

Report on Results of Agreed-Upon Procedures

xx/xxx/xxxx

Specified Non-Profit Organization

Association of Aid and Relief, Japan

Dear Mr. Yoshiteru Horie

President

Auditing company XXXXX

CPA *Signature*

Based on the request from a specified Non Profitable Organization (NPO), Association of Aid and Relief, Japan, (hereinafter referred to as the Beneficiary) the auditing company conducted Agreed-Upon Procedures (AUP). The purpose of the AUP was to contribute for Beneficiary and JAPAN PLATFORM (hereinafter referred to as the User of implementation results) to evaluate the validity of displayed financial statements (i.e., Income and Expenditure Report, budget execution, evidenced documents/vouchers, fixed asset, and applied exchange rates) on a project implemented from dd/month/yyyy to dd/month/yyyy (see Appendix A).

Responsibility of the Beneficiary

The responsibility of the Beneficiary is to determine the adequacy and appropriateness of the AUP and guide the conclusions on their own based on the results of the procedures reported by the auditing company. In addition, the responsibility of the Beneficiary includes providing information intended for the AUP to the auditing company.

Responsibility of the User of Implementation Results

The responsibility of the user of implementation results is to judge the adequacy and appropriateness of the AUP and guide the conclusion on their own based on the results of the procedures reported by the auditing company.

Responsibility of the Auditing Company

The responsibility of the auditing company is to conduct AUP and report the results in line with the purpose of the procedure that the Beneficiary and the User of implementation results hold.

To fulfil the responsibility, the auditing company conducted the procedure in accordance with Standards for the Professional Practice 4400 "Standards for Professional Practice on Agreed-Upon Procedures" published by the Japanese Institute of Certified Public Accountants.

Professional Ethics and Quality Control

The auditing company conducted the procedures in compliance with the ethical regulations and other provisions related to professional ethics published by the Japanese Institute of Certified Public Accountants. These regulations and provisions provide integrity, fairness, professional competence and legitimate attention, confidentiality obligations and principles of professional behaviors.

In addition, the auditing company conducted the procedures by preparing and operating a system of quality control regarding policies, procedures and documentation in line with professional standards and compliance with applicable regulations, which is based on the Quality and Standards Committee Report (1st issue) "Quality Control for Auditing Companies" published by the Japanese Institute of Certified Public Accountants.

Agreed-Upon Procedures

The auditing company conducted the procedures agreed with the Beneficiary (see Appendix A).

Results of Agreed-Upon Procedures

Results of AUP are reported in Appendix A.

The Nature of Agreed-Upon Procedures

The procedures on Appendix A comply with neither generally accepted auditing standards nor standards for review to report audit opinions or conclusion on financial statements. Therefore, the auditing company provides neither any report on conclusion nor a guarantee on the financial statements of the project "Improving Protective Environment of Syrian Refugees through Social Cohesion in South-East Turkey" implemented from 31/March/2020 to 30/March/2021 (hereinafter referred to as Project A).

If the auditing company conducts an audit or review on the financial statements by referring to generally accepted auditing standards or standards for review or expands the coverage of procedures, matters that need to be reported could be incrementally recognized.

As this report is solely intended for the financial statements of Project A, it does not refer to any of the financial statements of the Beneficiary as a whole.

Restrictions on Result Distribution and Usage

This report is intended for the Beneficiary and the User of implementation results to assess the validity of displayed financial statements in association with the Income and Expenditure Report etc on Project A. Therefore, this report should not be used for any other purpose or distributed to other parties except the Beneficiary and the User of implementation results.

Appendix A

Results of Agreed-Upon Procedures are as follows. (Grant guideline subsidiary regulation #11 is referred to as “Principles of Accounting”, whereas its Rule #5 is referred to as “Rules for accounting”).

1. Income and Expenditure Report

- ① Confirmed the titles of the programme and project, and the name of the Beneficiary on the Income and Expenditure Report were consistent with those on the contract agreement between the Beneficiary and the User of implementation results.
- ② Confirmed the amount of budget instalment was consistent with the amount shown on the contract agreement between the Beneficiary and the User of implementation results as well as Beneficiary’s bank statement.
- ③ Confirmed the project period, budget line items and amount of budget in the Income and Expenditure Report were consistent with the final version of project proposal approved with changes if any.
- ④ Confirmed the resulting figure in the Income and Expenditure Report corresponded to the total amount described in the List of Evidence/Vouchers. The figure was calculated in Japanese Yen and the amount was accurate.
- ⑤ Confirmed all the sub-totals and total in the Income and Expenditure Report were accurate.

2. Budget execution

- ⑥ Confirmed the budget execution rate in the budget realisation sheet corresponded to the one in the Income and Expenditure Report.

3. List of Evidence/Vouchers

- ⑦ Confirmed the amount in Japanese Yen (JPY) in the List of Evidence/Voucher accurately calculated based on the exchange rate which was shown on the List of Applied Exchange Rates.

- ⑧ Confirmed the totals of middle line items, “each component”, “office supplies” and “personnel cost of national staff/international staff/HQ staff” did not exceed 120% of the respective approved budget.
- ⑨ Confirmed each amount recorded in the List of Evidence/Voucher was consistent with the one on the evidenced document/voucher.
- ⑩ Confirmed each description of income and expense included all the necessary details given in “Considerations for reporting” embedded in “Rules for accounting”.
- ⑪ Confirmed the names of international/Headquarters staff members described in the List of Evidence/Voucher corresponded to the names listed in the Staff Information submitted at the project approval or in case the staff has changed, corresponded to the names listed in amendment reports submitted to the User of implementation results.
- ⑫ Confirmed the unit cost of both Per-Diem and Accommodation for international/Headquarters staff members and national staff members in the List of Evidence/Voucher did not exceed “Scale for Per-Diem” and “Scale for Accommodation” stipulated in Rule #7.
- ⑬ Confirmed the monthly personnel costs for international/Headquarters staff members did not exceed the corresponding amounts shown in Staff Information which was attached to the project contract.
- ⑭ Confirmed the monthly personnel costs for altered international/Headquarters staff members did not exceed the corresponding amounts shown in the amendment reports submitted to the User of implementation results.
- ⑮ Confirmed expenses occurred outside the approved project period were not charged except expenditures defined in Article 8 Clause 2 of “Principles of Accounting”.

4. Fixed Asset

- ⑯ Confirmed the costs of purchased fixed asset corresponded to those recorded in the List of Evidence/Voucher.

5. List of Applied Exchange Rates

- ⑰ Confirmed the applied exchange rates were in line with the Beneficiary’s accounting rule.
- ⑱ Confirmed the List of Applied Exchange Rates verified the calculation methods of the rates.
- ⑲ Confirmed the exchange rate on the List of Applied Exchange Rates was consistent with the one on the List of Evidence/Voucher.

6. Others

⑳ Confirmed the required documents indicated in “Considerations for reporting” in “Rules for accounting” were completely prepared.

(Note for auditors : ㉑, ㉒ are omitted because these statements define the regulation for the management expenses at Headquarters in Japan.)

External Investigation Measures

The auditing company investigated all the expense items.

The auditing company examined original evidenced documents/vouchers especially closely investigated ones for payment.