**Checklist for documentation**

First time with BDO

**Issued by BDO Copenhagen**

Danida Business to Business

**Introduction**

This checklist has been created to assist you in ensuring that your documentation is complete before you send it to BDO to avoid the risk of additional fees.

You are requested to fill in and send this checklist along with the required documentation.

The checklist and the documentation should be forwarded electronically as PDF files to: dbpartnerships@bdo.dk - preferably in one e-mail.

In case the documentation is provided by ordinary mail a fee of 900 DKK/hour, ex VAT, will be charged according to the time spent scanning the forwarded documentation.

This checklist is intended for partners requiring an auditor´s report from BDO for the first time.

The checklist highlights items requiring special attention because errors and omissions often occur.

The rules governing our profession provide that we obtain certain information in order to accept the engagement. We will also need certain basic information on your B2B project.

Having once supplied this additional information you will in the future be asked to inform us only of any changes. Please note that this initial checklist consists of 3 parts:

* Engagement letter, describing the fee rates and responsibilities. This is required according to Danish legislation.
* Checklist for documentation.
* Basic information on the project, the partnership and project partners.

In case the documentation is incomplete after BDO’s first request for additional documents, there are two options:

* BDO issues a report on the basis of the documentation received which may mean that you lose part of your claim, or
* BDO contacts you and asks for the lacking documentation. Choosing this alternative, we will charge you at a rate of DKK 900/hour, ex VAT, for the extra work.

Please tick off on the last page of the checklist which alternative you choose.

After having checked the documentation, BDO Copenhagen will issue an ISRS 4400 DK report in which the findings will be reported. The report will be forwarded to you no later than 10 working days after your submission of the complete documentation to BDO.

In order to process the disbursement, after the audit, you will have to forward the auditor’s report, along with the reimbursement claim to the local embassy.

Copenhagen, September 1st 2014

BDO Statsautoriseret revisionsaktieselskab

**Engagement letter – Partnership under the Danida Business to Business programme**

Dear project partners,

We hereby confirm that we look forward to providing the assistance described below.

**Definition of the assignment**

Our fee estimate covers the following services for the bi-annual reimbursement claims:

* Agreed-upon Procedures according to ISRS 4400 DK in accordance with the framework agreement with Danida.

These procedures aim at assessing the reliability of the expenses entered in the reimbursement sheet and serve as a supplement for the embassy in order to consider the reimbursable amounts, following the bi-annual claims.

**Assignment and limitations**

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing and Review and additional requirements under Danish Audit Legislation hereon, we do not express any degree of assurance. The procedures will be conducted in accordance with the Danish Standard on Agreed-upon Procedures relating to financial information.

Our findings will be reported to you.

**Assumptions**

Our fee estimate is based on the information available today, including information about the scope of data etc. It is assumed that:

* The submitted documentation is in accordance with the following checklist.
* Submission of documentation is performed by e-mail to the dedicated inbox dbpartnerships@bdo.dk in the format of PDF files or similar electronic format.
* The submitted documents are equal to the original invoices, receipts and documents scanned.
* The submitted documents comply with the general criteria and guidelines of the Danida Business to Business programme.

It is assumed that the following work is carried out by the company:

* Completion of the reimbursement form.
* Preparation of specification of expenses with details of invoice no., invoice amount in local currency, applied exchange rate, details about the expense type and verification of payment.
* Preparation of documentation in accordance with the applicable checklist, the general criteria and guidelines for support under the Danida Business to Business programme.

It is assumed that the following is prepared by us:

* Auditor’s report in accordance with ISRS 4400 DK – Agreed-upon Procedures, as agreed with Danida.

**Deadlines**

The auditor’s report will be prepared and forwarded within 10 working days of receipt of the **full** documentation in accordance with the checklist.

It is noted that the deadline for submission of the auditor’s report, reimbursement claim and progress report under the Danida Business to Business programme is 3 months after the reimbursement period has expired.

To meet the deadlines it is very important that we receive the requested material at first contact and with a decent timeframe until the expiry of the embassy deadline.

**Fee estimate**

If the invoices and the underlying documentation are as described above, our fee is expected to amount to the following (excl. VAT). Our services will be rendered on a hourly basis:

|  |  |  |
| --- | --- | --- |
|  | **DKK** | **EUR[[1]](#footnote-1)** |
| Quarterly reimbursement claim  | 5,500 | 738.26 |
|  |  |  |
| Fee for additional work, from the 2nd request for additional documentation  | 900/hour | 120.81/hour |

\* In the event that the received claim covers a period longer than the expected quarterly period (3 months) an additional fee will be charged equal to the standard fee for the additional period, with a reduction of 50 %.

The fee rates are in accordance with the framework agreement with Danida for auditing of the Danida programmes.

Billing will be in DKK. The exchange risk is lying with the company. We will issue our invoice in connection with the preparation of the report.

In the event that you require to be reimbursed for the auditor’s fee, together with the reimbursement claim it covers, an on-account fee can be invoiced in advance.

Our fee estimate does not take into account any special requirements on the part of the company and neither does it include any extra services.

Unless instructed otherwise, we will issue our fee notes to the Danish main partner and to the address noted in item 11 of the checklist – information sheet on partners.

**Contacts**

Contact may be obtained through our dedicated inbox/helpdesk dbpartnerships@bdo.dk

Contact information on the responsible partners and managers may be found on our homepage: [http://www.bdo.dk/ydelser/revision-og-erklaeringer/danida-–-erklaeringer-for-udenrigsministeriet/](http://www.bdo.dk/ydelser/revision-og-erklaeringer/danida-%E2%80%93-erklaeringer-for-udenrigsministeriet/)

**Conclusion**

This confirmation of our agreement is intended to ensure that both parties have the same understanding of the substance of the agreement.

Upon your signature and submission of this engagement letter, along with the checklist for your first reimbursement claim, we will return a signed copy along with the auditor’s report for the first reimbursement claim you have submitted.

We look forward to a pleasant and inspiring co-operation.

Copenhagen, /

BDO Statsautoriseret revisionsaktieselskab

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| --- | --- | --- |
|  |  |  |
| State Authorised Public Accountant |  |  |

This agreement is hereby confirmed, on /

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| **Checklist for Documentation** **– Audit of Danida Business to Business project** |

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| --- | --- | --- |
|  | Name of main partners (Danish and local):      | Claim period:      |
| Checklist for audit of reimbursement form – B2B |  |
| Nr. | **Documents required to conduct the audit:***All documentation below must be submitted in PDF format by e-mail to dbpartnerships@bdo.dk* | Attached(Yes/No) |
| 1 | Signed approval letter / embassy’s commitment, including the approved approved project document and budget. |       |
| 2 | Progress report as applicable covering the claim period:* Study visit - Study visit report
* Pilot phase – Study: TOR/ Study report
* Pilot phase – project: Report on pilot project
* Project phase – Project report
 |       |
| 3 | **Reimbursement Claim**The following spaces/areas in the claim must be filled out:* Embassy reference number (see Approval Letter from Embassy);
* Claim Period;
* Approved budget;
* Reimbursed in previous claims;
* Expenditures and reimbursement for this period;
* **Signatures by both main and local main partners***.*
 |       |
| 4 | **External Expenditures*** Scanned/PDF copy of the **original invoices/receipts/vouchers,**
* Scanned/PDF copy of **proof of payment** (bank statements, transfer documents or cash receipts),
* **Specification of the expenditures** included in the reimbursement claim per budget line.

*Please note that only* ***approved, defrayed (paid) and documented costs are eligible for reimbursement*** *cf. “Requirements for Application and Support under Danida Business to Business programme”.****This also applies to the BDO audit fee that is included in the reimbursement claim for the current claim period****.* *Additionally in case the submitted documents are not in English, Danish or german, please add a description in English to describe the purchased goods or fee’s and the amount paid.**If you wish to include the BDO audit fee in the current reimbursement claim please send an e-mail to* *dbpartnerships@bdo.dk**, and we will send you a standard invoice (see price list,* [http://www.bdo.dk/ydelser/revision-og-erklaeringer/danida-–-erklaeringer-for-udenrigsministeriet/](http://www.bdo.dk/ydelser/revision-og-erklaeringer/danida-%E2%80%93-erklaeringer-for-udenrigsministeriet/)*).***Exchange Rate***Please note that all expenses should be entered in accordance with* ***the*** ***exchange rate at the time of the embassy´s approval of the budget****.* |       |
| 5 | **Salaries*** Scanned/PDF copy of the **payroll slips** in the reimbursement period,
* Scanned/PDF copy of **timesheets** covering the reimbursement period **signed by the employee and the authorized signatory** from the relevant main partner cf. information sheet.

*Please note that salary during Study Visits are not eligible for reimbursement cf. “Requirements for Application and Support under Danida Business to Business programme”.**Additionally note that timesheets must include information regarding hours spent on a daily basis and related to the individual activities planned.**Salaries and fee’s are treated similar to all other expenses, meaning that the expenses must be paid at the time of request for reimbursement to be eligible for reimbursement.* |       |
|  6 | **Consultants*** Scanned/PDF copy of the **defrayed invoices** for the reimbursement period.
* *Please note that a scanned/PDF copy of a* ***timesheet*** *is needed, if specification of hours are not included in the invoice, in accordance with item 5 above.*
 |       |
| **If any of the above mentioned documentation is not available, please confirm how we are to proceed:** | Mark with an X |
| In case any of the above documentation is lacking after the first request, please reflect this in the audit statement, and do nothing more.***Note: Choosing this alternative, you may lose the part of your claim relating to the lacking documentation!*** |        |
| In case any of the above documentation is lacking after the first request, BDO should contact us to obtain the lacking documents.***Note: Choosing this alternative, we will invoice you at a rate of DKK 900/hour, ex VAT, for the additional time spent if the documentation is still incomplete upon the second request from BDO.*** |        |
| Nr. | **Standard information required by Danish legislation:** |
| 1. **List of ultimate owners of the main partners**
 |
| Name/Percentage of ownership | Address |
| *Please fill in* | *Please fill in* |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
| This information has to be provided in order for BDO to undertake procedures in connection with client acceptance, which is a part of the legal requirements  |
| 1. **List of persons authorized to sign on behalf of the companies**
 |
| Name/Position/company | Signature |
| *Please fill in* | *Specimen* |
|       |  |
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| This information has to be provided in order for BDO to ensure that the reimbursement form and the Letter of Representation have been signed by authorized persons. It is not necessarily persons authorized according to the Companies Register, but may be persons authorized by management to sign on behalf of the company.  |
| 1. **List of persons authorized to approve expenses with original signatures**
 |
| Name | Signature |
| *Please fill in* | *Specimen* |
|       |  |
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| This information has to be provided in order for BDO to verify that expenses included in the reimbursement form have been controlled by persons who are internally authorized to approve expenses.  |

# Letter of Representation

*We, the undersigned, hereby declare to the best of our knowledge:*

*that the claim for reimbursement is in compliance with the Requirements for Application and Support for Danida Business to Business,*

*that the accounts are kept in accordance with sound bookkeeping and accounting principles,*

*that the documentation of the main partner is retained in compliance with the provisions of the Act on Bookkeeping,*

*that we are responsible for establishing accounting and internal control systems to prevent and detect fraud and errors, and that we find the internal control systems adequate,*

*that there is no incidence of fraud or presumption hereof which may have affected the reimbursement claim,*

*that all documents supplied as PDF-files are in accordance with the original and relevant documents,*

*that all expenses claimed relate directly to the business model, the approved budget and the period in question and have been paid,*

*that time sheets and Per Diem claims are correct, approved by management, and that salaries and Per Diems according to the information received have been paid to employees,*

**Danish Main Partner:**

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| --- |
| **Date:**       |
| **Place:**       |
|  |

Signature:



**Local Partner (if applicable):**

|  |
| --- |
| **Date:**       |
| **Place:**       |
|  |

Signature:



# Danida Business to Business –  Information sheet on Partners

|  |  |  |
| --- | --- | --- |
| Client Number  | Danish main partner | Local main partner |
|  |  |  |
| Name of Partner |       |       |
| Address of Partner |       |       |
| Zip Code and City |       |       |
| Telephone number |       |       |
| Homepage of Partner |       |       |
| Name of contact person with Partnership |       |       |
| E-mail address of contact person with Partner |       |       |
| CVR/VAT Number |       |       |
|  |
| Name of contact person with Partnership |      *Name of person handling the reimbursement claims, whom BDO will be in contact with* |
| E-mail address to be used for invoicing from BDO |      *Invoices for agreed fee will be sent to this e-mail address* |

All fields of this Information Sheet on Partners must be filled in for the purpose of the BDO Client Management System.

1. EUR conversion from DKK applied with exchange rate of 1 EUR = 7.45 DKK [↑](#footnote-ref-1)