**THE CIVIL SOCIETY FUND**

**Annual Audited Accounts for:**

|  |  |
| --- | --- |
| **Grant Holder** |  |
| **Programme title** |  |
| **Grant No.**  | xx-xxx-xx-xxx |
| **Programme Year** |  |
| **Total granted amount for the year** | DKK  |

**N.B. The annual programme accounts must include:**

A. Management/Board report

B. Independent Auditor's report

C. Applied Accounting Policies

D. Management Review

E. Profit & Loss for the programme year

F. Notes to the Profit & Loss

**A-D is to be found in this Word format, while E and F are in the Excel format. All of these must be integrated into one collected document, duly signed by the grant holder and auditor.**

Mandatory attachments to the accounts:

I. Long form audit report from the auditor

II. Transfer document for investments with a book keeping value according to the Danish law, i.e. the depreciation rules, entrusted to the local partner(s)

**The Management/Board Report**

The XX Board/Management present the annual accounts for the programme XX, for the period of xx.xx.20 XX - xx.xx.20 XX

The annual accounts are prepared based on the applied accounting policies described, which are based on the accounting requirements from the Danish Ministry of Foreign Affairs and CISU.

The annual accounts give a true and fair view of the programme activities and the financial position with regards to CISU.

The management review includes a fair statement regarding the events taken place and the results achieved during the programme implementation during the programme year.

Place, date

Approved by

 Signature Signature

 Name Name

 Position/title Position/title

 Signature Signature

 Name Name

 Position/title Position/title

**Independent Auditor's report [*SOR standard, to be updated by the auditor*]**

## Opinion

We have audited the financial statements of the XX for XX for the CISU grant XX for the year XX. The financial statements are prepared based on the Contract guidelines of CISU.

In our opinion, the financial statements have been prepared in accordance with the CISU guidelines.

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing and the additional requirements applicable in Denmark and standards for public audit, as the audit is carried out based on the provisions of CISU and the Ministry of Foreign Affairs. Our responsibilities under those standards and requirements are further described in the ‘Auditor’s responsibilities for the audit of the financial statements’ section of the auditor’s report. We are independent of the company in accordance with the International Ethics Standards Board for Accountants’ Code of Ethics for Professional Accountants (IESBA Code) to in Denmark, and we have fulfilled our other ethical responsibilities gather with the ethical requirements that are relevant to our audit of the financial statements in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Matter regarding accounting policies and limitation of distribution and application

We draw attention to the financial statements having been prepared in accordance with the Foreign Ministry's provision for preparation of financial statements and not in accordance with a conceptual framework for accounting with a general purpose. The financial statements have been prepared to assist XX in complying with the CISU and Foreign Ministry's guidelines. The financial statements may consequently be unsuitable for other purposes.

Our report has been prepared solely for the XX and CISU and should not be passed on to or used by other parties.

Our opinion has not been modified as a result of these conditions.

## Other matters regarding the audit

The grant recipient has included the budget figures approved by the grant maker as comparative figures in the financial statements in accordance with the grant maker’s guidelines. The budget figures have not been audited.

## Management’s responsibilities for the financial statements

The management is responsible for the preparation of the financial statements, that in all essential respects is true, that is, prepared in accordance with CISU and the Ministry of Foreign Affairs's guidelines and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the management is responsible for assessing the company’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

## Auditor’s responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with International Standards on Auditing and the additional requirements applicable in Denmark and the standards of public audit according to the Ministry of Foreign Affairs guidelines, will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit conducted in accordance with International Standards on Auditing and the additional requirements applicable in Denmark and the standards of public audit according to the Ministry of Foreign Affairs guidelines, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

* Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
* Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company’s internal control.
* Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
* Conclude on the appropriateness of the management’s use of the going concern basis of accounting in its preparation of the financial statements and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the company to cease to continue as a going concern.
* Evaluate the overall presentation, structure and content of the financial statements, including the disclosures in the notes, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Statement on compliance audit and performance audit

Management is responsible for ensuring that the transactions covered by the financial statement., The management is responsible for ensuring that any transactions comprised by the financial statements are in accordance with the granted licences, acts and other regulations as well as agreements concluded and usual practice. The management is also responsible for ensuring that due financial considerations are made in the management of the funds and the operation of the activities covered by the financial statements. In this connection, the management is responsible for establishing systems and processes that support thrift, productivity and efficiency.

In connection with our audit of the financial statements, it is our responsibility to conduct a compliance audit and performance audit of selected areas in accordance with public auditing standards. In our compliance audit, we verify, with reasonable assurance for the selected areas, whether the examined transactions included in the presentation of the financial statements are in accordance with the relevant provisions of licences, laws and other regulations as well as agreements concluded and usual practice. In our performance opinion, we assess, with reasonable assurance, whether the examined systems, processes or transactions support due financial considerations made in the management of the funds and the operation of the activities covered by the financial statements.

If, on the basis of the work performed, we conclude that our audit gives rise to material critical comments, we report this in our opinion.

We have no significant critical comments to report in this connection.

Place XX, date XX

Signature

Name XX

Position/title XX

Company name XX

**Applied Accounting Policies**

The annual accounts for the programme are prepared in accordance with the audit instructions from the Danish Ministry of Foreign Affairs, as well as the CISU guidelines.

In accordance with the before mentioned guidelines, the audited accounts for the local partner(s) XX, audited by the external auditor XX is integrated in the annual accounts.

For the conversion of foreign and local currencies, the weighted average rate of exchange has been applied.

Special accounting policies, please describe/insert…

**Management Review**

Programme outcomes and targets:

*Assess (in brief) the fulfillment of the purpose with the programme, e.g. outcomes, targets etc.*

The quality of the documentation for the utilization of the grant:

*Assess (in brief) the quality of the documentation for the utilization of the programme grant/funds, including information on any missing, inadequate, or faulty documentation.*

Deviations between the budgeted and the actual utilization of the grant funds for the year: *State/assess any deviations between the budgeted and the actual utilization of the grant funds, including the utilization of the budget margin/contingencies, and budget reviews taken place during the programme period.*

Unspent funds from the programme year:

*State the unspent grant funds and if any funds are transferred to the next programme period (max. 15%) and unspent funds to be returned to CISU, including interest gains, if any.*

Status on own financing:

*Fill in the table below and comment on the status of raising the required level of own financing.*

**Year XXXX**

|  |  |  |  |
| --- | --- | --- | --- |
| Source of **liquid funds** | Expected **liquid funds** | Raised **liquid funds** | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total  |  |  |  |
| % of Total PPA |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Source of**co-financing**  | Expected **co-financing** | Raised **co-financing** | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total  |  |  |  |
| % of Total PPA |  |  |  |