

# CFS INDEPENDENT REPORT OF FACTUAL FINDINGS

*(To be filled out by the external licensed audit expert<sup>1</sup> (in French: Expert-réviseur agréé / in German: zugelassene/r Revisionsexperte/in / in Italian: Perito revisore abilitato), printed on their own letterhead and signed manually or electronically. The scanned PDF should be submitted by the SERI funded partner within the final financial reporting through the webform).*

As agreed under the Terms of Reference dated [insert date] with [insert name of the SERI funded partner] (“the SERI funded partner”) we, [insert name of the external licensed audit expert’s firm] (“the Auditor”), established at [insert place], represented by [insert legal representative and title] have carried out the Procedures set out in the SERI template “AUP” regarding the costs declared in the interim financial report and the final financial report of the SERI funded partner concerning the contractual agreement [insert SERI contract number], [insert project acronym], with a total costs declared of CHF [insert amount], and hereby provide our Independent Report of Factual Findings (“the Report”).

## I. Report

Our engagement was carried out in accordance with the Terms of Reference (‘the ToR’) appended to this Independent Report of Factual Findings (IROFF). The IROFF includes the Agreed-Upon Procedures (‘the Procedures’) carried out and the standard Factual Findings (‘the Findings’) examined. The Procedures were carried out solely to assist the SERI in evaluating whether the SERI funded partner’s costs declared in the interim financial report and final financial report were declared in accordance with the contractual agreement. The SERI draws its own conclusions from the Report and any additional information it may require. The scope of the Procedures was defined by the SERI. Therefore, the Auditor is not responsible for their suitability or pertinence. Since the Procedures carried out constitute neither an audit nor a review made in accordance with International Standards on Auditing or International Standards on Review Engagements, the Auditor does not give a statement of assurance on the Financial Reports. If the Auditor had carried out additional Procedures or an audit of the SERI funded partner’s financial interim report and the final financial report in accordance with International Standards on Auditing or International Standards on Review Engagements, other matters might have come to its attention and would have been included in the Report.

## II. Not applicable Findings

We examined the interim financial report and the final financial report stated above and considered the following Findings not applicable:

[insert not applicable Findings]

## III. Exceptions

Apart from the exceptions listed below, the SERI funded partner provided the Auditor all the documentation and accounting information needed by the Auditor to carry out the requested Procedures and evaluate the Findings.

[insert exception Findings and corresponding amounts (if quantifiable)]

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<sup>1</sup> Please note that for public institutions, this may also be done by the competent financial control unit (see also Art. 4.1 of the contractual agreement between the SERI and the SERI funded partner).

#### **IV. Further remarks**

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

[insert further remarks]

#### **V. Use of this report**

This Report may be used only for the purpose described in the above objective. It was prepared solely for the confidential use of the SERI funded partner and the SERI. Furthermore, this report has only to be submitted to the SERI in connection with the requirements set out in Article 4.1 of the contractual agreement. The Report may not be used by the SERI funded partner or by the SERI for any other purpose, nor may it be distributed to any other parties. The SERI may only disclose the Report to authorized parties.

This Report relates only to the interim financial report and the final financial report submitted to the SERI by the SERI funded partner. Therefore, it does not extend to any other of the SERI funded partner's interim financial report and final financial report.

There was no conflict of interest<sup>2</sup> between the Auditor and the SERI funded partner in establishing this Report. The total fee paid to the Auditor for providing the Report was CHF [insert amount] (excluding VAT).

#### **THE AUDITOR:**

Place:

Date:

Signature:

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<sup>2</sup> A conflict of interest arises when the Auditor's objectivity to establish the certificate is compromised in fact or in appearance when the Auditor for instance:

- was involved in the preparation of the interim financial report and the final financial report
- stands to benefit directly should the certificate be accepted
- has a close relationship with any person representing the SERI funded partner
- is a director, trustee or partner of the SERI funded partner; or
- is in any other situation that compromises his or her independence or ability to establish the certificate impartially