

Nordic Culture Point

Audit report on specially agreed measures regarding project funding from Funding for Artist Residencies

Name of principal and project number

Purpose and limitations of the report

The purpose of the report on specially agreed measures is to assist Nordic Culture Point (hereinafter the financier) in determining whether (funding recipient: name and FO number, hereinafter “the principal”)

can cover the total costs pursuant to the financier’s terms. The measures have been taken solely to enable the financier to evaluate whether the financing terms have been met. The report must not be used for any other purpose or by parties other than Nordic Culture Point. However, the financier reserves the right to submit this report to public other authorities for monitoring purposes. The report applies only to the project accounts named and does not apply to the principal’s financial statements as a whole.

Obligations of the principal

The principal is responsible for reporting on the project and for providing correct and sufficient information to the auditor and financier.

Auditor’s responsibility

We have conducted the assignment regarding specially agreed measures [in accordance with the international standard ISRS 4400 (Revised), *Agreed-Upon Procedures Engagements*]. An assignment to conduct an audit according to a special agreement means that we carry out the audit measures that agreed with (the principal) and report our observations, which are the actual results of the agreed audit measures. We are in no position to assess whether the costs have arisen within the project or whether they are attributable to other activities.

This assignment is not an endorsement assignment. Consequently, we issue no statement and draw no conclusion. Had we carried out further audit measures, other questions might have come to our knowledge which would then have been reported.

Professional ethics and quality management

We are independent of the principal in accordance with the ethical requirements that are observed in relation to our assignment. Our audit firm practices quality management, including adhering to guidelines or procedures for compliance with professional ethics requirements, standards for professional practice, and applicable legal requirements and other regulations.

Audit measures and observations

We have conducted the specially agreed measures specified below regarding the financing decision (decision number) which the financier has granted to the principal and the reported costs totalling EUR throughout the project period (dates) .

The audit covers every aspect of the project’s accounts. If a project involves co-funding and multiple partners bearing the costs, it is the responsibility of the organisation with overall project responsibility (in this case, the principal) to collate documentation on income and expenditure for the purpose of drawing up a full set of project accounts.

Audit measures:

Observations:

1. Does the contribution from Nordic Culture Point specified in the accounts correspond to the amount stipulated in the grant decision letter?	
2. Have the project accounts been maintained correctly and in accordance with the terms of the financing?	
3. Is any self-financing component in the form of unpaid working time itemised, and is it considered to be realistic?	
4. Have wage costs been verified? (At least 30% of salaries and fees paid)	
5. Have other costs been verified? (At least 20% of other costs)	
6. Have the administrative costs been itemised in the project accounts, and do these costs account for no more than 15% of the funding amount?	
7. Has any deficit or surplus been commented on?	

Date and place of the auditor's report

Auditor's signature or e-signature

Name (printed)

Auditor's address, phone number,
and e-mail address