|  |  |
| --- | --- |
| **Client identification** | |
| Project Title and Nr. |  |
| Audit covering the period |  |
| Responsible auditor |  |

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| --- |
| **Auditor’s opinion** |
| We have issued:   |  |  | | --- | --- | |  | Check one | | An unqualified opinion |  | | A qualified opinion |  | |
| If the opinion is qualified, please state reasons for the qualification: |

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| **Audit Report (guidelines for issuing the opinion)** |
| The audit report **shall be comprised of:**   * Identification of the project between       and the Danish organization and the accounting period * Confirmation that the accounts have been audited * Statement of the nature and scope of the audit * Assessment of and information about any misrepresentations in the internal control procedures, or weaknesses relating to bookkeeping and accounting practices (regarding the implementing organization). * Conclusion and statement concerning the audit as related to the responsibilities mentioned in the Cooperation Agreement. |

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| **Record of completion** |
| We have completed the attached questionnaire relating to our audit of the project identified above for the period ending      .     .     . Our audit has been performed in accordance with the instructions received.  In our opinion, the completed questionnaire (together with the matters contained in our letter dated)       contains all the information, which the auditors of the       require to form an opinion.  Date:  Signature: |
|  |

| **1 General** | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Is the nature and scope of your audit planned, documented and performed with due consideration of materiality and risks and carried out without restrictions in accordance with IFAC/INTOSAI? |  |  | If no, please state the reasons for this: |
| Have any unannounced visits been planned? |  |  | If no, please state the reasons for this: |
| Are you aware of any matters which might affect your independence? |  |  | If yes, please give of brief description of the matter: |
| Did you receive all the information which you had requested? |  |  | If no, please state the reasons for this and the restrictions in question: |
| In your opinion are there any conditions which have affected you in auditing a part of the statement or the whole statement? |  |  | If yes, please give a brief description of the matter (which is supposed to be mentioned in your opinion): |
| If you so far have based your audit on the work carried out by other auditors, did you then insure that the auditors in question have carried out their work in accordance with the guidelines included in this questionnaire? |  |  |  |
| Is the Financial Statement presented in accordance with the Generally Accepted Accounting Principles stated in IAS? |  |  | If no, please give a brief description of the matter: |
| (The Financial Statement has to be compiled in English) |  |  |  |
| Is the project in your opinion carried out in accordance with the Cooperation Agreement between       and the implementing organization, plan of activity and the budget as approved by Danida? |  |  | If no, please give a brief description of the matter: |
| Have the funds been spend in accordance with the purposes? |  |  | If no, please state the reason for this: |
| Has there in the spending of the funds been exercised economy (as defined by INTOSAI: “Minimizing the cost of resources used for an activity, having regard to the appropriate quality”)? |  |  | If no, please state the reason for this: |
| [www.intosai.org/Level3/Guidelines](http://www.intosai.org/Level3/Guidelines) |  |  |  |
| Has there in relation with the achieved results been exercised efficiency and productivity (with reference to the definitions established by INTOSAI)? [www.intosai.org](http://www.intosai.org) & [www.issai.org](http://www.issai.org) |  |  | If no, please state the reason for this: |
| Does the project keep:  * the time frame, * the activities and * the budget,   as mentioned in the Co-operation Agreement between       and the implementing organization?  You must in your opinion of the Financial Statement of project make up your mind about the three items above. |  |  | If no, please give a brief description of the matter: |
| Is the project carried out in accordance with the mentioned agreement above, including that the Financial Statement is correctly submitted? |  |  | If no, please give a brief description of the matter: |
| Has the agreement/contract been signed? |  |  |  |
| Did you receive a copy of the budget of the project and any budget changes that have been accepted? |  |  | If no, please state the reasons for this: |
| Has the implementing organization been informed of suspicion of irregularity in connection with the management of the project? |  |  | If no, please give a brief description of the matter: |
| Has there each year been forwarded an audited Financial Statement to the Donor organization |  |  | If no, please state the reasons for this: |

| Events occurred after the Balance Sheet date | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Have you considered events which have occurred after the Balance Sheet date and which have a bearing on the Financial Statements? |  |  | If yes, please state the reasons for this: |
| Would any such events occurring after signing of your Audit Report – had they been known before - have required  * a change in the Financial Statements or your opinion, * withholding of your opinion, or * any additional note, remark or explanation? |  |  | If yes, please state full details: |

| Internal control | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Are the internal controls concerning the implementing organization, which you have reviewed, satisfactory? |  |  | If no, please give a brief description of the matter: |
| Are there procedures which ensure that       is informed if  * Changes in the activities are necessary, * Any delay in the forecasted progresses of activities, * There have been any essential changes in the conditions under which the project has been granted, or * There has been an excess of the budget? |  |  | If no, please give a brief description of the matter: |
| Has each project been accounted for separately? |  |  | If no, please give details: |
| Have half-yearly or yearly Financial Statements been forwarded to       (audited by you)? |  |  | If no, please give a brief description of the matter: |

|  |  |  |  |
| --- | --- | --- | --- |
| Have all expenses relating to the grants been substantiated with vouchers? |  |  | If no, please give a brief description of the matter: |

| 3. Internal control | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you intend to preserve the accounting records for 5 years after completion of the project? |  |  | If no, please give details |
| Has the implementing organization gotten approval from       to spend money from the Budget Margin? |  |  | If yes, please give a brief description of the matter: |

| The Accounts Contents | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Does the Financial Statement contain the following issues:  * Identification * Auditor’s report * Profit and loss account * Balance sheet * Notes |  |  | If no, please give details: |
| Does the statement of account follow the approved budget ( i.e. refers to the same budget lines)? |  |  | If no, please give of brief description of the matter: |
| Have grants been reallocated between main budget lines without prior, written approval from      ? |  |  | If yes, please give at brief description of the matter: |
| Is the Financial Statement of accounts drawn up in the same currency in which the grants were transferred to the implementing organization? |  |  | If no, please state the accounts in the currency which were granted to the implementing organization: |
| Is the conversion rate used weighted average rate? (The conversion rate must be stated in the Financial Statement) |  |  | If no, please give details: |

| 4 The Accounts Contents | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| The grants from Danida must appear as income. Do grants (from Danida) appear as income in the accounts of the project concerned together with contributions from other donors, including the organizations own contribution? |  |  | If no, please give details: |
| Are bank fees (regarding transferring the grants) separately specified under administrative expenses? (They are not allowed to be set off against the grant) |  |  | If no, please give of brief description of the matter: |
| Do the annual accounts specify the funds carried forward from the previous year and funds carried forward to the following year? |  |  | If no, please give details: |
| Do the financial accounts at any time show the presence of the transferred but not yet used grants from Danida? |  |  | If no, please give of brief description of the matter: |
| Are the expenditures in the financial account specified as stated in the budget? |  |  | If no, please give details: |
| Do jobs in the project financed by Danida get:  * Filled through open advertisements, * And without discrimination due to race, sex, or political or religious conviction? |  |  | If no, please give of brief description of the matter: |

| 4 The Accounts Contents | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Has the form of presentation chosen been changed from one accounting period to the next? (The form of presentation may be changed if special conditions speak for it, among these the change gives       a better understanding of the use of the grants) |  |  | If no, please give a brief description of the impact of the changes on the financial account together with the argumentation for changing the form of presentation: |
| Do the notes include the following information:  * Specification of receipts from the contributors to the project? * Specification of disbursements made to the implementing organizations? |  |  | If no, please give details: |
| Has there been taken care that all bigger furniture and equipment, buildings and the staff have been properly insured (if it is possible)? |  |  | If no, please give a brief description of the matter: |
| Have disembursements from project grant to the implementing organization been paid into a separate bank account? |  |  | If no, please give a brief description of the matter: |
| Accrued interest (regarding the above mentioned bank account) must be paid to Danida.Profit due to exchange fluctuations shall be paid to Danida.Have these rules been kept? |  |  | If no, please give a brief description of the matter: |

| 4 The Accounts Contents | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Has a list of investment in fixed assets with indication of actual and budget prices been made?(The list is supposed to be signed by implementing organization and the auditor)(Please forward the list or make a note in the financial account) |  |  | If no, please give a brief description of the matter, and recommend your client to make a list: |
| If the project is finished, have the accrued interests regarding grants from       been repaid to Danida together with unspent funds? |  |  | If no, please give details: |
| Has a document of assignment between       and the recipient with a list of the value of the assets been made (provided that furniture and equipment, or buildings are handed over by the end of the project)? |  |  | If no, please list the assets, which are handed over: |
| Have all the expenditures been disbursed at the end of the project or in the immediate continuation of the project (incl. the accounting fee)? |  |  | If no, please give a brief description of the matter: |

| Closing | **Answer** | | **Further information** |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Do you have other matters which are not mentioned in the questionnaire, that we should be aware about? |  |  | If yes, please give a brief description of the matter: |