

REMARKS: *With this form it should be reported about the audit of the financial report (PM11) of the project mentioned below. A qualified person or institution, independent from the project executing organisation, was named as auditor in the project application (PM02), question A)20 and in the project contract (PM05). The auditor judges the completeness, correctness, comparativeness and the regularity of the financial report (PM11) and the accounting of the project executing organisation and reports in this form PM12 about his audit.*

The deadline for submission of the auditor's report (PM12) is the 28th February. Please send us until this date a scan of the whole report via e-mail and afterwards the original by mail. In the mail you can annex all of the other originals demanded by us (see PM C or PM01).

If additionally the auditor writes a report with his own structure, please send it as well.

INFORMATIONS FOR THE AUDITOR: *The base for the collaboration between the Weltnotwerk and the project executing organisation are fixed in the application for project funding (PM02), the related financial planning (PM03) and the project contract (PM05). Besides, in the annual report (PM10) is reported about the execution of the project concerning the contents.*

The object of the audit is the financial report (PM11), which has already been sent to the Weltnotwerk, as well as the corresponding vouchers, which Weltnotwerk already has a copy. In the financial report (PM11) the financial planning (PM03) is compared to the real revenues and expenditures.

This report is not to be written about a calendar year. For example, if the period from October 2013 till February 2014 has been examined, two reports have to be handed in, one for the period from October till December 2013 and a second one for January and February 2014.

If you have further questions concerning the procedure, please send an e-mail to info@weltnotwerk.de!

| | | |
|---|---|---------------------------------|
| Project number | | |
| Project title | | |
| Projekt period | | |
| 1. Persons responsible for the project | | |
| 1.a) Project executing organisation | | |
| Name of the organisation | | |
| Address | | |
| Country | | |
| | Elected Chairperson of the Organization (No.1) | Elected treasure |
| Name | | |
| Address | | |
| Telephone/Mobile | | |
| E-mail | | |
| | Project responsible | Elected internal auditor |
| Name | | |
| Address | | |
| Telephone/Mobile | | |
| E-mail | | |
| 1.b) Project partner | | |

| | | |
|---|----------------------------------|--|
| Name of the organisation | | |
| Address | | |
| | 1. First person in charge | Contact person for this project |
| Name | | |
| Address | | |
| Telephone/Mobile | | |
| E-mail | | |
| 2. Auditor | | |
| Name | | |
| Address | | |
| Telephone/Mobile | | |
| E-mail | | |
| In which manner the auditor is qualified to judge financial reports and accounting? | | |
| Where does the auditor work/Who is his employer? | | |
| 3. Audit | | |
| Date of the audit | | |
| Place of the audit (e.g. office of the auditor or the organisation) | | |
| Which information sources were available? (e.g. vouchers, accounting, persons giving information, lists of participants...) | | |
| Which country specific regulations and or laws are underlying the audit? | | |
| 4. Audit object | | |
| Audited period | | |
| Balance at the beginning of the period | | |
| Amount of revenues in this period | | |
| From this revenues: amount donated by Weltnotwerk | | |
| Amount of expenditures in this period | | |
| Balance at the end of the period | | |
| Currency | | |

| | | |
|---|--|-------|
| Other remarks of the auditor | | |
| 5. Results of the audit | | |
| Please mark with a cross, if the exclamations are true or false: | True | False |
| The information sources available are not sufficient for being able to judge the accounting of the project executing organisation. | | |
| There are vouchers for all of the revenues and expenditures. | | |
| The amount of the expenses proved is reasonable. | | |
| The listing of the revenues, expenditures and vouchers is comprehensible. | | |
| The financial report is coherent. | | |
| The subvention which has not been spent is still in the cash or on the account. | | |
| There weren't any serious differences compared to the planned budget items. | | |
| Remarks of the auditor (especially when „false“ was ticked) | | |
| 6. Certificate | | |
| Please decide if, based on your audit, the completeness, correctness, comparativeness and the regularity of the financial report and the accounting and tick the corresponding exclamation: | | |
| <input type="checkbox"/> | It is certified, that the accounting and the financial report are complete and correct and are in accordance with the country specific rules. There aren't any suggestions for improvement on the part of the auditor. | |
| <input type="checkbox"/> | It is certified, that the accounting and the financial report are, in general comprehensible. In order to correspond with the principles of proper accounting, the following improvements are necessary: | |
| | - | |
| | - | |
| <input type="checkbox"/> | A correct, complete and regular accounting cannot be certified due to severe defects (e.g. concerning the credibility, the kind of accounting or the completeness). Therefore, the following changes are strongly necessary: | |
| | - | |
| | - | |
| Remarks of the auditor | | |
| 7. Signature of the auditor | | |
| Place, Date | | |
| Signature | | |

| | |
|-------|--|
| Stamp | |
|-------|--|