This paper presents proposed ISRS 4400 (Revised) marked-up to Exposure Draft ISRS 4400 (Revised).

### DRAFT PROPOSED INTERNATIONAL STANDARD ON RELATED SERVICES 4400 (REVISED)

**AGREED-UPON PROCEDURES ENGAGEMENTS**

(Effective for agreed-upon procedures engagements for which the terms of engagement are agreed on or after December 31, 2021)

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Appendix 1: Illustrative Engagement Letter for an Agreed-Upon Procedures Engagement

Appendix 2: Illustrations of Agreed-Upon Procedures Reports

International Standard on Related Services (ISRS) 4400 (Revised), Agreed-Upon Procedures Engagements, should be read in the context of the Preface to the International Quality Control, Auditing, Review, Other Assurance, and Related Services Pronouncements.
Introduction

Scope of this ISRS

1. This International Standard on Related Services (ISRS) deals with:
   (a) The practitioner’s responsibilities when engaged to perform an agreed-upon procedures engagement; and
   (b) The form and content of the agreed-upon procedures report.

2. This ISRS applies to the performance of agreed-upon procedures engagements on financial or non-financial subject matters. (Ref: Para. A1–A2)

Relationship with ISQC 1

3. Quality control systems, policies and procedures are the responsibility of the firm. ISQC 1 applies to firms of professional accountants in respect of a firm’s agreed-upon procedures engagements. The provisions of this ISRS regarding quality control at the level of individual agreed-upon procedures engagements are premised on the basis that the firm is subject to ISQC 1 or requirements that are at least as demanding. (Ref: Para. A3–A8)

The Agreed-Upon Procedures Engagement

4. In an agreed-upon procedures engagement, the practitioner performs the procedures that have been agreed upon by the practitioner and the engaging party, and the engaging party has acknowledged that the procedures performed are appropriate for the purpose of the engagement. The practitioner communicates the agreed-upon procedures performed and the related findings in the agreed-upon procedures report. The engaging party and other intended users consider for themselves the appropriateness of the agreed-upon procedures and findings reported by the practitioner and draw their own conclusions from the work performed by the practitioner.

4A. The value of an agreed-upon procedures engagement performed in accordance with this ISRS results from:
   (a) The practitioner’s compliance with professional standards, including relevant ethical requirements; and
   (b) Clear communication of the procedures performed and the related findings.

The engaging party acknowledges the appropriateness of the procedures for the purpose of the engagement. The engaging party and intended users assess for themselves the procedures and
findings reported by the practitioner and draw their own conclusions from the work performed by the practitioner. [Moved to para. 4]

5. In an agreed-upon procedures engagement, the practitioner does not perform an audit, review or other assurance engagement. The agreed-upon procedures engagement does not involve obtaining evidence for the purpose of the practitioner expressing an opinion or conclusion in any form.

6. Law, regulation or relevant ethical requirements may establish responsibilities for the practitioner regarding fraud or an entity's non-compliance with laws or regulations. The practitioner's responsibilities in responding to identified or suspected fraud or non-compliance with laws and regulations may include communicating with the engaging party, assessing the appropriateness of the engaging party's response, determining whether further action is needed, and preparing adequate documentation. [Moved to A13B and replaced by A13C-A13G]

Authority of this ISRS

7. This ISRS contains the objectives of the practitioner in following the ISRS, which provide the context in which the requirements of this ISRS are set. The objectives are intended to assist the practitioner in understanding what needs to be accomplished in an agreed-upon procedures engagement.

8. This ISRS contains requirements, expressed using “shall,” that are designed to enable the practitioner to meet the stated objectives.

9. In addition, this ISRS contains introductory material, definitions, and application and other explanatory material, that provide context relevant to a proper understanding of this ISRS.

10. The application and other explanatory material provides further explanation of the requirements and guidance for carrying them out. While such guidance does not in itself impose a requirement, it is relevant to the proper application of the requirements. The application and other explanatory material may also provide background information on matters addressed in this ISRS that assists in the application of the requirements.

Effective Date

11. This ISRS is effective for agreed-upon procedures engagements for which the terms of engagement are agreed on or after December 31, 2021.

Objectives

12. The practitioner’s objectives in an agreed-upon procedures engagement under this ISRS are to:

(a) Agree with the engaging party the procedures to be performed with the engaging party;

(b) Perform the agreed-upon procedures; and

(c) Communicate the procedures performed and the related findings in accordance with the requirements of this ISRS.

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The International Ethics Standards Board for Accountants’ International Code of Ethics for Professional Accountants (including International Independence Standards) (IESBA Code) (Section 360) requires the practitioner to take steps to respond to identified or suspected non-compliance with laws and regulations and determine whether further action is needed.
Definitions

13. For purposes of this ISRS, the following terms have the meanings attributed below:

(a) Agreed-upon procedures – Procedures that have been agreed to by the practitioner and the engaging party (and if relevant, other parties). (Ref: Para. A8B)

(b) Agreed-upon procedures engagement – An engagement in which a practitioner is engaged to carry out procedures to which the practitioner and the engaging party (and if relevant, other parties) have agreed and to communicate the procedures performed and the related findings in an agreed-upon procedures report. (Ref: Para. A8B) The practitioner does not express an opinion or conclusion on the results of the procedures performed.

(c) Engagement partner – The partner or other person in the firm who is responsible for the engagement and its performance, and for the agreed-upon procedures report that is issued on behalf of the firm, and who, where required, has the appropriate authority from a professional, legal or regulatory body.

(d) Engaging party – The party(ies) that engage(s) the practitioner to perform the agreed-upon procedures engagement. (Ref: Para. A9)

(e) Engagement team – All partners and staff performing the agreed-upon procedures engagement, and any individuals engaged by the firm or a network firm who perform procedures on the engagement. This excludes a practitioner’s external expert engaged by the firm or a network firm.

(f) Findings – Findings are the factual results of agreed-upon procedures performed. Findings are capable of being objectively verified and objectively described. Accordingly, References to findings in this ISRS exclude opinions or conclusions in any form as well as any recommendations that the practitioner may make. (Ref: Para. A10–A11)

(g) Intended users – The individual(s) or organization(s), or group(s) that the practitioner expects will use the agreed-upon procedures report. In some cases, there may be intended users other than those to whom the agreed-upon procedures report is addressed. (Ref: Para. A8B)

(h) Practitioner – The individual(s) conducting the engagement (usually the engagement partner or other members of the engagement team, or, as applicable, the firm). Where this ISRS expressly intends that a requirement or responsibility be fulfilled by the engagement partner, the term “engagement partner” rather than “practitioner” is used.

(i) Practitioner’s expert – An individual or organization possessing expertise in a field other than assurance and related services assurance, whose work in that field is used to assist by the practitioner in fulfilling the practitioner’s responsibilities for the agreed-upon procedures engagement in performing agreed-upon procedures. A practitioner’s expert may be either a practitioner’s internal expert (who is a partner or staff, including temporary staff, of the practitioner’s firm or a network firm) or a practitioner’s external expert.

(j) Professional judgment - The application of relevant training, knowledge and experience, within the context provided by this ISRS and professional relevant ethical requirements standards, in making informed decisions about the courses of action that are appropriate in the circumstances of the agreed-upon procedures engagement.
(k) Relevant ethical requirements – Ethical requirements the engagement team is subject to when undertaking agreed-upon procedures engagements. These requirements ordinarily comprise the International Ethics Standards Board for Accountants (IESBA)’s *International Code of Ethics for Professional Accountants (including International Independence Standards)* (IESBA Code) together with national requirements that are more restrictive.

(l) Responsible party - The party(ies) responsible for the subject matter on which the agreed-upon procedures are performed.

**Requirements**

**Conduct of an Agreed-Upon Procedures Engagement in Accordance with this ISRS**

14. The practitioner shall have an understanding of the entire text of this ISRS, including its application and other explanatory material, to understand its objectives and to apply its requirements properly.

**Complying with Relevant Requirements**

15. The practitioner shall comply with each requirement of this ISRS unless a particular requirement is not relevant to the agreed-upon procedures engagement, for example, if the circumstances addressed by the requirement do not exist in the engagement.

16. The practitioner shall not represent compliance with this ISRS unless the practitioner has complied with all requirements of this ISRS relevant to the agreed-upon procedures engagement.

**Relevant Ethical Requirements**

17. The practitioner shall fulfill the practitioner’s responsibilities in accordance with relevant ethical requirements. (Ref: Para. A12–A13G)

**Professional Judgment**

18. The practitioner shall exercise professional judgment in accepting, and conducting and reporting on an agreed-upon procedures engagement, taking into account the circumstances of the engagement. (Ref: Para. A14–A16)

**Engagement Level Quality Control**

19. The engagement partner shall take responsibility for:

   (a) The overall quality of the agreed-upon procedures engagement including, if applicable, work performed by a practitioner’s expert; and (Ref: Para. A17)

   (b) The engagement being performed in accordance with the firm’s quality control policies and procedures by:

      (i) Following appropriate procedures regarding the acceptance and continuance of client relationships and engagements; (Ref: Para. A18)

      (ii) Being satisfied that the engagement team, and any practitioner’s experts who are not part of the engagement team, collectively have the appropriate competence and capabilities to perform the agreed-upon procedures engagement;
(iii) Being alert for indications of non-compliance by members of the engagement team with relevant ethical requirements, and determining the appropriate actions if matters come to the engagement partner’s attention indicating that members of the engagement team have not complied with relevant ethical requirements; (Ref: Para. A19)

(iv) Directing, supervising and performing the engagement in compliance with professional standards and applicable legal and regulatory requirements; and

(v) Taking responsibility for appropriate engagement documentation being maintained.

Engagement Acceptance and Continuance

2120. Before accepting or continuing an agreed-upon procedures engagement, the practitioner shall determine the following conditions are present: procedures the practitioner is being asked to perform inappropriate for the purpose of the agreed-upon procedures engagement. (Ref: Para. A19A-A19D)

2121. Before accepting an agreed-upon procedures engagement, the practitioner shall determine that the following conditions are present: The practitioner shall accept or continue the agreed-upon procedures engagement only when: (Ref: Para. A19A–A19D-A20–A29)

(a) The engaging party acknowledges that the expected procedures to be performed by the practitioner are appropriate for the purpose of the engagement; and

(b) The practitioner expects to be able to obtain the information necessary to perform the agreed-upon procedures;

(c) The agreed-upon procedures and related findings can be described objectively, in terms that are clear, not misleading, and not subject to varying interpretations; (Ref: Para. A20-A25)

(d) The practitioner has no reason to believe that relevant ethical requirements will not be complied with; and

(e) If the practitioner is required to comply with independence requirements, the practitioner has no reason to believe that the independence requirements will not be complied with. (Ref: Para. A25A-A25B)

21A. If the work of a practitioner’s expert is to be used, the engagement partner shall be satisfied that the practitioner will be able to be involved in the work of a practitioner’s expert to an extent that is sufficient to take responsibility for the findings included in the agreed-upon procedures report. (Ref: Para. A19C-A19D)

21B. If the engagement partner obtains information that would have caused the firm to decline the engagement had that information been available earlier, the engagement partner shall communicate that information promptly to the firm, so that the firm and the engagement partner can take necessary action.
Agreeing the Terms of the Engagement

22. The practitioner shall agree the terms of the agreed-upon procedures engagement with the engaging party and record the agreed terms of engagement in an engagement letter or other suitable form of written agreement. These terms shall include the following: (Ref: Para. A29A-A29B)

(ae) Identification of the subject matter(s) on which the agreed-upon procedures will be performed;

(bc) The purpose of the engagement and the intended users and the intended users of the agreed-upon procedures report as identified by the engaging party;

(cd) Acknowledgement of the relevant ethical requirements with which the practitioner will comply in conducting the agreed-upon procedures engagement and whether the practitioner is required to be independent;

(de) A statement as to whether the practitioner is required to comply with independence requirements and, if so, the relevant independence requirements; (Ref: Para. A25A-A25B)

(ea) The nature of the agreed-upon procedures engagement, including statements that:

(i) An agreed-upon procedures engagement involves the practitioner performing the procedures agreed with the engaging party (and if relevant, other parties), and reporting the findings; (Ref: Para. A8B)

(iA) Findings are the factual results of the agreed-upon procedures performed and are capable of being objectively verified; and

(ii) A statement that an agreed-upon procedures engagement is not an assurance engagement and accordingly, the practitioner does not express an opinion or conclusion;

(fb) Acknowledgement by the engaging party (and if relevant, other parties) that the agreed-upon procedures are appropriate for the purpose of the engagement; (Ref: Para. A8B)

(gb) Identification of the addressee of the agreed-upon procedures report;

(hf) The nature, timing and extent of the procedures to be performed, described in terms that are clear, not misleading and not subject to varying interpretations; and (Ref: Para. A29C-A29D)

(ig) Reference to the expected form and content of the agreed-upon procedures report.

23. Where if the agreed-upon procedures are modified during the course of the engagement, the practitioner shall agree amended terms of engagement with the engaging party that reflect the modified procedures. (Ref: Para. A30)

24. The practitioner shall record the agreed terms of engagement in an engagement letter or other suitable form of written agreement. (Ref: Para. A31) [Moved to para. 22]

Recurring Engagements

25. On recurring agreed-upon procedures engagements, the practitioner shall evaluate whether circumstances, including changes in the engagement acceptance considerations, require the terms of the engagement to be revised and whether there is a need to remind the engaging party of the existing terms of engagement. (Ref: Para. A32)
Performing the Agreed-Upon Procedures

26. The practitioner shall perform the procedures as agreed upon in the terms of the engagement. (Ref: Para. A33)

27. The practitioner shall consider whether it is necessary to request written representations from the engaging party. (Ref: Para. A34)

Using the Work of a Practitioner’s Expert

28. If the practitioner uses the work of a practitioner’s expert, the practitioner shall: (Ref: Para. A3534A–A34B, A36A)
   (a) Evaluate the expert’s competence, capabilities and objectivity of the practitioner’s expert;
   (a1) Agree with the practitioner’s expert on the nature, scope and objectives of that expert’s work; (Ref: Para. A35A–A35B);
   (b) Determine whether the practitioner will be able to be involved in the work of the practitioner’s expert to an extent that is sufficient to take responsibility for the findings included in the agreed-upon procedures report; (Ref: Para. A36)
   (c) Determine whether the nature, timing and extent of the work performed by the practitioner’s expert is consistent with the work agreed with the expert; and
   (d) Determine whether the findings reported by the practitioner’s expert adequately describe the results of the work performed.

The Agreed-Upon Procedures Report

29. The agreed-upon procedures report shall be in writing. [Moved to the lead-in of para. 30]

30. The agreed-upon procedures report shall be in writing and shall include: (Ref: Para. A36B–A37–A39)
   (a) A title that clearly indicates that the report is an agreed-upon procedures report;
   (b) An addressee as set forth in the terms of the engagement;
   (c) Identification of the subject matters on which the agreed-upon procedures have been performed; (Ref: Para. A37)
   (ed) Identification of the purpose of the agreed-upon procedures report and a statement that the agreed-upon procedures report may not be suitable for another purpose; (Ref: Para. A437A–A37B)
   (he) A description of an agreed-upon procedures engagement stating that:
       (i) An agreed-upon procedures engagement involves the practitioner performing the procedures that have been agreed with to by the practitioner and the engaging party (and if relevant, other parties), and reporting the findings; (Ref: Para. A8B)
       (iA) Findings are the factual results of the agreed-upon procedures performed and can be objectively verified; and
(ii) The engaging party (and if relevant, other parties) has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement, and that the practitioner makes no representation regarding their appropriateness; and (Ref: Para. A8B)

(iii) The responsible party is responsible for the subject matter on which the agreed-upon procedures are performed; (Ref: Para. A38)

(df) A statement that the engagement was performed in accordance with ISRS 4400 (Revised);

(kg) A statement that the agreed-upon procedures engagement is not an does not constitute a reasonable or limited assurance engagement and accordingly, the practitioner does not express an opinion or conclusion;

(lh) A statement that, had the practitioner performed additional procedures, other matters might have come to the practitioner’s attention that would have been reported;

(i) A statement that the practitioner complies with the ethical requirements of the IESBA Code, or other professional requirements, or requirements imposed by law or regulation, that are at least as demanding;

(fj) With respect to independence:

(i) If the practitioner is not required to be independent and has not otherwise agreed in the terms of engagement to comply with independence requirements, a statement that there are no independence requirements with which the practitioner is required to comply; or

(ii) If the practitioner is required to be independent or has agreed in the terms of engagement to comply with independence requirements, a statement that the practitioner has complied with the relevant independence requirements. The statement shall identify the relevant independence requirements; or

(a) A statement that the practitioner is not required to be independent; or

(b) If a determination has been made that the practitioner is independent, a statement to that effect and the basis therefor;

(g) When it is known that the practitioner is not independent, a statement to that effect; (Ref: Para. A41–A42)

(ek) A statement that the firm of which the practitioner is a member applies ISQC 1, or other professional requirements, or requirements in law or regulation, that are at least as demanding as ISQC 1. If the practitioner is not a professional accountant, the statement shall identify the professional requirements, or requirements in law or regulation, applied that are at least as demanding as ISQC 1;
(ii) A description of the procedures performed detailing the nature and extent, and if applicable, the timing, of each procedure as agreed in the terms of the engagement; (Ref: Para. A40A-A40C)

(jm) The findings from each procedure performed, including details on exceptions found; (Ref: Para. A40A-A40B)

(n) The practitioner’s signature;

(o) The date of the agreed-upon procedures report; and

(p) The location in the jurisdiction where the practitioner practices.

31. If the practitioner refers to the work performed by a practitioner’s expert in the agreed-upon procedures report, the wording of the report shall not imply that the practitioner’s responsibility for performing the procedures and reporting the findings is reduced because of the involvement of an expert. (Ref: Para. A44-A44A)

31A. If the practitioner provides a summary of findings in addition to the description of findings as required by paragraph 30(m) in the agreed-upon procedures report, the agreed-upon procedures report shall include a statement indicating that reading the summary is not a substitute for reading the complete report.

32. The practitioner shall date the agreed-upon procedures report no earlier than on the date on which the practitioner has completed the agreed-upon procedures and determined the findings engagement in accordance with this ISRS.

Undertaking an Agreed-Upon Procedures Engagement Together with another Engagement

33. The agreed-upon procedures report shall be clearly distinguished from reports on other engagements. (Ref: Para. A45)

Documentation

34. The practitioner shall include in the engagement documentation: (Ref: Para. A46)

(a) The written terms of engagement and, if applicable, the agreement of the engaging party as to modifications to the procedures;

(b) The nature, timing and extent of the agreed-upon procedures performed; and

(c) The findings resulting from the agreed-upon procedures performed.

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Application and Other Explanatory Material

Scope of this ISRS (Ref: Para. 2)

A1. Reference to “subject matters” in this ISRS encompasses anything on which agreed-upon procedures are performed, including information, documents, measurements or compliance with laws and regulations, as relevant.

A2. Examples of financial and non-financial subject matters on which an agreed-upon procedures engagement may be performed include:

- **Financial subject matters information** relating to:
  - The entity’s financial statements or specific classes of transactions, account balances or disclosures within the financial statements.
  - Eligibility of expenditures claimed from a funding program.
  - Revenues for determining royalties, rent or franchise fees based on a percentage of revenues.
  - Capital adequacy ratios for regulatory authorities.

- **Non-financial subject matters relating to**:
  - Numbers of passengers reported to a civil aviation authority.
  - Observation of destruction of fake or defective goods reported to a regulatory authority.
  - Data generating processes for lottery draws reported to a regulatory authority.
  - Volume of greenhouse gas emissions reported to a regulatory authority.
  - Compliance with contract or regulation.

The above list is not exhaustive. Additional types of subject matters agreed-upon procedures engagements may arise as external reporting demands evolve.

Relationship with ISQC 1 (Ref: Para. 3)

A3. ISQC 1 deals with the firm’s responsibilities to establish and maintain its system of quality control for related services engagements, including agreed-upon procedures engagements. Those responsibilities are directed at establishing:

- The firm’s quality control system; and

- The firm’s related policies designed to achieve the objective of the quality control system and its procedures to implement and monitor compliance with those policies.

A4. Under ISQC 1, the firm has an obligation to establish and maintain a system of quality control to provide it with reasonable assurance that:

(a) The firm and its personnel comply with professional standards and applicable legal and regulatory requirements; and
(b) Reports issued by the firm or engagement partners are appropriate in the circumstances.\(^3\)

A5. A jurisdiction that has not adopted ISQC 1 in relation to agreed-upon procedures engagements may set out requirements for quality control in firms performing such engagements. The provisions of this ISRS regarding quality control at the engagement level are premised on the basis that quality control requirements adopted are at least as demanding as those of ISQC 1. This is achieved when those requirements impose obligations on the firm to achieve the aims of the requirements of ISQC 1, including an obligation to establish a system of quality control that includes policies and procedures that address each of the following elements:

- Leadership responsibilities for quality within the firm;
- Relevant ethical requirements;
- Acceptance and continuance of client relationships and specific engagements;
- Human resources;
- Engagement performance; and
- Monitoring.

A6. Within the context of the firm’s system of quality control, engagement teams have a responsibility to implement quality control procedures applicable to the engagement.

A7. Unless information provided by the firm or other parties suggests otherwise, the engagement team is entitled to rely on the firm’s system of quality control. For example, the engagement team may rely on the firm’s system of quality control in relation to:

- Competence of personnel through their recruitment and formal training.
- Maintenance of client relationships through acceptance and continuance systems.
- Adherence to legal and regulatory requirements through the monitoring process.

In considering deficiencies identified in the firm’s system of quality control that may affect the agreed-upon procedures engagement, the engagement partner may consider measures taken by the firm to rectify the situation that the engagement partner considers are sufficient in the context of that agreed-upon procedures engagement.

A8. A deficiency in the firm’s system of quality control does not necessarily indicate that an agreed-upon procedures engagement was not performed in accordance with professional standards and applicable legal and regulatory requirements, or that the agreed-upon procedures report was not appropriate.

\(^3\) ISQC 1, paragraph 11
Definitions

Engaging Party and Other Intended Users (Ref: Para. 13(a), 13(b), 13(d), 13(g), 22(e)(i), 22(f), 30(e)(i), 30(e)(ii))

A8B. In some circumstances, the procedures may be agreed with intended users in addition to the engaging party. Intended users other than the engaging party may also acknowledge the appropriateness of the procedures.

A9. The engaging party may be, under different circumstances, the responsible party, a regulator or other intended user. References to the engaging party in this ISRS include multiple engaging parties when relevant.

Findings (Ref: Para. 13(f))

A10. Factual results Findings are capable of being objectively described and objectively verified, which means that different practitioners performing the same procedures are expected to arrive at equivalent the same results. Findings exclude the expression of an opinion or a conclusion as well as any recommendations that the practitioner may make.

A11. Practitioners may use the term “factual findings” in place of “findings,” for example, in cases when the practitioner is concerned that the term “findings” may be misunderstood. In some jurisdictions, the term “findings” may be replaced with “factual findings”.

Relevant Ethical Requirements (Ref: Para. 17)

Objectivity and Independence

A12. A practitioner performing an agreed-upon procedures engagement is required to comply fulfill the practitioner’s responsibilities in accordance with relevant ethical requirements. Relevant ethical requirements ordinarily comprise the IESBA Code, together with national requirements that are more restrictive. The IESBA Code requires practitioners to comply with fundamental principles including objectivity, which requires practitioners not to compromise their professional or business judgment because of bias, conflict of interest or the undue influence of others. Accordingly, relevant ethical requirements to which the practitioner is subject would, at a minimum, require the practitioner to be objective when performing an agreed-upon procedures engagement.

A13. The IESBA Code does not contain independence requirements for agreed-upon procedures engagements. Accordingly, there is no requirement for the practitioner to determine independence. However, national ethical codes, laws or regulations, the firm’s policies and other professional requirements, or conditions of a contract, program, scheme or arrangement relating to the subject matter for the agreed-upon procedures, or the terms of engagement may specify requirements pertaining to independence.

Non-Compliance with Laws and Regulations

A13C. Law, regulation or relevant ethical requirements may:

(a) Require the practitioner to report identified or suspected non-compliance with laws and regulations to an appropriate authority outside the entity.
(b) Establish responsibilities under which reporting to an appropriate authority outside the entity may be appropriate in the circumstances.⁴

A13D. Reporting identified or suspected non-compliance with laws and regulations to an appropriate authority outside the entity may be required or appropriate in the circumstances because:

(a) Law, regulation or relevant ethical requirements require the practitioner to report;

(b) The practitioner has determined reporting is an appropriate action to respond to identified or suspected non-compliance in accordance with relevant ethical requirements; or

(c) Law, regulation or relevant ethical requirements provide the practitioner with the right to do so.

A13E. The practitioner is not expected to have a level of understanding of laws and regulations beyond that necessary to be able to perform the agreed-upon procedures engagement. However, law, regulation or relevant ethical requirements may expect the practitioner to apply knowledge, professional judgment and expertise in responding to identified or suspected non-compliance. Whether an act constitutes actual non-compliance is ultimately a matter to be determined by a court or other appropriate adjudicative body.

A13F. In some circumstances, the reporting of identified or suspected non-compliance with laws and regulations to an appropriate authority outside the entity may be precluded by the practitioner’s duty of confidentiality under law, regulation or relevant ethical requirements. In other cases, reporting identified or suspected non-compliance to an appropriate authority outside the entity would not be considered a breach of the duty of confidentiality under the relevant ethical requirements.⁵

A13G. The practitioner may consider consulting internally (e.g., within the firm or network firm), obtaining legal advice to understand the professional or legal implications of taking any particular course of action, or consulting on a confidential basis with a regulator or a professional body (unless doing so is prohibited by law or regulations or would breach the duty of confidentiality).⁶

Professional Judgment (Ref: Para. 18)

A14. Professional judgment is applied in the acceptance and proper conduct of an agreed-upon procedures engagement. Professional judgment is necessary to interpret and apply relevant ethical requirements and this ISRS, and in making informed decisions about courses of actions throughout the agreed-upon procedures engagement. Professional judgment is exercised in applying the requirements of this ISRS and ethical requirements, and in making informed decisions about courses of action throughout the agreed-upon procedures engagement, as appropriate.

A15. In accepting, conducting and reporting on an agreed-upon procedures engagement, professional judgment may be exercised, for example, in applied in an agreed-upon procedures engagement as follows:

Accepting the engagement

- Discussing and agreeing with the engaging party (and if relevant, other parties) the nature, timing and extent of the procedures to be performed (taking into account the purpose of the

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⁴ See, for example, paragraphs R360.36 to 360.36A3 of the IESBA Code.
⁵ See, for example, paragraphs R114.1, 114.1A1 and R360.37 of the IESBA Code.
⁶ See, for example, paragraph 360.39 A1 of the IESBA Code.
engagement) with the engaging party, and in some cases, the intended users or the responsible party (if these parties are not the engaging party) or the practitioner’s expert.

- Determining whether any of the terminology used to describe the procedures or findings is unclear, misleading, or subject to varying interpretations. Engagement acceptance and continuance conditions have been met.
- Determining the resources necessary to carry out the procedures as agreed in the terms of the engagement, including the need to involve a practitioner’s expert.
- Determining appropriate actions if the practitioner becomes aware of facts or circumstances suggesting that the procedures to which the practitioner is being asked to agree are inappropriate for the purpose of the agreed-upon procedures engagement.

Conducting the engagement

- Determining appropriate actions or responses if, when performing the agreed-upon procedures, the practitioner becomes aware of:
  - Matters that may indicate fraud or an instance of non-compliance or suspected non-compliance with laws or regulations.
  - Other matters that cast doubt on the integrity of the information relevant to the agreed-upon procedures engagement, or that indicate that the information may be misleading.
  - Procedures that cannot be performed as agreed.

Reporting on the engagement,

- Describing the findings in an objective manner and in sufficient detail, including when exceptions are found.

A16. In conducting the engagement, the need for the practitioner to exercise professional judgment when performing agreed-upon procedures is limited for reasons including:

- Unlike in an assurance engagement, the procedures performed in an agreed-upon procedures engagement are not designed by the practitioner to obtain reasonable or limited assurance evidence that provides a basis for an opinion or conclusion. Rather, an agreed-upon procedures engagement involves the performance of the specific procedures that have been agreed upon with the engaging party, where the engaging party has acknowledged that the procedures performed are appropriate for the purpose of the engagement. The more a procedure requires professional judgment, the more the practitioner may need to consider whether the condition that the agreed-upon procedures and findings can be described objectively, in terms that are clear, not misleading, and not subject to varying interpretations is present.
- The agreed-upon procedures and the findings that result from performing those procedures are capable of being described objectively, in terms that are clear, not misleading, and not subject to varying interpretations.
- The findings are capable of being objectively verified, which means that different practitioners performing the same procedures are expected to arrive at equivalent results.
Engagement Level Quality Control (Ref: Para. 19)

A17. The actions of the engagement partner and appropriate messages to the other members of the engagement team, in taking responsibility for the overall quality on each engagement, emphasize the importance to achieving the quality of the engagement of:

(a) Performing work that complies with professional standards and regulatory and legal requirements;

(b) Complying with the firm’s quality control policies and procedures as applicable; and

(c) Issuing the practitioner’s report for the engagement in accordance with this ISRS.

A18. ISQC 1 requires the firm to obtain such information as it considers necessary in the circumstances before accepting an engagement with a new client, when deciding whether to continue an existing engagement, and when considering acceptance of a new engagement with an existing client. Information that assists the engagement partner in determining whether acceptance or continuance of client relationships and agreed-upon procedures engagements is appropriate may include information concerning the integrity of the principal owners, key management and those charged with governance. If the engagement partner has cause to doubt management’s integrity to a degree that is likely to affect proper performance of the engagement, it may not be appropriate to accept the engagement.

A19. ISQC 1 sets out the responsibilities of the firm for establishing policies and procedures designed to provide it with reasonable assurance that the firm and its personnel comply with relevant ethical requirements. This ISRS sets out the engagement partner’s responsibilities with respect to the engagement team’s compliance with relevant ethical requirements.

Engagement Acceptance and Continuance (Ref: Para. 20–21B)

A19A. In obtaining an understanding of the purpose of the agreed-upon procedures engagement, the practitioner may become aware of indications that the procedures the practitioner is asked to perform are inappropriate for the purpose of the agreed-upon procedures engagement. For example, the practitioner may be aware of facts or circumstances that indicate:

- The procedures are selected in a manner intended to bias the intended users’ decision-making.
- The subject matter on which the agreed-upon procedures are performed is unreliable.
- An assurance engagement or advisory service may better serve the needs of the engaging party or other intended users.

A19B. Other actions that may satisfy the practitioner that the conditions in paragraphs 20 and 21 are met include:

- Comparing the procedures to be performed with written requirements set out, for example, in law or regulation, or in a contractual agreement (sometimes referred to as the “Terms of Reference”), where appropriate.
- Requesting the engaging party to:
  - Distribute a copy of the anticipated procedures and the form and content of the agreed-upon procedures report as set out in the terms of engagement to the intended user(s).
Obtain acknowledgement from the intended user(s) of the procedures to be performed.

Discuss the procedures to be performed with appropriate representatives of the intended user(s).

Reading correspondence between the engaging party and other intended user(s) if the engaging party is not the only intended user. [Moved from A26]

A19C. If the conditions in paragraphs 20-21A are not met, it is unlikely that an agreed-upon procedures engagement is able to meet the needs of the engaging party or other intended users. In such circumstances, the practitioner may suggest other services, such as an assurance engagement, that may be more appropriate. [Moved from A27]

A28. Facts or circumstances suggesting that the procedures may be inappropriate for the purpose of the agreed upon procedures engagement may include, for example, procedures on subject matters that are unreliable or procedures that deal with existence of inventory when the purpose of the engagement is concerned with the completeness of inventory.

A19D. All the conditions in paragraphs 20 to 21A and 21 also apply to procedures that have been added or modified during the course of the engagement. [Moved from A29]

Descriptions of Agreed-Upon Procedures and Findings (Ref: Para. 21(c))

A20. The procedures to be performed during the agreed-upon procedures engagement may be prescribed by law or regulation. In some cases, law or regulation may also prescribe the way the procedures or findings are to be described in the agreed-upon procedures report. As set out in paragraph 210(c), a condition of accepting an agreed-upon procedures engagement is that the practitioner has determined that the agreed-upon procedures and findings can be described objectively, in terms that are clear, not misleading, and not subject to varying interpretations.

A21. [Moved to A29D]

A22. The practitioner is required to determine that the agreed-upon procedures can be that are described objectively, in terms that are clear, not misleading, and not subject to varying interpretations. This means that the agreed-upon procedures to be performed are expected to be they are described at a level of specificity sufficient for an intended user to understand the nature and extent and if applicable, the timing, of the procedures performed. It is important to recognize that any term could potentially be used in an unclear or misleading manner, depending on context or the absence thereof. Assuming that the terms are appropriate in the context in which they are used, examples of descriptions of actions that may be acceptable include:

- Confirm;
- Compare;
- Agree;
- Trace;
- Inspect;
- Inquire;
• Recalculate;
• Observe.

A23. Terms that may be unclear, misleading, or subject to varying interpretations depending on the context in which they are used, may include, for example:

• Terms that are associated with assurance under the IAASB’s Standards such as “present fairly” or “true and fair,” “audit,” “review,” “assurance,” “opinion,” or “conclusion.”
• Terms that imply expression of an assurance opinion or conclusion such as “we certify,” “we verify,” “we have ascertained” or “we have ensured” with regard to the findings.
• Unclear or vague phrases such as “we obtained all the explanations and performed such procedures as we considered necessary.”
• Terms that are subject to varying interpretations such as “material” or “significant.”
• Imprecise descriptions of procedures such as “discuss,” “evaluate,” “test,” “analyze” or “examine” without specifying the nature and extent, and if applicable, the timing, of the procedures to be performed without specifying with whom the discussion is held or the specific questions asked. For example, using the word “discuss” may be imprecise without specifying with whom the discussion is held or the specific questions asked.
• Terms that suggest that the findings do not reflect factual results such as “in our view,” “from our perspective” or “we take the position that.”

A24. For example, a procedure such as “review cost allocations to determine if they are reasonable” is unlikely to meet the condition for terms to be clear, not misleading, or not subject to varying interpretations because:

• The term “review” may be misinterpreted by some users to mean that the cost allocation was the subject of a limited assurance engagement even though no such assurance is intended by the procedure.
• The term “reasonable” is subject to varying interpretations as to what constitutes “reasonable.”

A25. In circumstances cases where when law or regulation specifies a procedure or describes a procedure using terms that are unclear, misleading, or subject to varying interpretations, the practitioner may satisfy the condition in paragraph 2021(c)(b) by, for example, requesting obtaining the agreement of the engaging party to:

• Modify the procedure or the description of the procedure so that it is no longer unclear, misleading, or subject to varying interpretations.
• If a term that is unclear, misleading or subject to varying interpretations cannot be amended, for example because of law or regulation, include a definition of the term in the agreed-upon procedures report.

**Compliance with Independence Requirements (Ref: Para. 21(e), 22(d))**

A25A. Paragraph 21(e) applies when the practitioner is required to comply with independence requirements for reasons such as those set out in paragraph A13. Paragraph 21(e) also applies when the
practitioner agrees with the engaging party, in the terms of engagement, to comply with independence requirements. For example, the practitioner may have initially determined that the practitioner is not required by relevant ethical requirements, law or regulation, or other reasons to comply with independence requirements. However, when considering engagement acceptance and continuance or agreeing the terms of engagement, the practitioner’s knowledge of:

- The purpose of the agreed-upon procedures engagement;
- The identity of the engaging party, other intended users and responsible party (if different from the engaging party);
- The nature, timing and extent of the procedures to be performed; or
- Other engagements that the practitioner is performing or has performed for the engaging party, other intended users or the responsible party (if different from the engaging party),

may indicate that a discussion with the engaging party pertaining to the practitioner’s compliance with certain identified independence requirements is appropriate.

A25B. The practitioner may be the auditor of the financial statements of the engaging party (or responsible party if different from the engaging party). In such a circumstance, if the practitioner is also engaged to conduct an agreed-upon procedures engagement, intended users of the agreed-upon procedures report may assume that the practitioner is independent for the purpose of the agreed-upon procedures engagement. Therefore, the practitioner may decide that it is appropriate to discuss with the engaging party whether the practitioner’s compliance with the independence requirements applicable to audits of financial statements is appropriate for the purpose of conducting and reporting on the agreed-upon procedures engagement. Based on the discussion with the engaging party, the practitioner may agree to include, in the terms of engagement, compliance with the independence requirements applicable to audits of financial statements for the purpose of the agreed-upon procedures engagement.

A26. [Moved to A19B]

A27. [Moved to A19C]

A28. Facts or circumstances suggesting that the procedures may be inappropriate for the purpose of the agreed-upon procedures engagement may include, for example, procedures on subject matters that are unreliable or procedures that deal with existence of inventory when the purpose of the engagement is concerned with the completeness of inventory.

A29. [Moved to A19D]

Agreeing the Terms of the Engagement (Ref: Para. 22-2323–25)

A29A. When relevant, additional matters may be included in the engagement letter, for example:

- Arrangements concerning the involvement of a practitioner’s expert in some aspects of the agreed-upon procedures engagement.
- Any restrictions on the use or distribution of the agreed-upon procedures report.
- Identification of the responsible party (if different from the engaging party)
A29B. An illustrative engagement letter for an agreed-upon procedures engagement is set out in Appendix 1. [Moved from A31]

A29C. Quantitative thresholds for determining exceptions may be agreed with the engaging party. If so, these quantitative thresholds are an integral part of the descriptions of the agreed-upon procedures.

A29D. In some circumstances, law or regulation may prescribe only the nature of the procedures to be performed. In such circumstances, in accordance with paragraph 22(hf), the practitioner agrees the timing and extent of procedures to be performed with the engaging party so that the engaging party has a basis to acknowledge that the procedures to be performed are appropriate for the purpose of the engagement. [Moved from A21]

A30. In some circumstances, agreeing the terms of engagement and performing the agreed-upon procedures takes place in a linear and discrete manner. In other circumstances, agreeing the terms of engagement and performing the agreed-upon procedures is an iterative process, with changes to the agreed-upon procedures being agreed as the engagement progresses in response to new information coming to light. If procedures that have been previously agreed upon need to be modified, paragraph 23 requires the practitioner to agree the amended terms of engagement with the engaging party. The amended terms of engagement may, for example, take the form of an updated engagement letter, an addendum to an existing engagement letter, or other form of written acknowledgement.

A31. [Moved to A29B]

Recurring Engagements (Ref: Para. 25)

A32. The practitioner may decide not to send a new engagement letter or other written agreement for a recurring engagement. However, the following factors may indicate that it is appropriate to revise the terms of the engagement, or to remind the engaging party of the existing terms of the engagement:

- Any indication that the engaging party misunderstands the purpose and of the agreed-upon procedures engagement or the nature, timing or extent of the agreed-upon procedures and scope of the engagement.

- Any revised or special terms of the engagement, including any changes in the previously agreed-upon procedures.

- A change in legal, regulatory or contractual requirements affecting the engagement.

- A change in management or those charged with governance of the engaging party.

Performing the Agreed-Upon Procedures (Ref: Para. 26–27)

A33. In some circumstances, the procedures agreed upon may need to be modified over the course of the engagement. In such circumstances, paragraph 23 requires the practitioner to agree amended terms of engagement with the engaging party to reflect the modified procedures.

A34. The practitioner may, for example, request representations that the engaging party has provided the practitioner with access to all records relevant to the agreed-upon procedures engagement or that the engaging party has disclosed to the practitioner its knowledge of identified or suspected fraud or
non-compliance with laws and regulations. The practitioner may decide to request written representations in some circumstances, for example:

- If the agreed-upon procedures involve inquiries, the practitioner may request written representations on the responses that have been provided verbally.
- If the engaging party is not the responsible party, the practitioner may agree with the engaging party to include, as an agreed-upon procedure, requests for written representations from the responsible party.

Using the Work of a Practitioner’s Expert (Ref: Para. 28)

A34A. Using the work of a practitioner’s expert may involve the use of an expert to assist the practitioner in:

- Discussing with the engaging party the agreed-upon procedures to be performed. For example, a lawyer may provide suggestions to the practitioner on the design of a procedure to address legal aspects of a contract; or
- Performing one or more of the agreed-upon procedure(s). For example, a chemist may perform one of the agreed-upon procedures such as determining the toxin levels in a sample of grains. [Examples were previously included in para. A35]

A34B. A practitioner’s expert may be an external expert engaged by the practitioner or an internal expert who is part of the firm and therefore subject to the firm’s system of quality control. The practitioner is entitled to rely on the firm’s system of quality control, unless information provided by the firm or other parties suggests otherwise. The extent of that reliance will vary with the circumstances and may affect the nature, timing and extent of the practitioner’s procedures with respect to matters such as:

- Competence and capabilities, through recruitment and training programs.
- The practitioner’s evaluation of the objectivity of the practitioner’s expert.
- Agreement with the practitioner’s expert.

Such reliance does not reduce the practitioner’s responsibility to meet the requirements of this ISRS.

A35. [Moved to para. A34A]

A35A. If the practitioner’s expert is performing one or more of the agreed-upon procedure(s), the agreement of the nature, scope and objectives of that expert’s work as required by paragraph 28(a1) includes the nature, timing and extent of the procedure(s) to be performed by the practitioner’s expert. In addition to the matters required by paragraph 28(a1), it may be appropriate for the practitioner’s agreement with the practitioner’s expert to include matters such as the following:

(a) The respective roles and responsibilities of the practitioner and that expert;
(b) The nature, timing and extent of communication between the practitioner and that expert, including the form of any report to be provided by that expert; and
(c) The need for the practitioner’s expert to observe confidentiality requirements.
A35B. The matters noted in paragraph A34B may affect the level of detail and formality of the agreement between the practitioner and the practitioner’s expert, including whether it is appropriate that the agreement be in writing. The agreement between the practitioner and the practitioner’s external expert is often in the form of an engagement letter.

A36. As set out in paragraph 19(a), the engagement partner is required to take responsibility for the overall quality of the agreed-upon procedures engagement, including, if applicable, work performed by a practitioner’s expert. If the practitioner is unable to meet the requirement in paragraph 28(b), it may be appropriate for the practitioner to agree with the engaging party to limit the scope of the agreed-upon procedures engagement to procedures for which the practitioner can appropriately take responsibility. The engaging party may separately engage an expert to perform the other procedures.

A36A. When the work of a practitioner’s expert is to be used, it may be appropriate to perform some of the procedures required by paragraph 28 at the engagement acceptance or continuance stage.

The Agreed-Upon Procedures Report (Ref: Para. 30–34)324)

A36B. Appendix 2 contains illustrations of agreed-upon procedures reports. [Moved from para. A39]

Subject Matter on which the Agreed-Upon Procedures are Performed (Ref: Para. 30(c))

A37. If applicable, to avoid misunderstanding, the practitioner may wish to clarify that the agreed-upon procedures report does not extend to information beyond subject matters on which the agreed-upon procedures are performed to avoid misunderstanding. For example, if the practitioner was engaged to perform agreed-upon procedures on an entity’s accounts receivable and inventory, the practitioner may wish to include a statement that the agreed-upon procedures report relates only to these accounts and does not extend to the entity’s financial statements taken as a whole.

Purpose of the Agreed-Upon Procedures Report (Ref: Para. 30(d))

A37A. In addition to the statement required by paragraph 30(dm), the practitioner may consider it appropriate to indicate that the agreed-upon procedures report is intended solely for the engaging party and other intended users. In some jurisdictions, it may be possible to restrict the use of the agreed-upon procedures report but not its distribution. In other jurisdictions, it may be possible to restrict the distribution of the agreed-upon procedures report but not its use. Depending on the law or regulation of the particular jurisdiction, the restriction of the agreed-upon procedures report may be achieved by restricting the distribution or use of the agreed-upon procedures report. [Moved from A43]

A37B. Factors that the practitioner may consider in deciding whether to restrict the agreed-upon procedures report (if permitted to do so) include, for example whether:

- There is an elevated risk of users other than the intended users misunderstanding the purpose of the agreed-upon procedures engagement or misinterpreting the findings.
- The agreed-upon procedures are designed solely for the use of internal users such as management and those charged with governance of the engaging party.
- The agreed-upon procedures or findings involve confidential information.
Responsible Party (Ref: Para. 30(e)(iii))

A38. If the responsible party is not the engaging party, the practitioner may consider obtaining the responsible party’s agreement in order to include the name of the responsible party in the agreed-upon procedures report.

A39. [Moved to para. A36B]

Agreed-Upon Procedures and Findings (Ref: Para. 30(l)-30(m))

A40. In some circumstances, the practitioner may have determined that the practitioner is independent even though the relevant ethical requirements do not require such a determination. For example, the practitioner may have made the independence determination in connection with performing an audit engagement for the entity.

A40A. If the practitioner is unable to describe the agreed-upon procedures or findings without including confidential or sensitive information, the practitioner may consider:

• Consulting internally (for example, within the firm or network firm);
• Consulting externally (for example, with the relevant professional body or another practitioner);
or
• Obtaining legal advice,

to understand the professional or legal implications of taking any particular course of action.

A40B. There may be circumstances when the fact that previously agreed-upon procedures have not been performed or have been modified is important to the intended users’ consideration of the agreed-upon procedures and findings. For example, this may be the case when the procedures are set out in law or regulation. In such circumstances, the practitioner may identify the procedures agreed in the original terms of the engagement which could not be performed or were modified, and why that has arisen.

A40C. The practitioner may wish to refer to the date when the agreed-upon procedures are agreed in the terms of engagement.

A41. In other circumstances, the practitioner may have determined that the practitioner is not independent even though the relevant ethical requirements do not require such a determination. For example, the practitioner may have determined that the practitioner is not independent when previously considering whether to accept an assurance engagement for the entity.

A42. If a statement is made that the practitioner is not independent, the practitioner may wish to include an explanation as to why the practitioner is not independent.

A43. [Moved to A37A]

Reference to Practitioner’s Expert (Ref: Para. 31)

A44. In some cases circumstances, law or regulation may require a reference, in the agreed-upon procedures report, to a practitioner’s expert who performed any of the agreed-upon procedures. For example, such a reference may be required for the purposes of transparency in the public sector. As set out The practitioner may also consider it appropriate in paragraph 19(a), the engagement partner
takes other circumstances, for example, when referring to the practitioner’s expert when describing the agreed-upon procedures. Nonetheless, the practitioner has sole responsibility for the overall quality of findings included in the agreed-upon procedures engagement, including, if applicable, work performed by the practitioner’s expert. The practitioner’s report, and that responsibility is not reduced by the use of the practitioner’s expert. It is important therefore that if the agreed-upon procedures report refers to the practitioner’s expert, the report does not imply that the practitioner’s responsibility is reduced because of the reference to the practitioner’s expert in the agreed-upon procedures report.

Undertaking an Agreed-Upon Procedures Engagement Together with another Engagement (Ref: Para. 33)

A45. A practitioner may be requested to perform other engagements together with the agreed-upon procedures engagement, such as providing recommendations arising from the agreed-upon procedures engagement. Such requests may take the form of one request for the practitioner to perform agreed-upon procedures and make recommendations, and the terms of the various engagements may be set out in a single engagement letter. To avoid misunderstanding, paragraph 33 requires that the agreed-upon procedures report be clearly distinguished from the reports of other engagements. For example, the recommendations may be:

- Provided in a separate document from the agreed-upon procedures report; or
- Included in a document that contains both the agreed-upon procedures report and recommendations but the recommendations are clearly differentiated from the agreed-upon procedures report, for example, by including the agreed-upon procedures report and the recommendations in separate sections of the document.

Documentation (Ref: Para. 34)

A46. Documentation of the nature, timing and extent of the agreed-upon procedures performed may include a record of, for example:

- The identifying characteristics of the subject matters on which the agreed-upon procedures are performed. Identifying characteristics will vary depending on the nature of the agreed-upon procedure and the subject matters on which the agreed-upon procedure is performed. For example:
  - For a procedure on purchase orders, the practitioner may identify the documents selected by their dates and unique purchase order numbers.
  - For a procedure requiring selection of all items over a specific amount from a given population, the practitioner may record the scope of the procedure and identify the population (for example, all journal entries over a specified amount from the journal register for a specific period, all timesheets for hours recorded over a certain number for specified months or every tenth item on a specific list).
  - For a procedure requiring inquiries of specific personnel, the practitioner may record the dates of the inquiries, the names and job designations of the personnel and the specific inquiries made.
For an observation procedure, the practitioner may record the process or matter being observed, the relevant individuals, their respective responsibilities, and where and when the observation was carried out.

- Who performed the agreed-upon procedures and the date such procedures were performed.
- If applicable, who reviewed the agreed-upon procedures performed, and the date and extent of such review.
Illustrative Engagement Letter for an Agreed-Upon Procedures Engagement

The following is an example of an engagement letter for an agreed-upon procedures engagement that illustrates the relevant requirements and guidance contained in this ISRS. This letter is not authoritative and is intended only to be a guide that may be used in conjunction with the considerations outlined in this ISRS. It will need to be adapted according to the requirements and circumstances of individual agreed-upon procedures engagements. It is drafted to refer to an agreed-upon procedures engagement for a single reporting period and would require adaptation if intended or expected to apply to a recurring engagement as described in this ISRS. It may be appropriate to seek legal advice that any proposed letter is suitable.

To [Engaging Party]

You have requested that we perform an agreed-upon procedures engagement on the procurement of products. This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services that we will provide. Our engagement will be conducted in accordance with the International Standard on Related Services (ISRS) 4400 (Revised), Agreed-Upon Procedures Engagements. In performing the agreed-upon procedures engagement, we will comply with the International Ethics Standards Board for Accountants’ International Code of Ethics for Professional Accountants (including International Independence Standards), [relevant ethical requirements], which does not require us to be independent.

An agreed-upon procedures engagement performed under ISRS 4400 (Revised) involves our performing the procedures agreed with you, [and if relevant, other parties], and communicating the findings in the agreed-upon procedures report based on. Findings are factual results of the agreed-upon procedures performed, and can be objectively verified. You [and if relevant, other parties] acknowledge that the procedures are appropriate for the purpose of the engagement. We make no representation regarding the appropriateness of the procedures. The procedures we perform do not constitute a reasonable or limited assurance engagement. Accordingly, we do not express any opinion or conclusion on the procurement of products.

The procedures that we will perform are solely for the purpose of assisting you in determining whether your procurement of [xyz] products is compliant with your procurement policies. Accordingly, our report will be addressed to you and our report may not be suitable for another purpose.

We have agreed to perform the following procedures and report to you the findings resulting from our work:

- Obtain from management of [Engaging Party] a listing of all contracts signed between [January 1, 20X8] and [December 31, 20X8] for [xyz] products (“listing”) and identify contracts valued at over $25,000.

- For each identified contract valued at over $25,000 on the listing, compare the contract to records of bidding and determine whether the contract was subject to bidding by at least 3 contractors from [Engaging Party]’s “Pre-qualified Contractors List.”

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7 In this case, the engaging party is also the intended user.
• For each contract valued at over $25,000 in the listing, compare the amount payable per the signed contract to the amount ultimately paid by [Engaging Party] to the supplier and determine whether the amount ultimately paid is the same as the agreed amount in the contract.

The procedures are to be performed between [Date] and [Date].

Our Agreed-Upon Procedures Report

As part of our engagement, we will issue our report, which will describe the agreed-upon procedures and the findings of the procedures performed [Insert appropriate reference to the expected form and content of the agreed-upon procedures report].

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement, including the specific procedures which we have agreed will be performed and that they are appropriate for the purpose of the engagement.

[Insert other information, such as fee arrangements, billings and other specific terms, as appropriate.]

[Firm’s name]

Acknowledged and agreed on behalf of [Engaging party’s name] by:

[Signature]

[Name and Title]

[Date]
Illustrations of Agreed-Upon Procedures Reports

Illustration 1

For purposes of this illustrative agreed-upon procedures report, the following circumstances are assumed:

- The engaging party is the addressee and the only intended user. The engaging party is not the responsible party. For example, the regulator is the engaging party and intended user, and the entity overseen by the regulator is the responsible party.
- No exceptions were found.
- The practitioner did not engage a practitioner’s expert in an individual or organization that is not part of the engagement team to perform any of the agreed-upon procedures.
- There is no restriction on the use or distribution of the report.
- The practitioner is not required to comply with any independence requirements. The practitioner is required to be independent in accordance with the terms of the engagement.
- Quantitative threshold of $100 for reporting exceptions in Procedure 3 have been agreed with the engaging party.

AGREED-UPON PROCEDURES REPORT ON PROCUREMENT OF [XYZ] PRODUCTS

To [Addressee]

Purpose of this Agreed-Upon Procedures Report

Our report is solely for the purpose of assisting [Engaging Party] in determining whether its procurement of [xyz] products is compliant with its procurement policies and may not be suitable for another purpose.

Responsibilities of the Engaging Party [and if relevant, Other Parties] and the Responsible Party

[Engaging Party] [and if relevant, Other Parties] has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

[Responsible Party] is responsible for the subject matter on which the agreed-upon procedures are performed.

Practitioner’s 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 our performing the procedures that have been agreed upon with [Engaging Party] [and if relevant, other parties], and reporting the findings based on, which are the factual results of the agreed-upon procedures performed and can be objectively verified. We make no representation regarding the appropriateness of the agreed-upon procedures described below.
This agreed-upon procedures engagement is not an does not constitute a reasonable or limited assurance engagement. Accordingly, we do not express any opinion or conclusion on the procurement of [xyz] products by [Engaging Party].

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

Professional Ethics and Quality Control

We have complied with the ethical requirements in [relevant ethical requirements]. In conducting this engagement, there are no independence requirements with which we are required to comply. The terms of our engagement require us to be independent, and we are independent based on our determination in accordance with the independence provisions in [describe the relevant ethical requirements used].

Our firm applies International Standard on Quality Control (ISQC) 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.

Procedures and Findings

We have performed the procedures described below, which were agreed upon with [Engaging Party], on the procurement of [xyz] products.

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Findings</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Obtain from management of [Engaging Party] a listing of all contracts signed between [January 1, 20X8] and [December 31, 20X8] for [xyz] products (&quot;listing&quot;) and identify contracts valued at over $25,000.</td>
</tr>
<tr>
<td>2</td>
<td>For each identified contract valued at over $25,000 on the listing, compare the contract to records of bidding and determine whether the contract was subject to bidding by at least 3 contractors from [Engaging Party]'s &quot;Pre-qualified Contractors List.&quot;</td>
</tr>
<tr>
<td>Agenda Item 4-D</td>
<td>Page 31 of 34</td>
</tr>
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<td>----------------</td>
<td>---------------</td>
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<tr>
<td>3</td>
<td>For each contract valued at over $25,000 in the listing, compare the amount payable per the signed contract to the amount ultimately paid by [Engaging Party] to the supplier and determine whether the amount ultimately paid is within $100 of the same as the agreed amount in the contract.</td>
</tr>
<tr>
<td></td>
<td>We obtained the signed contracts for the 37 contracts valued at over $25,000 on the listing and compared the amounts payable in the contracts to the amounts ultimately paid by [Engaging Party] to the supplier.</td>
</tr>
<tr>
<td></td>
<td>We found that the amounts ultimately paid were within $100 of the same as the agreed amounts in the 37 contracts with no exceptions noted.</td>
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<td>[Practitioner’s signature]</td>
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<td></td>
<td>[Date of practitioner’s report]</td>
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<tr>
<td></td>
<td>[Practitioner’s address]</td>
</tr>
</tbody>
</table>
Illustration 2
For purposes of this illustrative agreed-upon procedures report, the following circumstances are assumed:

- The engaging party is the responsible party. The intended user, who is different from the engaging party, is an addressee in addition to the engaging party and the intended user. For example, the regulator is the intended user and the entity overseen by the regulator is the engaging party and responsible party.
- Exceptions were found.
- The practitioner engaged a practitioner’s expert to perform an agreed-upon procedure and a reference to that expert is included in the agreed-upon procedures report.
- There is a restriction on the use and distribution of the report.
- The practitioner is the auditor of the financial statements of the engaging party (who is the responsible party). The practitioner has discussed with the engaging party that the practitioner’s compliance with the independence requirements applicable to audits of financial statements is appropriate for the purpose of conducting and reporting on the agreed-upon procedures engagement. The practitioner has agreed to include, in the terms of engagement, compliance with the independence requirements applicable to audits of financial statements for the purpose of the agreed-upon procedures engagement. The relevant ethical requirements do not require the practitioner to be independent, and the practitioner has not made a determination regarding independence.
- The practitioner included a reference to the date when the agreed-upon procedures are agreed in the terms of the engagement.

AGREED-UPON PROCEDURES REPORT ON PROCUREMENT OF [XYZ] PRODUCTS
To [Addressees]

Purpose of this Agreed-Upon Procedures report and Restriction on Use and Distribution
Our report is solely for the purpose of assisting [Intended User][Engaging Party] in determining whether the [Engaging Party]’s procurement of [xyz] products is compliant with [Intended User]’s procurement policies and may not be suitable for another purpose. This report is intended solely for [Engaging Party] and [Intended Users], and should not be used by, or distributed to, any other parties.

Responsibilities of the Engaging Party [and if relevant, Other Parties]
[Engaging Party] [and if relevant, Other Parties] has acknowledged that the agreed-upon procedures are appropriate for the purpose of the engagement.

[Engaging Party (also the Responsible Party)] is responsible for the subject matter on which the agreed-upon procedures are performed.

Practitioner’s 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 our performing the procedures that have been agreed upon with [Engaging Party] [and if relevant, other parties], and reporting the findings based on, which are the factual results of the agreed-upon procedures performed and can be objectively verified. We make no representation regarding the appropriateness of the agreed-upon procedures, described below.

This agreed-upon procedures engagement is not an does not constitute a reasonable or limited assurance engagement. Accordingly, we do not express any opinion or conclusion on the procurement of [xyz] products by [Engaging Party].

Had we performed additional procedures, other matters might have come to our attention that would have been reported.

**Professional Ethics and Quality Control**

We have complied with the ethical requirements in [relevant ethical requirements] and the independence requirements in accordance with [relevant independence requirements].

Our firm applies International Standard on Quality Control (ISQC) 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.

**Procedures and Findings**

We have performed the procedures described below, which were agreed upon with [Engaging Party] in the terms of engagement dated [DATE], on the procurement of [xyz] products.

<table>
<thead>
<tr>
<th>Procedures</th>
<th>Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain from management of [Engaging Party] a listing of all contracts signed between [January 1, 20X8] and [December 31, 20X8] for [xyz] products (“listing”) and identify contracts valued at over $25,000.</td>
<td>We obtained from management a listing of contracts for [xyz] products which were signed between January 1, 20X8 and December 31, 20X8. Of the 125 contracts on the listing, we identified 37 contracts valued at over $25,000.</td>
</tr>
</tbody>
</table>

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8 For example, if the IESBA Code is the relevant ethical requirements and Part 4A of the IESBA Code is the relevant independence requirements, this sentence may be worded along the following: “We have complied with the ethical requirements of the International Ethics Standards Board for Accountants’ *International Code of Ethics for Professional Accountants (including International Independence Standards)* (IESBA Code) and the independence requirements in Part 4A of the IESBA Code.”
2. For each identified contract valued at over $25,000 on the listing, compare the contract to records of bidding and determine whether the contract was subject to bidding by at least 3 contractors from [Engaging Party]'s “Pre-qualified Contractors List.” For records of bidding that were submitted in [foreign language], translate the records of bidding with the assistance of a translator engaged by the practitioner before performing the comparison.

We inspected the records of bidding related to the 37 contracts valued at over $25,000. Of the records of bidding related to the 37 contracts, 5 were submitted in [foreign language]. We engaged a translator to assist us in the translation of these 5 records of bidding.

We found that 36 of the 37 contracts were subject to bidding by at least 3 contractors from [Engaging Party]'s “Pre-qualified Contractors List.” We found 1 contract valued at $65,000 that was not subjected to competitive bidding. Management has represented to us that the reason that this contract was not subject to competitive bidding was due to a pressing emergency to meet a contractual deadline.

The engagement of the translator to assist us in the translation of the records of bidding does not reduce our responsibility for performing the procedures and reporting the findings.

3. For each contract valued at over $25,000 in the listing, compare the amount payable per the signed contract to the amount ultimately paid by [Engaging Party] to the supplier and determine whether the amount ultimately paid is the same as the agreed amount in the contract.

We obtained the signed contracts for the 37 contracts valued at over $25,000 on the listing and compared the amounts payable in the contracts to the amounts ultimately paid by [Engaging Party] to the supplier.

We found that the amounts payable in the signed contracts differed from the amounts ultimately paid by [Engaging Party] for 26 of the 37 contracts. In all these cases, we found that the different amounts were to accommodate an increase of 1% in the sales tax rate of [jurisdiction] that was effective in September 20X8.

We engaged an external procurement officer to assist us in performing procedure 2. The engagement of the procurement officer to assist us in the performance of this procedure does not reduce our responsibility for the engagement.

[Practitioner’s signature]

[Date of practitioner's report]

[Practitioner’s address]