

AGREED UPON PROCEDURES REPORT

Party ("Engaging Party")

Address

Attention

Dear Sirs

AGREED UPON PROCEDURES FOR THE ENHANCED FUND-RAISING PROGRAMME FOR THE [EVENT/PROJECT NAME] BY [ENGAGING PARTY] FOR THE PERIOD FROM [PROGRAMME START DATE] TO [PROGRAMME END DATE]

Purpose of this Agreed-Upon Procedures Report and Restriction on Use and Distribution

Our report is solely for the purpose of assisting Singapore Totalisator Board ("Tote Board") in determining whether amounts shown on the accompanying Statement of Income and Expenditure for the period from [Programme Start date] to [Programme End date] are in accordance with the documents and records kept by [Engaging Party], and whether those amounts included is compliant with the terms and conditions specified by Tote Board in their Approval Letter, and may not be suitable for another purpose. This report is intended solely for Tote Board and the [Engaging Party] and should not be used by, or distributed to, any other parties.

Responsibilities of the Engaging Party and the Responsible Party

[Engaging Party] has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

[Engaging Party] (also the Responsible Party) is responsible for the subject matter on which the agreed-upon procedures are performed.

Practitioner's Responsibilities

We have conducted the agreed-upon procedures engagement in accordance with the Singapore Standard on Related Services (SSRS) 4400 (Revised), *Agreed-Upon Procedures Engagements*. An agreed-upon procedures engagement involves performing the procedures that have been agreed with [Engaging Party], and reporting the findings, which are the factual results of the agreed-upon procedures performed. We make no representation regarding the appropriateness of the agreed-upon procedures.

This agreed-upon procedures engagement is not an assurance engagement. Accordingly, we do not express an opinion or an assurance conclusion.

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional Ethics and Quality Control

We have complied with the ethical requirements in the Accounting and Corporate Regulatory Authority ("ACRA") *Code of Professional Conduct and Ethics for Public Accountants and Accounting Entities* ("ACRA Code").

[Company]

Agreed Upon Procedures Report – Enhanced Fund-Raising Programme

Our firm applies Singapore Standard on Quality Control (SSQC) 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements*, and accordingly, maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Procedures and Findings

We have performed the procedures described below, which were agreed upon with [Engaging Party]. We report our findings below:

	Procedures	Findings and Conclusion
1	Obtain the Income and Expenditure Statement for the specified fund-raising event/project for the qualifying period submitted by the charity.	
2	Check the accuracy of the Statement and that items contained therein are in accordance with the terms and conditions stated in the Approval Letter. Detailed procedures are detailed below:	
(a)	<u>Actual Amount of Funds Raised (“AFR”) and Actual Net Surplus</u> Check that the AFR and actual net surplus received are for the: (i) Qualifying period as stipulated in the Approval Letter (ii) Purpose of the fund-raising event/project as stated in the Approval Letter	
(b)	Check that the funds raised/ income received for the qualifying period are reconciled to the following: (i) Bank statement (ii) [charity’s name] accounting system	
(c)	Check that no parts of the funds for the qualifying period submitted for EFR matching are collected via non-approved crowdfunding platforms.	
(d)	Check that the income declared in the Statement excludes the cash contribution expected from Tote Board and any matching grants provided by other Singapore government agencies and government-linked grant giving organisations.	
(e)	For errors and deviations found during the qualifying period, reconstruct the income statement with the correct income items.	

[Company]

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(f)	<u>Actual Total Expenditure ("ATE")</u> Check that the ATE items are for the: (i) Qualifying period as stipulated in the Approval Letter (ii) Purpose of the fund-raising event/project as stipulated in the Approval Letter	
(g)	Check that ATE items claimed do not include expenses that: (i) Do not require actual cash outlays (e.g. depreciation) (ii) Are multiple claims for similar allowable expenditure (iii) Are in-kind items	
(h)	For errors and deviations found during the qualifying period, reconstruct the expenditure statement with the correct expenditure items.	
3	Compute the ATE and AFR Ratio based on the submitted Statement, taking into account the errors and deviations identified from the work done in step 2. State the computed ATE and AFR Ratio in the report and confirm if it is less than or equal to 35% as per the terms and conditions of the Approval Letter.	
4	Report any misuse of Tote Board grant monies or fraud or gross negligence uncovered incidentally during the audit.	
5	Provide recommendations for any areas of improvements in terms of accounting, governance, and internal controls.	

(Firm)

Public Accountants and Chartered Accountants
Singapore

Date: