***Illustrative agreed-upon procedures report in******respect of a class 4 gambling licence holder’s prospective financial information***

**Report of factual findings**

To **<the Committee>**

We have performed the procedures agreed with you and the Department of Internal Affairs, and outlined below, with respect to the prospective financial information of **<ABC Cosmopolitan Club Incorporated>** as at **<30 June 2017>,** set forth in the accompanying schedule. Our engagement was undertaken in accordance with APS-1 *Statement of Agreed-upon Procedures Engagement Standard* and Guidelines of the New Zealand Institute of Chartered Accountants (NZICA). We disclaim any assumption of responsibility for the adequacy or otherwise of the procedures requested by you. You and the Department of Internal Affairs are responsible for determining whether factual findings provided by us, in combination with other information obtained, provide a reasonable basis for any conclusion which you wish to draw on the subject matter.

The procedures were performed solely to assist you and the Department of Internal Affairs to assess the ongoing financial viability of **<ABC Cosmopolitan Club Incorporated>** and are as follows:

|  |  |  |
| --- | --- | --- |
| **Procedures** | **Factual findings** | **Errors or exceptions identified** |
| 1. We obtained **<Part C of the Gaming Machine Account Summary>** and the underlying assumptions prepared by the entity.
 | Obtained |  |
| 1. We compared the ‘current year’ figures to the audited **<30 June 2016>** financial statements.
 | We found the amounts compared to be in agreement **<except for the exceptions noted>**  | **<Detail the exceptions>** |
| 1. We checked that the ‘forecast year’ figures as at **<30 June 2017>** had been approved by the entity’s governing body.
 | We found the prospective financial information as at **<30 June 2017>** had been approved by the entity’s governing body. | None |
| 1. We compared the accounting policies and management estimates used for the ‘forecast year’ figures as at **<30 June 2017>** were the same as those used in the audited financial statements as at **<30 June 2016>.**
 | We found the accounting policies and management estimates used for the prospective financial information as at **<30 June 2017>** were the same as those used in the audited financial statements as at **<30 June 2016>.** | None |
| 1. We compared the **‘forecast year’** figures as at **<30 June 2017>** to the assumptions set out by the entity.
 | We found the entity’s assumptions had been used to prepare to prospective financial information as at **<30 June 2017>.** | None |
| 1. We re-performed the calculations for the ‘current year’ figures as at **<30 June 2016>** and the ‘forecast year’ figures as at **<30 June 2017>.**
 | We found our recalculations to be the same as the entity’s calculations. | None |

Because the above procedures do not constitute either an audit or a review, we do not express any assurance on the prospective financial information as at **<30 June 2017>.**

Our report is solely for your information, and is intended to be used by the Department of Internal Affairs, but is not to be used for any other purpose. This report relates only to the items specified above and does not extend to any financial statements of **<ABC Cosmopolitan Club Incorporated>.**

**<Signature>**

**…………………………..**

**<Date>**

**<Address>**