis and verification procedures

Table of Contents

1. RISK ANALYSIS AND DETERMINATION OF THE SAMPLE	13
2. EXPENDITURE VERIFICATION PROCEDURES	13
2.1. THE EXPENDITURE WAS INCURRED BY AND PERTAINS TO THE ENTITY.....	14
2.2 THE EXPENDITURE IS RECORDED IN THE ACCOUNTING SYSTEM OF THE COORDINATOR AND OTHER BENEFICIARY(IES) AND AFFILIATED ENTITY(IES)	14
2.3 EXPENDITURE INCURRED DURING THE CONTRACTUAL ELIGIBILITY PERIOD	14
2.4 EXPENDITURE INDICATED IN THE CONTRACTUAL ESTIMATED BUDGET	14
2.5 EXPENDITURE NECESSARY FOR THE IMPLEMENTATION OF THE CONTRACTUAL ACTIVITIES, REASONABLE AND JUSTIFIED.....	14
2.6 EXPENDITURE IDENTIFIABLE AND VERIFIABLE	14
2.7 COMPLIANCE WITH PROCUREMENT PRINCIPLES AND NATIONALITY AND ORIGIN RULES	14
2.8 EXPENDITURE COMPLIES WITH THE REQUIREMENTS OF APPLICABLE TAX AND SOCIAL LEGISLATION	15
2.9 FINANCIAL SUPPORT TO THIRD PARTIES (SUB-GRANTING)	15
2.10 OTHER ELIGIBILITY REQUIREMENTS	15

1. RISK ANALYSIS AND DETERMINATION OF THE SAMPLE

The Expenditure Verifier should assess the risks of material errors or misstatements in the expenditure and revenue declared in the Financial Report in order to determine the size and structure of the expenditure sample to be tested according to the procedures described in Section 2.

This work involves an assessment of the inherent risks that:

- The Financial Report is not reliable, i.e. that it does not present, in all material aspects, the actual expenditure incurred and the revenue received in conformity with applicable conditions.
- Expenditure declared in the financial report has not, in all material aspects, been incurred in conformity with applicable contractual conditions.
- Revenues generated by the Coordinator in the execution of the contract are not deducted from the declared expenditure in conformity with applicable conditions.
- Fraud and irregularities have occurred which could have had an impact on expenditure and/or revenue reported under the contract.

The Expenditure Verifier should assess the inherent risk based, inter alia, on the number and complexity of the transactions, the complexity of the activities provided for by the Contract, the number of implementing Entities involved and the environment where the Contract is implemented. In addition the Expenditure Verifier, based inter alia on the information provided in annex 1 to the Terms of Reference (*Engagement Context / Key Information*) will consider the control risk, i.e. whether the design of the Internal Control System sufficiently mitigates the identified inherent risks and whether it is plausible that it is operating effectively.

2. EXPENDITURE VERIFICATION PROCEDURES

The following checks must be performed by the Expenditure Verifier unless they are irrelevant in relation to the eligibility criteria applicable to the contract type. Therefore the Expenditure Verifier is required to gain appropriate understanding of such requirements in order to carry out only the relevant checks and properly apply the relevant eligibility requirements.

2.1. The expenditure was incurred by and pertains to the Entity.

2.2 The expenditure is recorded in the accounting system of the Coordinator and other Beneficiary(ies) and affiliated entity(ies)

The expenditure is recorded in the accounting system of the Coordinator and other Beneficiary(ies) and affiliated entity(ies) in accordance with the applicable accounting standards and the Coordinator's usual cost accounting practices.

2.3 Expenditure incurred during the contractual eligibility period

The expenditure declared in the financial report was incurred during the contractual implementation period of the Action, except for expenditure relating to final reports, expenditure verification, audit and evaluation. Expenditure paid after the submission of the financial report, is listed in the final report along with the estimated date of payment.

2.4 Expenditure indicated in the contractual estimated budget

The expenditure included in the financial report was indicated in the contractual budget.

The applicable budget ceilings were not exceeded.

The expenditure has been allocated to the correct heading of the Financial Report.

2.5 Expenditure necessary for the implementation of the contractual activities, reasonable and justified

It is plausible that the direct and indirect expenditures included in the financial report were necessary for the implementation of the contractual activities.

The amount of the expenditure items included in the financial report is reasonable and justified and respects the principle of sound financial management.

2.6 Expenditure identifiable and verifiable

The expenditure is backed up by sufficient supporting documentation (e.g. invoices, contracts, order forms, pay slips, time sheets) and proof of payment.

Where expenditure was apportioned, the applied allocation key was based on sufficient, appropriate and verifiable underlying information.

The expenditure is backed up by evidence of works done, goods received or services rendered. The existence of assets is verifiable.

2.7 Compliance with Procurement Principles and Nationality and Origin Rules

For the expenditure items concerned, the Coordinator has complied with the contractual requirements for procurement. Contractual nationality and origin rules have been applied, including those on derogations to be awarded by the Commission.

2.8 Expenditure complies with the requirements of applicable tax and social legislation

For the expenditure items concerned, the Coordinator complies with the requirements of tax and social security legislation (for example: employer's part of taxes, pension premiums and social security charges).

2.9 Financial support to third parties (sub-granting)

Financial support to third parties is provided for by the contractual conditions and its amount does not exceed the contractual limits.

The expenditure incurred by the third parties meets the relevant eligibility requirements. In particular it was incurred by and pertains to the third party, during the contractual eligibility period, is necessary for the implementation of the contractual activities and is identifiable and verifiable (see definition at point 2.6).

2.10 Other eligibility requirements

Duties, taxes and charges, (e.g. VAT) included in the financial report cannot be recovered by the Entity unless otherwise provided for in the contractual conditions (accepted costs system). In the latter case these expenses are reported separately and relate to eligible direct expenditure.

The correct exchange rates are used where applicable.

The contingency reserve has been established in accordance to the contractual conditions and its use authorised by the Contracting Authority.

The indirect costs do not exceed the maximum contractual percentage of the eligible direct costs and do not include ineligible expenses or expenses already declared as direct ones.

Contributions in kind are not included in the financial report, unless otherwise provided for in the contractual conditions.

Expenditure specifically considered ineligible by the contractual conditions is not included in the financial report.

Expenditure declared under the simplified cost options respects the contractual requirements.

The revenues generated by the Coordinator in the execution of the contract are disclosed in the financial report and deducted from the declared expenditure, unless otherwise provided for in the contractual conditions.

<Annex 3: Model for > Expenditure verification Report

<To be printed on AUDITOR'S letterhead>

Report for an Expenditure Verification of a Grant Contract External Actions of the European Union “Promotion of equal economic opportunities and youth resilience” EIDHR/2021/426-258

How this model should be completed by the Expenditure Verifier

- **insert** the information requested between the <...>
- **choose** the optional text between [...] highlighted in grey when applicable or delete
- **delete** all yellow instructions and the present text box

1. Background information

1.1. Short description of the action subject to verification

Contract number and title:	EIDHR/2021/426-258 "Promotion of equal economic opportunities and youth resilience"
Contract type	grant contract
Financial Report(s) subject to verification	01/10/2022-31/03/2024
Coordinator and other Beneficiary(ies) and affiliated entity(ies)	<p>Coordinator: European Neighbourhood Council (ENC) is a non for profit organisation (Av. Milcamps 47, 1030 Brussels, Belgium) that conducts research and implements projects with the aim of strengthening a common European Neighbourhood Policy, Enlargement Policy and the promotion of a Global Strategy for the European Union's (EU) Foreign and Security Policy. ENC conducts research that aims towards improved dialogue and neighbourhood coordination among EU Member States, EU Accession Countries, European Neighbourhood Policy countries, including also the 'Neighbours of the Neighbours' (incl. Central Asian Republics). ENC has four staff members and around 70 Academic Council members.</p> <p>Beneficiary: ISOC Kyrgyz Chapter, Public Association (22 Togolok Moldo St., Apt.33, Bishkek, Kyrgyz Republic, 720001) aims to promote the development and widespread use of the information and communication network Internet on the territory of the Kyrgyz Republic. Among objectives of the Association are: assistance to the members of the Association in the implementation of activities aimed at achieving scientific, managerial and other non-material goals related to the development of the Internet; promoting the development of open standards and technical infrastructure for the Internet; popularization of the Internet as a positive tool used for the benefit of all people. ISOC has 20 staff members.</p> <p>Identify the Coordinator and other Beneficiary(ies) and affiliated entity(ies) and provide key information about their legal form, nationality, size, main field(s) of activity and other elements deemed relevant – max 200 words></p>

Location(s) where the Contract is implemented	Kyrgyzstan
Contract execution period	01/10/2021- 31/03/2024
Contract implementation status	Closing
General and specific objectives of the Contract	<p>The project aims to support youth, especially young women, to secure their rights in all circumstances and strengthen their resilience to various emerging risks.</p> <p>Specific objectives of the project are:</p> <ol style="list-style-type: none"> 1.To improve youth and women’s employment opportunities through better preparedness to engage and benefit from the digital economy such as e-commerce, e-tourism, e-agriculture, e-business etc., where young women will be strongly encouraged to participate. 2.To improve youth resilience to emerging risks and threats, through better digital and media literacy as well as green skills.

<p>Synthetic description of the activities, outputs and target group</p>	<p><max 300 words></p> <p>The target groups of the project are rural and urban youth, in particular young women, but also local authorities, ministries, higher education institutions, journalists, bloggers, social media, and SMEs.</p> <p>The project aims:</p> <ul style="list-style-type: none"> -to organise consultations with national & local authorities to increase the opportunities and abilities of youth to digitally enabled work (output 1.2.). -to conduct analysis and produce the report on existing and emerging risks and threats that youth is exposed to, and develop the mitigation plan to strengthen youth resilience (output 2.1). -to develop the Green Economy curriculum in order to prepare young people to adapt to a new concept of green economy and green skills through educational settings (outputs 2.2., 2.3.) -to organise media campaigns on media/digital literacy, and importance of green skills development in order to prepare young people to adapt to new concepts of digital & media literacy, and of green economy & green skills (outputs 2.2., 2.3.) -to hold offline training sessions and career counseling which will provide expert guidance, peer-to-peer learning as well as practical skills for elaboration of start-ups and to support young people in their pursuit of decent and digitally enabled work (outputs 1.1., 1.2.) -to support young people's start-ups with legal and accounting advice (output 1.1.)
---	---

1.2. Basic financial information of the Contract (at the time of the verification)

1. *Expenditure*

Budget Headings	Budgeted Expenditure (amount)	Reported Expenditure (amount)
Budget Heading "..."		
...		
Total		

2.

1.

2. *Contributions*

Source of Contribution	Budgeted Contribution (amount)	Actual Contribution (amount)
EU		
Coordinator		
Other Beneficiary(ies) and affiliated entity(ies)		
...		
Other Donor 1		
...		
Total		

3.

2.

3. *Revenues*

Revenue Types	Budgeted Revenues (amount)	Actual Revenues (amount)
Type "..."		
Type "..."		

...		
Total		

- 4.
- 3.

1.3.Verified Financial Reports

See annex 3.1

2. Risk analysis

2.1. Outcome of risk analysis

Based on the risk analysis performed according to the Terms of Reference, provide succinct information about the identified risks possibly affecting the verified report, regarding the action, the context in which the latter is implemented, the beneficiaries and the target group.

<E.g. action implemented via complex procurement procedures, financial assistance to third parties (sub-grants) or revolving funds, transactions incurred in several currencies, technical complexity, high corruption perception index, instances of political interference, predominance of cash payments, number of parties involved, partners lacking administrative capacity, known weaknesses in internal control systems, lack of involvement or cooperation of the target group, history of fraud cases. (max. 300 words)>

In addition, please identify possible mitigating factors.

< E.g. previous audit or verification work, evidence of close follow up by the contracting authority, good results yielded in the past by the implementing partner, etc. (max. 150 words)>

2.2 Implications on the sampling

Explain how the identified risk factors are reflected in the structure and size of the sample.

<Based on the identified risk factors, describe how the sample was selected (e.g. statistical/judgemental sampling, stratification, etc.), what type of transactions were prioritised (e.g. amount above xx EUR, expensed declared by co-beneficiary XY, staff expenditure, payments to sub-grantees, etc.) what is the coverage ratio in amount and number of transaction (max. 200 words)>

3. Transaction population and sample

Sampling Highlights/Overview

Version August 2020

The sample size was determined based on a materiality threshold of 2% of the total amount of reported expenditure with a confidence level of 95% and considering the risk analysis presented above.

Report/invoice: <indicate the report/invoice number and cut-off dates>		
	Population	Audited sample
Number of transactions		
Value of transactions EUR		

[If more than one financial report/invoice is verified, repeat as applicable]

A complete list of the transactions included in the population is to be included in Annex 3.3.

4. Substantive testing

Short description of the testing process

Compliance with the Terms of Reference and with the International Standard on Related Services (ISRS) 4400.

<Confirm that the testing procedures established in the annex 2 to the Terms of Reference were fully applied or disclose any scope limitation. Also confirm that the testing was executed in accordance with the International Standard on Related Services (ISRS) 4400, “Engagements to Perform Agreed-upon Procedures Regarding Financial Information”.>

Provide the key information about the testing process.

<E.g. describe if the verification work took place at the implementing partner's premises, whether qualified representatives of the auditee were present, if they were cooperative, if the supporting documentation was available in full, if additional documents had to be received after the field mission, whether evidence of the equipment transfer is available, if physical inspections were performed, any scope limitations, etc. (max. 300 words)>

5. Summary of findings

5.1 Summary of errors detected

<Description of the main outcomes of the transaction testing (e.g. type of errors detected, type of transactions, geographic scope, sector, involved implementing partners, etc.) (max. 200 words)>

5.2 Audit team

Version August 2020

<List names and expert category levels for this report.>

<Name and signature of the Verifier>

<Verifier's address: office having responsibility for the audit>

[for final reports <Date of signature> the date when the final report is signed]

Annex 3.1: Financial reports provided by the auditee

Annex 3.2: Procedures performed

Annex 3.3: Table of transactions - provided as Excel file

Annex 3.4: Table of errors - provided as Excel file