# Audit report on agreed-upon procedures in relation to Incentive for audiovisual productions

***[name of engaging company]***

**Purpose of the report and the restriction on its use and distribution**

The sole purpose of this report concerning agreed-upon procedures is to assist the Innovation Funding Agency Business Finland (hereinafter the Funder) in determining whether the total costs reported by [beneficiary: name and business ID] (hereinafter the Engaging Party) are in accordance with the Funder’s funding terms and conditions on [date of the funding terms and conditions valid at the time of the decision] (hereinafter the funding terms and conditions) and any specific terms and conditions of the funding decision.

The procedures concern the funding decision issued by the Funder and its funding terms and conditions. The procedures have been carried out solely to enable the Funder to assess compliance with the funding terms and conditions, and the report may not be suitable for other purposes. The report is intended solely for the Engaging Party and the Funder and should not be used by other parties or disclosed to other parties. However, the Funder has the right to submit this report to other authorities for the purposes of funding supervision.

The report only concerns the mentioned cost statements, and it does not concern the financial statements of the Engaging Party as a whole.

**Obligations of the Engaging Party**

The Engaging Party and the Funder have confirmed that the agreed-upon procedures are appropriate for the purpose of the engagement.

The Engaging Party, who is also the responsible party, is responsible for reporting the project and providing correct and adequate information to the auditor and the Funder.

**Obligations of the practitioner**

We have carried out the engagement concerning agreed-upon procedures in accordance with the International Standard on Related Services ISRS 4400 (revised) Agreed-upon procedures engagements. In the engagement, we carry out the procedures agreed upon with the Engaging Party and report the findings, which are the factual results of the procedures. We do not take a stand on the appropriateness of the agreed-upon procedures.

We are not qualified to assess whether the costs are expenditures arising from production.

This engagement is not an assurance engagement. Consequently, we do not express an opinion or assurance conclusions. If we had performed further procedures, other issues may have come to our attention that would have been reported.

*Professional ethics and quality control*

We are independent of the Engaging Party in accordance with the ethical requirements applicable in Finland concerning the performed engagement, and we have fulfilled our other ethical obligations in accordance with these requirements.

Our audit firm follows the International Standard on Quality Management ISQM 1, which requires an audit firm to design, implement, and maintain a quality management system, including the policies or procedures for compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

**Procedures and findings**

We have carried out the agreed-upon procedures described below that are related to the funding decision record number [xxx/xx/xxxx] granted by the Funder to the Engaging Party and the costs declared throughout the project [**mm**/**dd/yyyy – mm/dd/yyyy**] worth a total of **EUR** **xxx[[1]](#footnote-1)**. The procedures have been agreed upon with the Engaging Party in the terms and conditions of the engagement dated [mm/dd/yyyy].

When the beneficiary is a foreign company and it has entered into a service provision contract with a production coordinator company, the agreed-upon procedures are allocated to the project accounts of the production coordinator [name, business ID]. The audit has examined the costs paid by the production coordinator and the beneficiary’s payments to the coordinator.

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| Actions | Findings |
| 1. Project accounting | |
| We were given access to a description of the Engaging Party’s project accounting and interviewed [person’s name] in order to establish the following:   * 1. the implementation and reliability of project accounting   2. the integrity of the traceability chain and   3. whether the project accounting complies with the funding terms and conditions. | Based on the description of the Engaging Party’s project accounting and the interview, describe how the project accounting has been implemented. Comment particularly on the implementation and reliability of project accounting, the integrity of the traceability chain, and compliance with the funding terms and conditions (e.g., how the costs arising from the project can be itemized and how their connection to accounting and the reported costs can be verified). |
| 2. Working time monitoring | |
| If the Engaging Party has a project funded by the Funder running at the same time, the funding terms of which require working time tracking, all those persons who work also on that project must keep an hourly working time tracking of their work. We were given access to a description of the Engaging Party’s working time monitoring and interviewed [person’s name] in order to establish the following:   * 1. the implementation and reliability of working time monitoring   2. whether the working time monitoring complies with the funding terms and conditions (whether each employee working on the project is keeping records on their working time on an hourly basis and whether the working hours are allocated to the days on which the work has been carried out and whether the employee’s supervisor or the responsible project manager confirms the working hours at least once a month).   3. whether the employees who have worked for the project (e.g., management and responsible persons) have their working time defined in their employment contract or collective agreement or whether they must keep records of their total working time in accordance with the funding terms and conditions. | Regarding points a. and b., describe on the basis of the Engaging Party’s description and interview on the project’s working time monitoring whether each employee working on the project is keeping records of their working time on an hourly basis and whether the working hours are allocated to the days on which the work has been carried out and whether the employee’s supervisor or the responsible project manager confirms the working hours at least once a month.  Regarding point c., we concluded that the employees *[have/do not have]* a specified working time and, if not, the employee *[has/has not]* kept records of their total working time in accordance with the funding terms and conditions. |
| 3. Salaries | |
| Regarding the reported salaries, we carried out the procedures mentioned below. The procedures covered 60% of the salaries reported for the project and 15% of the payment of salaries reported for the project.   1. We compared the amount reported in the cost report to the beneficiary’s payroll accounting and verified that 15% of the total salaries had been paid. 2. If the funding terms and conditions of the project require working time monitoring, we compared the number of hours reported in the section “Project hours during the reporting period” of the salary specification to the hours reported in the project’s working time monitoring. 3. If the terms and conditions for funding require the monitoring of the total working hours of a specific employee, we compared the number of hours reported in the section “Total working hours in the reporting period” of the salary specification to the employee’s total monitored working hours. 4. We examined whether salaries were paid to employees liable to pay taxes in Finland who had a valid tax card or tax-at-source card. | The reviewed data in the salary specification included in the report corresponded to the payroll accounting [except for the following items...] and the reviewed total amounts of salary had been paid.  If the funding terms and conditions of the project require working time monitoring, we verified that the number of hours given in section “Project hours during the reporting period” of the payroll specification corresponds to the project’s working time monitoring.  If the terms and conditions for funding require the monitoring of the total working hours of a specific employee, we verified that the number of hours given in the section “Total working hours in the reporting period” corresponds to the employee’s total monitored working hours.  In addition, we concluded that the salaries had been paid to employees who were liable to taxation in Finland.  The sample consisted of the salary specification(s) for the period [mm.dd.yyyy – mm.dd.yyyy] and persons xxx (specification attached). |
| 4. Purchased services | |
| We were given access to a cost category specification of the costs reported in the report, and we carried out the procedures mentioned below. The procedures covered 60 % of the costs reported for the project and 15% of the payment of costs reported for the project. With regard to the selected costs, we assessed   * 1. whether they were based on project accounting and the Engaging Party’s accounting   2. whether the expenditure that the reported costs are based on had been paid   3. whether they are accrual-based and arisen during the project   4. whether the expenditure that the reported costs were based on was VAT-exempt   5. whether they have been presented according to cost category   6. whether the services purchased are based on invoices      + whether the purchased services include travel and overheads      + we interviewed [xx/project management] to establish whether services were purchased from Group companies or other associated companies (see definition of an associated company in the funding terms and conditions)      + whether the purchases from Group/associated companies were reported without profit and whether the beneficiary’s report includes an auditor’s report regarding the seller’s costs drawn up by an independent auditor.   With regard to the reviewed costs, we have determined whether the costs have been approved in accordance with the Engaging Party’s approval practices.  We have only assessed the aforementioned issues. If other aspects concerning the acceptability of costs have come to our attention during the review, we have reported them in connection with the findings. | With regard to other cost categories, we found that   * 1. the costs reviewed are based on project accounting and the Engaging Party’s accounting   2. the expenditure that the reported costs were based on has been paid   3. the costs are accrual-based and arisen during the project   4. they are exempt from VAT   5. they are duly presented according to cost category   6. the services purchased [are based/are not based] on invoices      + the services purchased *[do not include/include]* travel and overheads      + the purchased services *[include/do not include]* purchases from Group/associated companies      + the purchases from Group/associated companies *[have/have not]* been reported without profit and the final report [includes/does not include] the auditor’s report regarding the seller’s costs.   We have determined that the costs *[have been/have not been]* approved in accordance with the Engaging Party’s approval practices.  The sample (60%) consisted of the following receipts (name of the supplier and the VAT-free amount allocated to the project). The sample (15 %) consisted of the following receipts (name of the supplier and the VAT-free amount allocated to the project) (specification attached). |
| 5 Imputed costs | |
| There is no need to clarify the imputed share of other costs. |  |
| 6. Other public support | |
| We interviewed [xx/project management] to establish whether the Engaging Party had received any other public funding for this project. | According to the project’s management, the Engaging Party *[has not/has]* received other public support for the project. Any other public support is listed below: |
| 7. Public procurements (This procedure only applies to projects in which the aid granted by the Funder and other public support to the company together amount to more than half of the costs or in which the beneficiary is a public procurement entity.) | |
| We interviewed [xx/project management] to establish whether the Engaging Party has complied with the public procurement legislation with regard to the costs reported for the project. | According to the project’s management, the Engaging Party *has/has not]* complied with the public procurement legislation regarding the costs that are reported for the project. An account of possible non-compliance with the procurement legislation: |
| 8. Bank account to which the funding has been remitted | |
| We compared the bank account in the notification of approval/payment decisions of Business Finland to the bank accounts in the Engaging Party’s accounting. | Upon approval of the decision, Business Finland has been informed of the bank account details of the Engaging Party’s accounting department. /Business Finland’s funding has been remitted to the Engaging Party’s accounting bank account. |

place and time

Audit firm A  
Signature of X, an auditor approved by the Finnish Central Chamber of Commerce  
print name, phone number, and email address of X, the auditor approved by the Finnish Central Chamber of Commerce  
Address and postal code of the audit firm A

1. The auditor states the total costs of the project. [↑](#footnote-ref-1)