DANIDA INNOVATION & BUSINESS EXPLORER

AUDITOR’S REPORT

Ministry of Foreign Affairs

2022

Introduction

Independent Auditor's Report of factual findings regarding the accounts settlement of expenses eligible for support under Danida Innovation & Business Explorer must be submitted to the Ministry of Foreign Affairs of Denmark together with the Request for Disbursement of support and the Completion Form.

The report must be prepared on the auditor’s letterhead using the mandatory format and content as outlined below. The report must be addressed to the Danish company and to the Ministry of Foreign Affairs of Denmark.

For information please contact:

Ministry of Foreign Affairs of Denmark

Department for Green Diplomacy & Climate (GDK)

Asiatisk Plads 2

1448 Copenhagen

Denmark

gdk@um.dk

The Guidelines can be downloaded from this [link](https://um.dk/en/danida-en/sustainable%20growth/partnerships/danida-innovation-and-business-explorer/).

**Danida Reference No. 2022 – xxxx**

To **<insert the name of the client who engaged the auditor>** and to the Ministry of Foreign Affairs of Denmark

We have performed the procedures agreed-upon with **<insert the name of the client who engaged the auditor>** and enumerated below with respect to the accompanying request for disbursement under the Danida Innovation & Business Explorer Programme for the period **<insert date>**  to **<insert date>** showing a total settlement (must equal the amount for disbursement by the Ministry of Foreign Affairs) of DKK ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Our engagement was undertaken in accordance with the International Audit Standard No. 4400: Engagements to perform agreed-upon procedures regarding financial information. The procedures were performed solely to assist you in evaluating if the request for reimbursement specified above has been prepared in accordance with the Ministry of Foreign Affair’s commitment dated **<insert date>** and the terms and conditions governing financial support, and are summarized as follows:

*We have:*

1. Obtained the:
	1. Client’s application as approved by the Ministry of Foreign Affairs
	2. Ministry of Foreign Affair’s commitment letter,
	3. Request for Disbursement,
	4. Completion Report,
	5. Invoice(s) from external consultants
	6. Signed time sheets for Client’s personnel
2. Compared the Danida file reference number in the commitment to that of the Request for Disbursement.
3. Checked that budget granted according to the commitment letter equals what is stated in the request for reimbursement.
4. Checked that all the mandatory data fields of the reimbursement form are filled in and that the mandatory disclosures are enclosed, including original invoices regarding consultancy assistance, if applicable.
5. Checked that the reimbursement form has been signed by persons authorized to sign for the companies to which the grant has been assigned.
6. Obtained a confirmation from the company to the effect that the study has been completed at the time of request for reimbursement.
7. Checked that the request for disbursement is submitted no later than 3 months after the completion of the study.
8. Recounted the data, including the balance sheet, enclosed in the reimbursement form. Check that the total reimbursement amount applied for is 50% of the total expenses enclosed for study and a maximum of DKK 500,000, for consultancy fees a maximum of 20 % of the total amount claimed, for demonstration, tests and workshops a maximum of 20 % of the total amount claimed.
9. Reconciled the applied fees, i.e. hourly rates – to consultants and to employees to the rates stated in the Danida Innovation & Business Explorer Guidelines. Checked all (100%) consultancy fees are reconciled to invoices. Checked all (100%) expenses used for demonstrations/tests/workshops are reconciled to invoices.
10. Obtained a specification of all (100%) international air travel expenses have been verified, cf. procedures described above.

We report our findings below:

1. With respect to item 1 we found **<Insert a description of the actual findings including sufficient details of errors and exceptions found>**
2. With respect to item 2 we found **<Insert a description of the actual findings including sufficient details of errors and exceptions found>**
3. With respect to item 3 we found there **<Insert a description of the actual findings including sufficient details of errors and exceptions found>**
4. etc, e.g. a description of the auditor's factual findings including sufficient details of errors and exceptions found for all the listed, specific procedures performed.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standards on Review Engagements, we do not express any assurance on the accompanying request for reimbursement of expenses eligible for support specified above. Had we performed additional procedures or had we performed an audit or review of the request for reimbursement in accordance with International Standards on Auditing or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

This report relates only to the accompanying request for disbursement eligible for support specified above and does not extend to any financial statements of **<insert the name of the client who engaged the auditor>** taken as a whole.

AUDITOR

(Company stamp and signature)

Date

Address