**Science and Technology Development Fund**

**Agreed-upon Procedures Report Template**

**(for projects funded since 2023)**

To (Name of the Funded Party):

We/I have been commissioned by \_\_\_\_\_\_ (name of the Funded Party) to execute the procedures listed below for submitting the (Year) Final Report of \_\_\_\_\_\_ (funded activity or project) of \_\_\_\_\_\_ (name of the Funded Party). These procedures have been approved by the Board of Directors/Management of \_\_\_\_\_\_ (name of the Funded Party) and comply with the *Funding Regulations of the Science and Technology Development Fund*, the relevant funding schemes and application guidelines (if any), the relevant funding terms of the *Funding Agreement*. According to the *Funding Regulations of the Science and Technology Development Fund*, the relevant funding schemes and application guidelines (if any), the relevant funding terms of the *Funding Agreement*, and the requirements of *Guidelines for the Inspection of Funded Activities or Projects* issued by the Office for the Planning of the Supervision of the Public Assets (GPSAP) of the Macao SAR, it is the responsibility of the Board of Directors/Management of \_\_\_\_\_ (name of the Funded Party) to prepare the Execution Report and the Income and Expenditure Report. We/I have the responsibility to execute the Agreed-upon Procedures and report the results thereof in accordance with the Business Agreement and the *Guidelines for the Inspection of Funded Activities or Projects* and (the agreed-upon procedure standards, accounting standards, codes of professional ethics, and other practicing standards in accounting).

I. Procedures executed

1. Check the actual current income of each item listed in the Income and Expenditure Report as follows:
	1. Check all income from the Funding Party. Verify whether the relevant income vouchers [such as documents, bank transfer notices, deposit receipts, etc. issued by (name of the Funding Party) detailing (name of the Funding Party/Funded Party, name of the funded activity or project, date of issuance, amount)] are consistent with the contents and amounts of the Income and Expenditure Report.
	2. Spot check all other income (including but not limited to funds granted by private entities/institutions or natural persons, sales and service income, group fees, application fees and registration fees). Verify whether the relevant income vouchers [such as documents regarding the reception of funds (detailing the name of the Funded Party, name of the funded activity or project, date of issuance, and amount), invoices, receipts, stubs, bank transfer notices, deposit vouchers, etc.] are consistent with the contents and amounts of the Income and Expenditure Report.
2. Check the actual current expenditure of each item listed in the Income and Expenditure Report as follows:
	1. Verify whether all expenditures on relevant personnel in the Income and Expenditure Report are consistent with the actual amount, and verify their authenticity of the signatures and seals.
	2. Spot check the expenditures, for on-personnel expenditures, verify whether the amount of the sample and relevant descriptions are consistent with those given in the supporting document. The supporting documents may include invoices, purchase contracts, or other documents. For each detail list, the standard and quantity for the selected sample of other non-personnel expenditure items are as follows:
		1. All expenditure items with a single transaction of MOP 50,000 or more shall be checked;
		2. Remaining expenditure items with a single transaction less than MOP 50,000 shall undergo random inspection, and the total amount of samples selected shall not be less than 20% of the total amount of the associated expenditure items;
		3. If the total amount of samples selected constitutes 50% or more of the total amount of other non-personnel expenditure items following the completion of the procedures in 2.2.1 and2.2.2, additional sampling will not be necessary;
		4. If the total amount of samples selected does not reach 50% of the total amount of other non-personnel expenditure items following the completion of the procedures in 2.2.1 and2.2.2, it is necessary to continue to randomly check the expenditure items with a single amount less than MOP 50,000 until the total amount of the samples selected reaches 50% of the total amount of other non-personnel expenditure items.

\_\_\_\_ (quantity) samples are taken, without violations of the next paragraph. Verify whether the relevant expenditure vouchers (detailing the names of the Buyer and the Seller, name of the service or product, date of issuance, voucher number and amount) are consistent with the contents and amounts of the Income and Expenditure Report.

* 1. Verify whether the expenditure items fall within the scope of “funded expenditure items” as detailed in the Funding Agreement and the documents of amendment items for projects approved by FDCT (if any).
	2. In terms of the following expenditures, relevant documents shall be checked, including:
		1. Check expenditures on local researchers and external expert advisors, check valid identification documents of the funded parties, check whether the relevant documents detail the names, ID numbers, working hours, and monthly/hourly salaries of all funded parties as well as project numbers, names, and receipt or transfer certificates, check the signature and seal of the financial department for confirmation as well as the name and title of the confirming person;
		2. Collaboration/cooperation expenditures: Check whether the receipt is provided by the other party and stamped and signed.
		3. Expenditures on conference trips/research trips: Check whether the travel report has been provided and the expenditures were incurred during the trip.
	3. A confirmation letter shall be sent, where the amount of a single transaction reaches MOP 1 million or more, with a total of \_\_\_\_ (quantity). Moreover, on-site inspection procedures shall be executed, if the amount of a single transaction reaches MOP 1 million or more, with a total of \_\_\_\_ (quantity). Verify whether the relevant expenditure vouchers are consistent with the contents and amounts of the Income and Expenditure Report.
	4. In the spot checks, where there is a voucher in the Form M/7 for occupational tax provided by a natural person (detailing the names of the customer and the issuer, name of the service, tax number of the issuer, date of issuance, voucher number, and the business and amount contained in the occupational tax articles attachment), check whether the relevant expenditure vouchers are consistent with the contents and amounts of the Income and Expenditure Report.
	5. In the spot checks, if there are other receipts issued by natural persons (in addition to the names of the Buyer and the Seller, name of the service or product, date of issuance, voucher number and amount, contact information of the issuer shall also be provided), verify whether the relevant expenditure vouchers are consistent with the contents and amounts of the Income and Expenditure Report.
	6. In the above-mentioned inspection samples, it is found that \_\_\_\_ (quantity) vouchers (including invoices or receipts) are not the original ones. After verifying the signature and date of the document signed by the responsible individual or authorized financial executive on behalf of (name of the Funded Party) and clarifying the reasons for the absence of relevant documents, it is confirmed that there is no inappropriateness.
	7. In the above-mentioned inspection samples, it is found that \_\_\_\_ (quantity) vouchers have been modified by the provider of the product or service, and it has been checked whether the modified part is stamped with the seal of the provider of the product or service.
	8. In the above-mentioned inspection samples, \_\_\_\_ (quantity) suspicious and undeclared interested party transactions have been found, the Funded Party has been requested to provide the valid original vouchers (quotation from at least one non-interested vendor). It is found that \_\_\_\_ (quantity) suspicious interested party transactions lack valid supporting documents. After verifying the signature and date of the document signed by the responsible individual or authorized financial executive on behalf of (name of the Funded Party) and clarifying the reasons for the absence of relevant documents, it is confirmed that there is no inappropriateness.
	9. In the inspection of valid original documents (quotation from at least one non-interested vendor) provided for a total of \_\_\_\_ (quantity) declared interested party transactions, it is found that \_\_\_\_ (quantity) interested party transactions lack valid supporting documents. After verifying the signature and date of the document signed by the responsible individual or authorized financial executive on behalf of (name of the Funded Party) and clarifying the reasons for the absence of relevant documents, it is confirmed that there is no inappropriateness.

II. After execution of the above-mentioned procedures, the results are as follows:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the above-mentioned procedures do not constitute an assurance service executed in accordance with (name of applicable auditing and reviewing standards), we/I do not express any assurance opinion on the report.

This report is intended solely for the purpose stated in the Business Agreement and is not to be used for any other purposes. We/I assume no responsibility or liability for any other person with respect to the contents of this report. This report relates only to the above-mentioned reports and does not apply to the overall financial statements of the Funded Party.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Certified Public Accountant/Accountant Who Can Provide Accounting and Tax Services

Name of Certified Public Accountants /Accounting Company Which Can Provide Accounting and Tax Services (if applicable)

Date: