Template Agreed upon Procedures Report - Subgrantees

[Subgrantee]

*Scope and purpose*

As agreed under the Specific Agreement dated dd/mm/yyyy, we, [name of the practitioner] (‘the Practitioner’), established at [full address/city/state/province/country]*,* represented by [name and function of an authorised representative]*,* have performed the procedures enumerated in annex to this report, which were agreed to by EIT InnoEnergy SE and the European Institute of Innovation and Technology, the ‘EIT’ (‘Granting Authority’), solely to assist EIT InnoEnergy, the ‘KIC LE’ (‘the Intended User’), in evaluating whether the [Subgrantee’s] costs in the accompanying Horizon Europe Financial Statement (‘the Financial Statement’) were declared in accordance with the Subgrant Agreement [Subgrant Agreement reference] (‘the Agreement’), with a total cost declared of EUR [total amount], for the period 01 January 2023 to 31 December 2023, the procedures performed may not be suitable for another purpose.

*Restricted use*

This Agreed-upon Procedures Report (‘Report’) may be used only for the purpose described in the above objective. It was prepared solely for the confidential use of the [Subgrantee], the KIC LE and the EIT, and only to be submitted to the KIC LE. The Report may not be used by the [Subgrantee], the KIC LE or by the EIT for any other purpose, nor may it be distributed to any other parties. The KIC LE and the EIT may only disclose the Report to authorised parties, in particular to the European Anti-Fraud Office (OLAF), European Public Prosecutor’s Office (EPPO) and the European Court of Auditors (ECA).

This Report relates only to the Financial Statement submitted to the KIC LE by the [Subgrantee] for the Agreement. Therefore, it does not extend to any other of the [Subgrantee's] Financial Statements.

*Responsibilities of the Engaging Party, the Intended User, the Granting Authority and Responsible Party*

EIT InnoEnergy. and the KIC LE have acknowledged that the Agreed-upon Procedures are appropriate for the purpose of the engagement.

The [Subgrantee] (the ‘Responsible Party’), as identified by Engaging Party is responsible for the Financial Statement on which the Agreed-upon Procedures are performed.

The sufficiency of these procedures is solely the responsibility of the Granting Authority.

*Our responsibilities*

We have conducted the Agreed-upon Procedures engagement in accordance with the International Standard on Related Services (ISRS) 4400 (Revised), *Agreed-upon Procedures Engagements*. An Agreed- upon Procedures engagement involves performing the procedures that have been agreed with EIT Urban Mobility s.l. and the EIT, and reporting the findings, which are the factual results of the Agreed-upon Procedures performed. We make no representation regarding the appropriateness or the sufficiency of the Agreed-upon Procedures described below either for the purpose for which this Report has been requested or for any other purpose.

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.

Furthermore, we undertake no responsibility to update this Agreed-upon Procedures Report for events and circumstances occurring after the date of this Report.

*Our independence and quality control*

In performing the Agreed-upon Procedures engagement, we complied with the ethical requirements in the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants (IESBA). We are not required to be independent for the purpose of this engagement; however, we complied with the independence requirements of the IESBA Code that apply to assurance engagements other than financial audit or review engagements.

There was no conflict of interest3 between us and the [Subgrantee] in establishing this Report.

[name of the practitioner] applies the International Standard on Quality Control 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.

*Description of procedures performed*

We have performed the procedures included in annex to this report, which were agreed-upon with EIT Urban Mobility s.l. and the EIT, on the accompanying Financial Statement.

Apart from the Findings listed below, the [Subgrantee] provided the Practitioner all the documentation and accounting information needed by the Practitioner to carry out the requested Procedures.

* 1. – [insert cost category] - Finding [insert procedure number(s)]: [explain finding concisely and factually]

3 A conflict of interest arises when the Practitioner's objectivity to establish the certificate is compromised in fact or in appearance when the Practitioner for instance:

* + - was involved in the preparation of the Financial Statements;
    - stands to benefit directly should the certificate be accepted;
    - has a close relationship with any person representing the beneficiary;
    - is a director, trustee or partner of the beneficiary; or
    - is in any other situation that compromises his or her independence or ability to establish the certificate impartially.
  1. – [insert cost category] - Finding [insert procedure number(s)]: [explain finding concisely and factually]

*Restrictions on the performance of the procedures*

We considered the following Procedures as not applicable: [insert procedure numbers].

The reason for the non-applicability of the above-mentioned Procedures is the absence of these costs and/or the non-application of the respective methodologies.

*Explanatory paragraph*

In addition to reporting on the results of the procedures carried out, the Practitioner has no further general remarks to report.

[or]

In addition to reporting on the results of the specific procedures carried out, the Practitioner would like to make the following general remarks:

[free text to describe general remarks concisely and factually]

[Signature]

[Date of the Report] [Location]

Annexes

1. Agreed-upon Procedures
2. Financial Statement