

Specimen

**Report of an Agreed-Upon Procedures Engagement Conducted by a Certified Public Accountant (Practising) of a Corporate Practice within the Meaning of the Professional Accountants Ordinance (Chapter 50)**

REPORT OF FACTUAL FINDINGS

To *(those who engaged the auditor)*

We have performed the procedures agreed with you and enumerated below with respect to the Income and Expenditure Statement for the funded project [*Name of project*] which was completed on [*Date of completion of project*], set forth in the Details of Income / Expenditure Items. Our engagement was conducted in accordance with Hong Kong Standard on Related Services 4400, “Engagements to Perform Agreed-Upon Procedures Regarding Financial Information” issued by the Hong Kong Institute of Certified Public Accountants (HKICPA). The procedures were performed solely to assist you in satisfying the requirement to report the income and expenditure of the funded project [*Name of project*] as per the conditions stated in the Approval-in-principle letter reference [ ] dated [ ], issued by the Women’s Commission (WoC). Details of the specific procedures we performed are summarized as follows:

1. We checked the additions of the Income and Expenditure Statement, and compared the items with the balances in the books and records prepared by [*name of the funded organisation*] as at [*date*].
2. We obtained and checked the calculations of the Details of Income / Expenditure items and compared the balances to the supporting documents.
3. (i) We checked the expenses incurred in the project with regard to the Funding Scheme for Women’s Development (Women’s Commission Stream) Funding Guidelines (Funding Guidelines) imposed by WoC. **Or**<sup>(Note)</sup>  
(ii) We compared the expenditure items to the list of permissible items of expenditure to be met by the Funding Scheme for Women’s Development issued by WoC.

We report our findings below:

- (a) With respect to item 1, we found the Income and Expenditure Statement is in agreement with the books and records made available to us.

- (b) With respect to item 2, we found the amount of income and expenditure items are in accord with the supporting documents.
- (c)
  - (i) With respect to item 3, we found the expenditure items are in compliance with the Funding Guidelines imposed by WoC. Or<sup>(Note)</sup>
  - (ii) With respect to item 3, we found the expenditure items are all permissible items of expenditure.

Because the above procedures do not constitute an assurance engagement made in accordance with Hong Kong Standards of Auditing, Hong Kong Standards on Review Engagements or Hong Kong Standards on Assurance Engagements, we do not express any assurance on the findings we report on.

Had we performed additional procedures or had we performed an assurance engagement of the financial statements in accordance with Hong Kong Standards of Auditing, Hong Kong Standards on Review Engagements or Hong Kong Standards on Assurance Engagements issued by the HKICPA, other matters might have come to our attention that would have been reported to you.

Our report is solely for the purpose set forth in the first paragraph of this report and for your information and is not to be used for any other purpose or to be distributed to any other parties, except that a copy of this report may be made available to the Government of the Hong Kong Special Administrative Region. This report relates only to the Income and Expenditure Statement and the Details of Income / Expenditure items specified above and does not extend to any other financial statements of *(those who engaged the auditor)*, taken as a whole.

XYZ & Co.  
Certified Public Accountants (Practising)  
Hong Kong

Date

***Note: Funded organisation must select version (i) in case they choose not to submit receipts in support of their income and expenditure statements.***