



## Agenda Item 1B

### “Specified Selected Procedures Engagements”

Requirements	Application and Other Explanatory Material
<p><b>Introduction</b></p> <p><b>X.1</b> This proposed standard applies to engagements in which a CPA in the practice of public accounting is engaged to issue, or does issue, a practitioner’s <u>specified-selected</u> procedures report <del>on subject matter. In a selected procedures engagement, the practitioner determines the procedures to be performed, performs such procedures, and issues a report on procedures performed and related findings. In an-a selected procedures engagement performed in accordance with this section,</del> the practitioner does not perform an examination or a review and does not provide an opinion or conclusion. In addition, a <u>specified-selected</u> procedures engagement is not an agreed-upon procedures engagement. <del>The practitioner’s report on specified procedures is in the form of procedures performed and findings.</del> The <u>selected procedures</u> report may be intended for a broad range of users and is not required to be restricted as to use. (Ref: par. X.A1-.X.A4)</p>	<p><b>Introduction</b> (Ref: par. X.1)</p> <p><b>X.A1</b> An agreed-upon procedures engagement is one in which a practitioner is engaged to issue, or does issue a practitioner’s report of findings based on specific agreed-upon procedures applied to subject matter for use by specified parties. AT-C section 215, <i>Agreed-Up on Procedures Engagements</i> contains performance and reporting requirements and application guidance for all agreed-upon procedures engagements.</p> <p><b>X.A2</b> The fundamental differences between a <u>specified proceduresselected procedures</u> engagement and an agreed-upon procedures engagement are</p> <ul style="list-style-type: none"> <li>• An agreed-upon procedures engagement is predicated on the concept that a party other than the practitioner makes an assertion about whether the subject matter is measured or evaluated in accordance with suitable criteria. <del>In—Aa specified proceduresselected procedures engagement does not contemplate the practitioner requesting or obtain, there is no requirement for the practitioner to request or obtain such</del> an assertion <u>from any party.</u></li> <li>• <del>An agreed-upon procedures engagement requires the specified parties to assume responsibility for the sufficiency of the procedures. In a specified procedures engagement, no party is required to assume responsibility for the sufficiency of the procedures.</del></li> <li>• An agreed-upon procedures engagement requires the practitioner to request certain written representations from the responsible party. In a <u>specified proceduresselected procedures</u> engagement, written representations are not required.</li> <li>• In an agreed-upon procedures engagement, the use of the</li> </ul>

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<p><b>Scope of This Standard</b></p> <p><b>X.2</b> When a practitioner performs services pursuant to an engagement to issue a practitioner’s <del>specified</del><u>selected</u> procedures report on subject matter as part of or in addition to another form of service, this proposed standard applies only to those services described herein; other professional standards would apply to the other services. (Ref: par. X.A5)</p>	<p>practitioner’s report is required to be restricted to the specified parties. There is no such requirement to restrict the use of the practitioner’s report in a <del>specified procedures</del><u>selected procedures</u> engagement.</p> <p><b>X.A3</b> Nothing in this standard is intended to preclude a practitioner from performing a <del>specified procedures</del><u>selected procedures</u> engagement and an agreed-upon procedures engagement on the same subject matter.</p> <p><b>X.A4</b> Individual users of the <del>specified procedures</del><u>selected procedures</u> report would make their own determination as to how the report is to be used and relied upon based on the procedures performed and the results obtained.</p> <p><b>Scope of This Standard (Ref: par. X.2)</b></p> <p><b>X.A5</b> Another form of service may include an audit, review, compilation, or preparation of financial statements; an examination, review, or agreed-upon procedures engagement performed pursuant to the attestation standards; or a nonattest service other than financial statement preparation such as engagements performed in accordance with Statement on Standards for Consulting Services. A practitioner’s <del>specified procedures</del><u>selected procedures</u> report may be combined with a practitioner’s report on such other services, provided the types of services can be clearly distinguished and the applicable standards for each service are followed.</p>
<p><b>Objectives</b></p> <p><b>X.3</b> In conducting a <del>specified procedures</del><u>selected procedures</u> engagement, the objectives of the practitioner are to</p> <ul style="list-style-type: none"> <li><u>a. determine procedures to meet the overall objective of the engagement;</u></li> <li><u>a-b. apply the procedures to the subject matter that the practitioner determined to be appropriate;</u> and</li> <li>b. issue a written practitioner’s report that describes the procedures applied and the practitioner’s findings.</li> </ul>	
<p><b>Requirements</b></p>	

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<p><b>Conduct of a <del>Specified Procedures</del><u>Selected procedures</u> Engagement</b></p> <p><b>X.4</b> In performing a <del>specified procedures</del><u>selected procedures</u> engagement, the practitioner should comply with this section and [reference to Common Concepts section].</p>	
<p><b>Preconditions for a <del>Specified Procedures</del><u>Selected procedures</u> Engagement</b></p> <p><b>X.5</b> Paragraph Y.24 of [reference to Common Concepts section] indicates that a practitioner must be independent when performing a direct engagement in accordance with the direct engagement standards unless the practitioner is required by law or regulation to accept the engagement and report on the subject matter. When the practitioner is not independent but is required by law or regulation to accept a <del>specified procedures</del><u>selected procedures</u> engagement and report on the subject matter, the practitioner's report should specifically state that the practitioner is not independent. The practitioner is neither required to provide, nor precluded from providing, the reasons for the lack of independence; however, if the practitioner chooses to provide the reasons for the lack of independence, the practitioner should include all the reasons therefor.</p>	
<p><b>Agreeing on the Terms of the Engagement</b></p> <p><b>X.6</b> The practitioner should agree upon the terms of the engagement with the engaging party. The agreed-upon terms of the engagement should be specified in sufficient detail in an engagement letter or other suitable form of written agreement. (Ref: par. X.A6-X.A7)</p>	<p><b>Agreeing on the Terms of the Engagement</b> (Ref: par. X.6-X.7, <u>and</u> X.10 <u>and X.16</u>)</p> <p><b>X.A6</b> An oral understanding of the terms of the engagement is not sufficient. An engagement letter is the most common and usually the most convenient method for documenting the understanding with management regarding the services to be performed for a <del>specified procedures</del><u>selected procedures</u> engagement.</p> <p><b>X.A7</b> It is in the interests of both the engaging party and the practitioner to document the agreed-upon terms of the engagement before the commencement of the engagement to help avoid misunderstandings. For example, it reduces the risk that the engaging party may inappropriately rely</p>

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	on or expect the practitioner to protect the engaging party against certain risks or perform certain functions, including those that are the engaging party's responsibility. The form and content of the engagement letter or other suitable form of written agreement may vary with the engagement circumstances.
<p><b>X.7</b> The agreed-upon terms of the engagement should include the following:</p> <ul style="list-style-type: none"> <li>a. The objectives of the engagement</li> <li>b. Identification of the engaging party</li> <li>c. Identification of the subject matter and the criteria to be used (Ref: par. X.A8)</li> <li>d. The nature of the expected <del>specified procedures</del><u>selected procedures</u> (Ref: par. X.A9)</li>   <li>e. The responsibilities of the engaging party, <del>including acknowledging the procedures performed prior to issuance of the practitioner's specified procedures</del><u>selected procedures report</u> (Ref: par. X.A10-<del>X.A11</del>)</li> </ul>	<p><b>X.A8</b> The criteria may be indicated in the procedures as opposed to described separately.</p> <p><b>X.A9</b> The nature of a <del>specified procedures</del><u>selected procedures</u> engagement is such that the procedures may evolve or be modified during the course of the engagement. The necessary procedures may not be finalized at the onset of the engagement and therefore, the terms of the engagement need only include the nature of the expected procedures and not the actual procedures. If the actual procedures are known at the onset of the engagement, the agreed-upon terms of the engagement may include the actual procedures to be performed.</p> <p><b>X.A10</b> The responsibilities of the engaging party may include</p> <ul style="list-style-type: none"> <li>a. The subject matter</li> <li><del>b. The sufficiency of the specified procedures to meet the objectives of the engagement</del></li> <li><del>e.b.</del> The prevention and detection of fraud</li> <li><del>e.c.</del> Ensuring that the entity complies with laws and regulations applicable to its activities</li> <li><del>e.d.</del> The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, the engaging party provides the practitioner for the engagement</li> <li><del>f.e.</del> Providing the practitioner with</li> </ul>

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<p>f. The responsibilities of the practitioner (Ref: par. <del>X.A12</del><u>A11</u>-<del>X.A13</del><u>A12</u>)</p>	<ul style="list-style-type: none"> <li>• Access to all information of which the engaging party is aware that is relevant to the engagement, such as records, documents, and other matters</li> <li>• Additional information that the practitioner may request from the engaging party for the purpose of the <del>specified procedures</del><u>selected procedures</u> engagement</li> <li>• Unrestricted access to persons of whom the practitioner determines it necessary to make inquiries</li> </ul> <p><del>X.A11</del> While there is no requirement for the engaging party to acknowledge responsibility for the sufficiency of the procedures to meet the objectives of the engagement, the engaging party's responsibilities include acknowledging the procedures performed. If known at the onset of the engagement, the practitioner may request that the engaging party acknowledge the procedures to be performed in the engagement letter. Such acknowledgement may also be included in an amendment to the engagement letter, in a representation letter, or some other written communication.</p> <p><del>X.A12</del><u>A11</u> The responsibility of the practitioner is to carry out the procedures and report the findings in accordance with the attestation standards. The practitioner assumes the risk that misapplication of the procedures may result in inappropriate findings being reported. Furthermore, the practitioner assumes the risk that appropriate findings may not be reported or may be reported inaccurately. The practitioner's risks can be reduced through adequate planning and supervision and due professional care in performing the procedures, accumulating the findings, and preparing the practitioner's report.</p> <p><del>X.A13</del><u>A12</u> The practitioner has no responsibility to determine the differences between the <del>specified procedures</del><u>selected procedures</u> to be performed and the procedures that the practitioner would have determined to be necessary had the practitioner been engaged to perform another form</p>



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<p><b>X.8</b> The engagement letter or other suitable form of written agreement should be addressed to the engaging party and should be signed by</p> <p style="padding-left: 40px;">a. The practitioner or the practitioner’s firm and                      b. The engaging party</p>	
<p><b>Procedures to be Performed</b></p> <p><b>X.9</b> Obtain the engaging party’s written acknowledgment of the procedures to be performed. (Ref: par. X.<del>A17</del><u>A16</u>)</p> <p><b>X.10</b> The practitioner should perform <del>specified procedures</del><u>selected procedures</u> that are intended to meet the objectives of the engagement. (Ref: par. X.A9 and X.<del>A18</del>)</p> <p><b>X.11</b> The procedures performed pursuant to paragraph X.10 should specify the nature, timing, and extent of the procedures. (Ref: par. X.<del>A19</del><u>A17</u>–<del>A23</del><u>A21</u>)</p>	<p><b>Procedures to be Performed</b> (Ref: par. X.9-10)</p> <p><del>X.A17—A16</del> The engaging party’s written acknowledgement of the procedures to be performed may be included in the engagement letter, an amendment to the engagement letter, in a representation letter, or some other written communication</p> <p><del>X. A18 The specified proceduresselected procedures may be designed by the practitioner, the engaging party, an other party, or a combination of these parties. Neither the practitioner, engaging party, nor any other party are required to take responsibility that the specified proceduresselected procedures are sufficient to meet the objectives of the engagement or the anticipated expectations of any potential user of the practitioner’s specified proceduresselected procedures report. However, nothing precludes the engaging party or an other party from taking such responsibility or the practitioner from requesting that the engaging party or other party take such responsibility.</del></p> <p><del>X.A19—A17</del> The procedures to be performed may be as limited or as extensive as determined to be appropriate to meet the objectives of the engagement. However, mere reading of specified information about the subject matter does not constitute a procedure sufficient to permit a practitioner to report on the results of <del>specified procedures</del><u>selected procedures</u>.</p> <p><del>X.A20—A18</del> Examples of appropriate procedures include the following:</p> <ul style="list-style-type: none"> <li>• Execution of a sampling application in accordance with relevant parameters</li> </ul>

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	<ul style="list-style-type: none"> <li>• Inspection of specified documents evidencing certain types of transactions or detailed attributes thereof</li> <li>• Confirmation of specific information with third parties</li> <li>• Comparison of documents, schedules, or analyses with certain specified attributes</li> <li>• Performance of specific procedures on work performed by others</li> <li>• Performance of mathematical computations</li> </ul> <p><b>X.A21-A19</b> Examples of inappropriate procedures include the following:</p> <ul style="list-style-type: none"> <li>• Mere reading of the work performed by others solely to describe their findings</li> <li>• Evaluating the competency or objectivity of another party</li> <li>• Obtaining an understanding about a particular subject</li> <li>• Interpreting documents outside the scope of the practitioner's professional expertise</li> </ul> <p><b>X.A22-A20</b> If the practitioner is selecting a sample, stating the size of the sample and how the selection was made contributes to the specificity of the description of procedures performed (for example, 50 items starting at the eighth item and selecting every fifteenth item thereafter or invoices issued from May 1 to July 31, 20XX).</p>

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<p><b>X.12</b> The practitioner should utilize professional judgment in making a determination as to whether the <del>specified procedures</del><u>selected procedures</u> are sufficiently precise and clear. The practitioner should not perform procedures that are open to varying interpretations or that use vague or ambiguous language. Terms of uncertain meaning (such as <i>general review</i>, <i>limited review</i>, <i>check</i>, or <i>test</i>) should not be used in describing the procedures. (Ref: par. X.<del>A24</del><u>A22</u>)</p>	<p><b>X.<del>A23</del> <u>A21</u></b> Examples of other information the practitioner may include are the date the procedure was performed and the sources of information used in performing the procedure.</p> <p><b>X.<del>A24</del> <u>A22</u></b> To avoid vague or ambiguous language, the procedures to be performed are characterized by the action to be taken at a level of specificity sufficient for a reader to understand the nature and extent of the procedures performed. Examples of acceptable descriptions of actions are the following:</p> <ul style="list-style-type: none"> <li>• Inspect</li> <li>• Compare</li> <li>• Agree</li> <li>• Trace</li> <li>• Inquire</li> <li>• Recalculate</li> <li>• Observe</li> <li>• Mathematically check</li> </ul> <p>Conversely, the following descriptions of actions (unless defined to indicate the nature, timing, and extent of the procedures associated with these actions) generally are not acceptable because they are not sufficiently precise or may have an uncertain meaning:</p> <ul style="list-style-type: none"> <li>• Note</li> <li>• Review</li> <li>• Evaluate</li> <li>• Analyze</li> <li>• Interpret</li> <li>• Verify</li> </ul>

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	<ul style="list-style-type: none"> <li>• Examine</li> <li>• Validate</li> <li>• Certify</li> </ul>
<p><b>X.13</b> The practitioner should obtain evidence from applying the <del>specified procedures</del><u>selected procedures</u> to provide a reasonable basis for the finding or findings expressed in the practitioner's report but need not perform additional procedures outside of the objectives of the engagement to gather additional evidence.</p>	
<p><b>Using the Work of a Practitioner's External Specialist</b></p>	<p><b>Using the Work of a Practitioner's External Specialist (Ref: par. X.14)</b></p>
<p><b>X.14</b> If a practitioner's external specialist is engaged to assist the practitioner in performing a <del>specified procedures</del><u>selected procedures</u> engagement, the practitioner's report should describe the nature of the assistance provided by the external specialist. (Ref: par. X.<del>A25</del><u>A23</u>-X.<del>A26</del><u>A24</u>)</p>	<p><b>X.<del>A25</del><u>A23</u></b> The practitioner's education and experience enable the practitioner to be knowledgeable about business matters in general, but the practitioner is not expected to have the expertise of a person trained for or qualified to engage in the practice of another profession or occupation. In certain circumstances, it may be appropriate to involve a practitioner's external specialist to assist the practitioner in the performance of one or more procedures. The following are examples of such circumstances.</p> <ul style="list-style-type: none"> <li>• An attorney providing assistance concerning the interpretation of legal terminology in laws, regulations, rules, contracts, or grants</li> <li>• A medical specialist providing assistance in understanding the characteristics of diagnosis codes documented in patient medical records</li> <li>• An environmental engineer providing assistance in interpreting environmental remedial action regulatory directives that may affect the <del>specified procedures</del><u>selected procedures</u> applied to an environmental liabilities account in a financial statement</li> <li>• A geologist providing assistance in distinguishing between the physical characteristics of a generic minerals group related to information to which the <del>specified procedures</del><u>selected</u></li> </ul>

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	<p><u>procedures</u> are applied</p> <p><del>X.A26–A24</del> A practitioner may decide to apply procedures to the report or work product of an external specialist that does not constitute assistance by the external specialist to the practitioner in a <u>specified proceduresselected procedures</u> engagement. For example, the practitioner may make reference to information contained in a report of a practitioner’s external specialist in describing a specified procedure. However, it is inappropriate for the practitioner to merely read the external specialist’s report solely to describe or repeat the findings or to take responsibility for all or a portion of any procedures performed by an external specialist or the external specialist’s work product.</p>
<b>Using the Work of Internal Auditors or Other Practitioners</b>	<b>Using the Work of Internal Auditors or Other Practitioners</b>
<p><b>X.15</b> The <del>specified—procedures</del><u>selected procedures</u> to be enumerated or referred to in the practitioner’s report should be performed entirely by the engagement team or other practitioners. (Ref: par. X.<del>A27A25</del>–X.<del>A29A27</del>)</p>	<p><i>Using the Work of Internal Auditors</i> (Ref: par. X.15)</p> <p><del>X.A27–A25</del> Internal auditors or other personnel may prepare schedules and accumulate data or provide other information for the practitioner’s use in performing the <del>specified procedures</del><u>selected procedures</u>. Also, internal auditors may perform and report separately on procedures that they have carried out. Such procedures may be similar to those that a practitioner may perform under this proposed standard.</p> <p><del>X.A28–A26</del> A practitioner may perform procedures on information documented in the working papers of internal auditors. For example, the practitioner may</p> <ul style="list-style-type: none"> <li>• repeat all or some of the procedures.</li> <li>• determine whether the internal auditors’ documentation indicates procedures performed and whether the findings documented are presented in a report by the internal auditors.</li> </ul> <p><del>.A29–A27</del> It is inappropriate for the practitioner to</p> <ul style="list-style-type: none"> <li>• merely read the internal auditors’ report solely to describe or</li> </ul>

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	repeat their findings. <ul style="list-style-type: none"> <li>• take responsibility for all or a portion of any procedures performed by internal auditors by reporting those findings as the practitioner’s own.</li> <li>• report in any manner that implies shared responsibility for the procedures with the internal auditors.</li> </ul>
<b>Findings</b>	<b>Findings</b> (Ref: par. X.17- <del>X.18</del> -and-X.19)
<b>X.16</b> The practitioner should present the results of applying <del>specified procedures</del> <u>selected procedures</u> to subject matter in the form of findings.	
<b>X.17</b> The practitioner should report all findings from the application of the <del>specified procedures</del> <u>selected procedures</u> . Any materiality limits should be described in the practitioner’s report. (Ref: par. X. <del>A30</del> - <del>A28</del> and X. <del>A34</del> <u>A31</u> )	<del>X.A30—A28</del> An example of language in the practitioner’s report that describes a materiality limit is “For purposes of performing these <del>specified procedures</del> <u>selected procedures</u> , no exceptions were reported for differences of \$1,000 or less resulting solely from the rounding of amounts disclosed.”
<del>X.18</del> If, as a result of performing procedures, the practitioner determines that the description of the procedures performed or the corresponding findings result in a misleading <del>specified procedures</del> <u>selected procedures</u> report, the practitioner should discuss the matter with the engaging party and take appropriate action. (Ref: par. X.A31)	<del>X.A31</del> An appropriate action that the practitioner may take when, as a result of performing procedures, the practitioner determines that the description of the procedures performed or the corresponding findings result in a misleading <del>specified procedures</del> <u>selected procedures</u> report may include revising the procedures or omitting findings (for example, as a result of establishing a materiality limit for reporting exceptions when exceptions were identified as a result of rounding differences). If appropriate revisions are not made to the procedures or the findings, the practitioner may determine to withdraw from the engagement and inform the engaging party for the reasons for withdrawing.
<del>X.19—18</del> In reporting findings, the practitioner should (Ref: par. X. <del>A34</del> <u>A31</u> ) <ul style="list-style-type: none"> <li>a. Not use vague or ambiguous language; (Ref: par. X.<del>A32</del><u>A29</u>)</li> </ul>	<del>X.A32—A29</del> Because the <del>specified procedures</del> <u>selected procedures</u> report is not required to be restricted as to use, the practitioner cannot ascertain the understanding of users of an unknown population. Therefore, to avoid vague or ambiguous language, the findings are at a level of specificity

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<p>b. Not include terms of uncertain meaning (Ref: par. X.<del>A33</del>A30)</p>	<p>sufficient for a reader to understand the nature and extent of the procedures and findings.</p> <p><del>X.A33—A30</del> If, in the practitioner’s judgment, certain terms are potentially uncertain in meaning, the practitioner may consider whether a glossary is appropriate in the circumstances.</p> <p><del>X.A34—A31</del> The following table provides examples of appropriate and inappropriate descriptions of findings resulting from the application of certain <del>specified procedures</del><u>selected procedures</u>.</p>		
	<b><i>Procedures</i></b>	<b><i>Appropriate Description of Findings</i></b>	<b><i>Inappropriate Description of Findings</i></b>
	<p>Inspect the shipment dates for a specified sample of specified shipping documents, and determine whether any such dates were subsequent to [date].</p>	<p>No shipment dates shown on the sample of shipping documents were subsequent to [date].</p>	<p>Nothing came to my attention as a result of applying that procedure.</p>
	<p>Recalculate the number of blocks of streets paved during the year ended [date], shown on contractors’ certificates of project completion; compare the resultant number to the number in an identified chart of performance statistics as of [date].</p>	<p>The number of blocks of streets paved in the chart of performance statistics was Y blocks more than the number calculated from the contractors’ certificates of</p>	<p>The number of blocks of streets paved approximated the number of blocks included in the chart of performance statistics.</p>

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		project completion.	
	Recalculate the rate of return on a specified investment (according to a specified formula) and determine whether the resultant percentage agrees to the percentage in an identified schedule.	No exceptions were found as a result of applying the procedure.	The resultant percentage approximated the predetermined percentage in the identified schedule.
	Inspect the quality standards classification codes in identified performance test documents for products produced during <i>[specified period]</i> ; compare such codes to those shown in the <i>[identified]</i> computer printout for <i>[specified period]</i> as of <i>[date]</i> .	All classification codes inspected in the identified documents were the same as those shown in the computer printout, except for the following:  <i>[List all exceptions.]</i>	All classification codes appeared to comply with such performance documents.
	Trace all outstanding checks appearing on a bank reconciliation as of <i>[date]</i> to checks cleared in the bank statement of the subsequent month.	All outstanding checks appearing on the bank reconciliation were traced to the list of cleared checks in the subsequent month's bank	Nothing came to my attention as a result of applying the procedure.

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		statement, except for the following:  [List all exceptions.]	
	Compare the amounts of the invoices included in the “over 90 days” column shown in an identified schedule of aged accounts receivable of a specific customer as of [date] to the amount and invoice date shown on the corresponding outstanding invoice. Determine whether the dates on the corresponding outstanding invoices precede the date indicated on the schedule by more than 90 days.	All outstanding invoice amounts agreed with the amounts shown on the schedule in the “over 90 days” column, and the dates shown on such outstanding invoices preceded the date indicated on the schedule by more than 90 days.	The outstanding invoice amounts agreed within approximation of the amounts shown on the schedule in the “over 90 days” column, and nothing came to our attention that the dates shown on such outstanding invoices preceded the date indicated on the schedule by more than 90 days.
<p><b>Written Representations</b></p> <p><b>X.20-19</b> The practitioner is not required to request or obtain written representations from the engaging party (Ref: par. X.A35A32-X.A37A34)</p> <p><b>X.21—20</b> When the practitioner decides to request written representations from the engaging party, the engaging party’s refusal to furnish written representations determined by the practitioner to be appropriate for the engagement constitutes a limitation on the</p>	<p><b>Written Representations</b> (Ref: par. X.2019)</p> <p><b>X.A35-A32</b> Although not required, the practitioner may find a representation letter to be a useful and practical means of obtaining representations from the engaging party.</p> <p><b>X.A36-A33</b> The need for a representation letter may depend on the nature of the engagement, for example, an engagement related to compliance with specified requirements.</p> <p><b>X.A37-A34</b> Examples of matters that may appear in a representation letter from the engaging party include the following:</p>		

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<p>performance of the engagement. In such circumstances, the practitioner should do one of the following:</p> <p>a. Disclose in the practitioner’s <del>specified procedures</del><u>selected procedures</u> report the inability to obtain representations from the engaging party; or</p> <p>b. Withdraw from the engagement.</p>	<ul style="list-style-type: none"> <li>• Statements acknowledging responsibility for                         <ul style="list-style-type: none"> <li>• selecting the criteria and for determining that such criteria are sufficient and appropriate for their purposes</li> <li>• <del>the sufficiency of the specified procedures</del><u>selected procedures to meet the objectives of the engagement</u></li> </ul> </li> <li>• the subject matter, if applicable</li> <li>• the prevention and detection of fraud</li> <li>• ensuring that the entity complies with laws and regulations applicable to its activities</li> <li>• the accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, the engaging party provided the practitioner for the engagement</li> <li>• A statement that the engaging party provided the practitioner with                         <ul style="list-style-type: none"> <li>• Access to all information of which the engaging party is aware that is relevant to the engagement, such as records, documents, and other matters</li> <li>• Additional information that the practitioner may request from the engaging party for the purpose of the <del>specified procedures</del><u>selected procedures</u> engagement</li> <li>• Unrestricted access to persons of whom the practitioner determines it necessary to make inquiries</li> </ul> </li> <li>• A statement that all known matters contradicting the subject matter and any communication from regulatory agencies or others affecting the subject matter has been disclosed to the practitioner</li> <li>• A statement that access to all records relevant to the subject matter and the <del>specified procedures</del><u>selected procedures</u></li> </ul>

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	<ul style="list-style-type: none"> <li>Other matters as the practitioner deems appropriate</li> </ul>
<b>Other Information</b>	<b>Other Information</b> (Ref: par. X.22)
<p><del>X.22</del> If prior to or after the release of the practitioner's report on <u>specified procedures</u><del>selected procedures</del>, the practitioner is willing to permit the inclusion of the report in a document that contains the subject matter and other information, the practitioner should read the other information to identify material inconsistencies, if any, with the subject matter or the report. If upon reading the other information, in the practitioner's professional judgment (Ref: par. X.A38-X.A40)</p> <p>a. a material inconsistency between that other information and the subject matter or the report exists or</p> <p>b. a material misstatement of fact exists in the other information, the subject matter or the report, the practitioner should discuss the matter with the engaging party and take further action as appropriate. (Ref: par. X.A40)</p>	<p><del>X.A38</del> Further actions that may be appropriate if the practitioner identifies a material inconsistency or becomes aware of a material misstatement of fact include, for example, the following:</p> <ul style="list-style-type: none"> <li>Requesting the engaging party to consult with a qualified third party, such as the engaging party's legal counsel</li> <li>Obtaining legal advice about the consequences of different courses of action</li> <li>If required or permissible, communicating with third parties (for example, a regulator)</li> <li>Describing the material inconsistency in the practitioner's report</li> <li>Withdrawing from the engagement, when withdrawal is possible under applicable laws and regulations</li> </ul> <p><del>X.A39</del> Other information does not include information contained on the websites. Websites are a means of distributing information and are not, themselves, documents for the purposes of paragraph X.22.</p> <p><del>X.A40</del> In addition to the engaging party, the practitioner may discuss the matter with others such as those charged with governance.</p>
<b>Preparing the Practitioner's Report</b>	<b>Preparing the Practitioner's Report</b> (Ref: par. X.2321)
<p><del>X.23-21</del> The practitioner's report on <u>specified procedures</u><del>selected procedures</del> should be in writing. (Ref: par. X.A41A35)</p> <p><del>X.24-22</del> The practitioner's report on <u>specified procedures</u><del>selected procedures</del> should be in the form of procedures and findings.</p>	<p><del>X.A41-A35</del> This proposed standard does not require a standardized format for reporting on all <u>specified procedures</u><del>selected procedures</del> engagements. Instead it identifies the basic elements that the report on <u>specified procedures</u><del>selected procedures</del> is to include. Reports on <u>specified procedures</u><del>selected procedures</del> are tailored to the specific engagement circumstances. The practitioner may use headings, separate paragraphs, paragraph numbers, typographical devices (for example, the bolding of text), and other mechanisms to enhance the clarity and readability of the <u>specified procedures</u><del>selected procedures</del> report.</p>

Requirements	Application and Other Explanatory Material
<p><b>Content of the Practitioner's <del>Specified Procedures</del><u>Selected procedures</u> Report</b></p> <p><b>X.25-23</b> The practitioner's report on <del>specified procedures</del><u>selected procedures</u> should include the following: (Ref: par. X.A58A52)</p> <p>a. A title that clearly indicates that it is the practitioner's <del>specified procedures</del><u>selected procedures</u> report and includes the word <i>independent</i> (Ref: par. X.A42A36)</p> <p>b. An appropriate addressee as required by the circumstances of the engagement (Ref: par. X.A43A37)</p>	<p><b>Content of the Practitioner's <del>Specified Procedures</del><u>Selected procedures</u> Report</b></p> <p><b>Title (Ref: par. .25a23a)</b></p> <p><b>X.A42-A36</b> Appropriate titles include</p> <ul style="list-style-type: none"> <li>• Independent Accountant's Report on Applying <del>Specified Procedures</del><u>Selected procedures</u></li> <li>• "Independent Practitioner's Report on Applying <del>Specified Procedures</del><u>Selected procedures</u>."</li> <li>• Independent Certified Public Accountant's Report on Applying <del>Specified Procedures</del><u>Selected procedures</u></li> </ul> <p><b>Addressee (Ref: par. .25b23b)</b></p> <p><b>X.A43-A37</b> An appropriate addressee in a <del>specified procedures</del><u>selected procedures</u> engagement is mostly commonly the engaging party.</p>
<p>c. An identification of the subject matter and the <del>purpose nature</del> of <del>a—the specified—procedures</del><u>selected procedures</u> engagement <del>in such a manner as to not imply that the practitioner has expressed an opinion or a conclusion on the subject matter. The practitioner is precluded from including a statement as to whether a written assertion was requested or obtained.</del> (Ref: par. X.A44A38-X.A46A40)</p>	<p><b>Identification of the Subject Matter and the Nature of a <del>Specified Procedures</del><u>Selected procedures</u> Engagement (Ref: par. .25c23c)</b></p> <p><b>X. A44-A38</b> <del>There is no requirement to state the objective or the purpose of the specified procedures selected procedures engagement because there is no requirement for any party to determine that the procedures are sufficient to meet the objective or purpose. The purpose of the engagement may include a statement that no party is required to make or provide a written assertion on the subject matter. However, statements regarding an assertion may not be appropriate in the practitioner's report as a selected procedures engagement does not require that such an assertion be requested or obtained.</del></p> <p><b>X.A45-A39</b> A practitioner may be asked to apply <del>specified procedures</del><u>selected procedures</u> to more than one subject matter. In these</p>

Requirements	Application and Other Explanatory Material
<p>d. An identification of the engaging party and a statement that such party is responsible for the determination of the subject matter of the engagement and, if applicable, an identification of the party, for purposes of the engagement, has taken responsibility for the subject matter (Ref: par. X.A47A41)</p> <p>e. A statement that the procedures may not address all of the items of interest to the user and may not meet the needs of all users (Ref: par. X.A48A42-X.A49A43)</p> <p style="color: red;"><del>Unless the practitioner is taking responsibility for the sufficiency of the procedures, a statement that the practitioner makes no representation regarding the sufficiency of the procedures either for the purpose for which the practitioner's report has been requested or for any other purpose</del></p> <p>g. When applicable, a description of any specified materiality limits</p>	<p>engagements the practitioner may issue one practitioner's report that refers to all subject matter covered.</p> <p><del>X.A46—A40</del> Because the practitioner is precluded from expressing an opinion or conclusion about whether the subject matter is in accordance with specified criteria, in identifying the nature of the <del>specified procedures</del><u>selected procedures</u> engagement it would not be appropriate to state that the purpose of the engagement was to determine if the subject matter was performed or is stated in accordance with specified criteria or that the practitioner performed the engagement to conclude as to whether the entity complied with specified criteria.</p> <p><del>X.A47—A41</del> There may be circumstances in which no party accepts responsibility for the subject matter of the engagement.</p> <p><b><i>Limitations on Items of Interest and Needs of Users (Ref: par. .25e23e)</i></b></p> <p><del>X.A48—A42</del> The practitioner may advise potential users as to inappropriate uses of the practitioner's <del>specified procedures</del><u>selected procedures</u> report.</p> <p><del>X.A49—A43</del> An example, of a statement identifying specific limitations of a <del>specified procedures</del><u>selected procedures</u> engagement in connection with an observation of a state lottery drawing, is as follows:</p> <p>The <del>specified procedures</del><u>selected procedures</u> described in this report were not performed for the purpose of:</p> <ol style="list-style-type: none"> <li>a. Satisfying any criteria published by a State Lottery</li> <li>b. Concluding on the appropriateness of the procedures</li> <li>c. Reporting any findings with respect to:             <ol style="list-style-type: none"> <li>i. Whether XYZ Company complied with federal, state or local laws or regulations or</li> <li>ii. Any other factors regarding the likelihood that the State will pay the winner the appropriate proceeds/winnings</li> </ol> </li> </ol>
<p>h. A statement that</p> <ol style="list-style-type: none"> <li>i. the <del>specified</del><u>selected</u> <del>procedures</del><u>procedures</u> engagement was conducted in accordance with the</li> </ol>	

Requirements	Application and Other Explanatory Material
<p>attestation standards established by the American Institute of Certified Public Accountants.</p> <p>ii. the practitioner was not engaged to and did not conduct an examination or review of the subject matter, the objective of which would be the expression of an opinion or a conclusion, respectively, on the subject matter. (Ref: par. X.<del>A50-A44</del> - X.<del>A51-A45</del>)</p> <p>iii. the practitioner does not express an opinion or conclusion. (Ref: par. X.<del>A52A46</del>)</p> <p>iv. had the practitioner performed additional procedures, other matters might have come to the practitioner's attention that would have been reported.</p>	<p><b><i>Statement that the Practitioner Was Not Engaged to and Did Not Conduct an Examination or Review of the Subject Matter</i></b> (Ref: par. X.<del>25h23h</del>(ii))</p> <p><del>X.A50-A44</del> While not required, the practitioner may include a statement clarifying that the practitioner was not engaged to perform agreed-upon procedures.</p> <p><b><i>Statement When the Subject Matter Consists of Elements, Accounts, or Items of a Financial Statement</i></b> (Ref: par. X.<del>25h23h</del>(ii))</p> <p><del>X.A51-A45</del> If the subject matter consists of elements, accounts, or items of a financial statement, the practitioner's report might instead state that the <del>specified procedures</del><u>selected procedures</u> do not constitute an audit [or a review] of financial statements or any part thereof, the objective of which is the expression of an opinion [or conclusion] on the financial statements or a part thereof.</p> <p><b><i>Preclusion on Expression of an Opinion or Conclusion on the Subject Matter</i></b> (Ref: par. <del>.25h23h</del>(iii))</p> <p><del>X.A52-A46</del> The practitioner is precluded from expressing an opinion or conclusion about whether the subject matter is in accordance with [or based on] the criteria, for example, the report may state that the practitioner compared subject matter to something else but cannot state, "Nothing came to our attention that caused us to believe that the subject matter is not in accordance with [or based on] the criteria, in all material respects."</p>
<p>i. A list of all procedures performed (or reference thereto) and related findings. The practitioner should not provide a conclusion or any recommendations in the practitioner's report.</p> <p>j. When applicable, a description of the nature of assistance provided by a practitioner's external specialist, as discussed in paragraph X.14.</p>	

Requirements	Application and Other Explanatory Material
<p>k. When applicable, reservations or restrictions concerning subject matter, procedures or findings (Ref: par. X.<del>A53A47</del>-X.<del>A56A50</del>)</p>	<p><b><i>Reservations or Restrictions Concerning Subject Matter, Procedures or Findings (Ref: par. <del>.25k23k</del>)</i></b></p> <p><del>X.A53—A47</del> Examples of reservations or restrictions concerning subject matter, procedures or findings may include:</p> <ul style="list-style-type: none"> <li>• Disclosure of stipulated facts, assumptions, or interpretations (including the source thereof) used in the application of <del>specified procedures</del><del>selected procedures</del></li> <li>• Description of the condition of records, controls, or data to which the procedures were applied</li> <li>• Explanation that the practitioner has no responsibility to update the practitioner’s report</li> <li>• Explanation that the sample may not be representative of the population</li> </ul> <p><del>X.A54—A48</del> The practitioner may want to include a statement that the practitioner did not receive a written assertion on the subject matter. For example, for an engagement to apply <del>specified—procedures</del><del>selected procedures</del> in connection with a lottery drawing, the practitioner may include a statement such as “We did not obtain a written statement from XYZ Company stating that the Lottery was conducted in accordance with the Company’s procedures.”</p> <p><del>X.A55A49</del> Nothing in this proposed standard precludes a practitioner from including an alert in any practitioner’s <del>specified—procedures</del><del>selected procedures</del> report. For example, when the terms of the <del>specified procedures</del><del>selected procedures</del> engagement require the practitioner to supply the practitioner’s <del>specified—procedures</del><del>selected procedures</del> report only to specified parties, the practitioner may consider it necessary in the circumstances to include a separate paragraph in the practitioner’s <del>specified—procedures</del><del>selected procedures</del> report that restricts the use of the practitioner’s <del>specified—procedures</del><del>selected procedures</del> report.</p>

Requirements	Application and Other Explanatory Material
	<p><del>X.A56</del> <del>A50</del> The need for restriction on the use of a report may result from a number of circumstances, including the purpose of the report, the criteria used in preparation of the subject matter, the extent to which procedures performed are known or understood, and the potential for the report to be misunderstood when taken out of the context in which it was intended to be used</p>
<p><i>l.</i> The signature of the practitioner or the practitioner’s firm</p> <p><i>m.</i> The city and state where the practitioner practices (Ref: par. X.<del>A57</del><del>A51</del>)</p> <p><i>n.</i> The date of the practitioner’s report. The practitioner’s report should be dated no earlier than the date on which the practitioner completed the procedures and determined the findings, including that</p> <ul style="list-style-type: none"> <li><i>i.</i> the attestation documentation has been reviewed, and</li> <li><i>ii.</i> if applicable, the written presentation of the subject matter has been prepared</li> </ul>	<p><b>Location (Ref: par. <del>.25m</del><u>23m</u>)</b></p> <p><del>X.A57</del> <del>A51</del> In the United States of America, the location of the issuing office is the city and state. In another country, it may be the city and country. The city and state where the practitioner practices may be indicated on letterhead that contains the issuing office’s location.</p> <p><del>X.A58</del> <del>A52</del> Illustrative practitioner’s reports on <del>specified procedures</del><u>selected procedures</u> are presented in exhibit “Illustrative Examples of the Independent Accountant’s Report on Applying <del>Specified Procedures</del><u>Selected procedures</u>.”</p>
<p><b>Knowledge of Matters Outside <del>Specified Procedures</del><u>Selected procedures</u></b></p> <p><del>X.26</del> <del>24</del> Although the practitioner need not perform procedures beyond the <del>specified procedures</del><u>selected procedures</u>, if in connection with the application, and through the completion, of the <del>specified procedures</del><u>selected procedures</u> engagement, matters come to the practitioner’s attention by other means that significantly contradict the subject matter referred to in the practitioner’s report, the practitioner should include this matter in the practitioner’s report. (Ref: par. X.<del>A59</del> <del>A53</del> - X.<del>A60</del><del>A54</del>)</p>	<p><b>Knowledge of Matters Outside <del>Specified Procedures</del><u>Selected procedures</u></b> (Ref: par. <del>X.26</del><u>X.24</u>)</p> <p><del>X.A59</del> <del>A53</del> For example, if, during the course of applying <del>specified procedures</del><u>selected procedures</u> regarding an entity’s internal control, the practitioner becomes aware of a material weakness by means other than performance of the <del>specified procedures</del><u>selected procedures</u>, this matter would be included in the practitioner’s report.</p> <p><del>X.A60</del> <del>A54</del> When the practitioner applies <del>specified procedures</del><u>selected procedures</u> to an element, account, or item of a financial statement and has performed (or has been engaged to perform) an audit or review of the entity’s related financial statements, and the practitioner’s audit or review report on such financial statements includes a departure from the standard</p>

Requirements	Application and Other Explanatory Material
	report, the practitioner may include a reference to the audit or review report and the departure from the standard report in the practitioner's report on <del>specified procedures</del> <u>selected procedures</u> .
<p><b>Communication Responsibilities</b></p> <p><del>X.27-25</del> The practitioner should communicate to the engaging party known and suspected fraud and noncompliance with laws and regulations.</p>	
<p><b>Consideration of <del>Subsequent Events and Subsequently Discovered Facts in a Specified Procedures</del><u>Selected Procedures Engagement</u></b></p>	<p><b><u>Consideration of Subsequently Discovered Facts in a Selected Procedures Engagement</u></b> (Ref: par. X.2927)</p>
<p><del>X.28-26</del> The practitioner is not required to perform any procedures after the date of the practitioner's selected procedures report. However, if, subsequent to the date of the practitioner's selected procedures report, the practitioner becomes aware of facts that may have existed at the time of the practitioner's report that might have affected the practitioner's specified procedures report had the practitioner been aware of such facts, <del>In performing a specified proceduresselected procedures engagement, a practitioner should consider information about subsequent events that comes to his or her attention.</del></p> <p><del>X.29</del> The practitioner has no responsibility to keep informed of events subsequent to the date of his or her report; however, the practitioner may later become aware of conditions that existed at that date, or subsequently, that might have affected the practitioner's report had he or she been aware of them. In such circumstances, the practitioner should discuss the matter with the engaging party and determine whether the practitioner's report should be revised to disclose the matter.</p> <p><u>X.27</u> If the practitioner's selected report has been made available to third parties, the practitioner should assess whether steps taken by the engaging party are timely and appropriate to ensure that anyone in receipt of the practitioner's selected procedures report is aware</p>	<p><u>X.A55</u> The steps taken by the engaging party to ensure that anyone in receipt of the practitioner's selected procedures report is aware that the practitioner's selected procedures report is not to be used, depend on the circumstances. The engaging party's steps may include notifying anyone who is known to be using, or who is likely to use, the practitioner's selected procedures report that it is not to be used and that a new practitioner's selected procedures will be issued. This may be necessary when the issuance of a new practitioner's selected procedures report is not imminent.</p> <p><u>X.A56</u> If the engaging party made the practitioner's selected procedures report available to third parties despite the practitioner's notification not to do so, or if the practitioner believes that the engaging party has failed to take the necessary steps to prevent use of the practitioner's selected procedures report despite the practitioner's prior notification that the practitioner will take action to seek to prevent such use, the practitioner's course of action depends upon the practitioner's legal and ethical rights and obligations. Consequently, the practitioner may consider it appropriate to seek legal advice.</p> <p><u>X.A57</u> The actions that the practitioner may take to seek to prevent use of the practitioner's selected procedures report may depend upon the degree of certainty of the practitioner's knowledge that persons or entities exist who are currently using, or who will use, the practitioner's selected procedures</p>

Requirements	Application and Other Explanatory Material
<p><u>that the practitioner's selected procedures report should not be used. (Ref: par. X.A55-X.A58)</u></p> <p><b>X.28</b> <u>If the engaging party does not take the steps necessary to ensure that anyone in receipt of the practitioner's selected procedures report is aware that the practitioner's report should not be used, as provided by paragraph X.29, the practitioner should notify the engaging party that the practitioner will seek to prevent further use of the practitioner's selected procedures report. If, despite such notification, the engaging party does not take the necessary steps, the practitioner should take appropriate action to prevent use of the practitioner's selected procedures report.</u></p>	<p><u>report, and who would attach importance to the information, and the practitioner's ability as a practical matter to communicate with them. In addition to seeking legal advice, the practitioner may consider taking the following steps to the extent applicable:</u></p> <ul style="list-style-type: none"> <li>• <u>Notify the engaging party that the practitioner's selected procedures report is not to be used.</u></li> <li>• <u>Notify regulatory agencies having jurisdiction over the entity that the practitioner's selected procedures report is not to be used, including a request that the agency take whatever steps it may deem appropriate to accomplish the necessary disclosure.</u></li> <li>• <u>Notify anyone known to the practitioner to be using the practitioner's selected procedures report that the report is not to be used. In some instances, it will not be practicable for the practitioner to give appropriate individual notification to potential users whose identities are unknown to the practitioner; notification to a regulatory agency having jurisdiction over the entity will usually be the only practical means for the practitioner to provide appropriate disclosure, together with a request that the agency take whatever steps it may deem appropriate to accomplish the necessary disclosure.</u></li> </ul> <p><b>X.A58</b> <u>Depending on the circumstances, if the practitioner is able to determine that the practitioner's selected procedures report needs revision, the practitioner's notification to anyone in receipt of the practitioner's selected procedures report may, if permitted by law, regulation, and relevant ethical requirements include a description of the nature of the matter and of its effect on the practitioner's selected procedures report, avoiding comments concerning the conduct or motives of any person.</u></p>
<p><b>Documentation</b></p> <p><b>X.30-29</b> The practitioner should prepare engagement documentation that is sufficient to determine</p>	

<b>Requirements</b>	<b>Application and Other Explanatory Material</b>
<p>a. the nature, timing, and extent of the procedures performed to comply with this proposed standard and applicable legal and regulatory requirements, including</p> <ul style="list-style-type: none"><li>i. the identifying characteristics of the specific items or matters tested;</li><li>ii. who performed the engagement work and the date such work was completed;</li><li>iii. who reviewed the engagement work performed and the date and extent of such review.</li></ul> <p>b. the results of the procedures performed and the evidence obtained.</p>	

**X.A61-A59**

**Exhibit** - Illustrative Examples of the Independent Accountant's Report on Applying ~~Specified Procedures~~Selected procedures

**Illustration 1** – An Independent Accountant's Report on Applying ~~Specified Procedures~~Selected procedures in Connection With a Lottery Drawing

**Illustration 2** – An Independent Accountant's Report on Applying ~~Specified Procedures~~Selected procedures in Connection With a Union Election

**Independent Accountant's Report on Applying ~~Specified Procedures~~Selected procedures**

[Appropriate Addressee]

We have performed the procedures enumerated below related to the X drawing on MM, DD, YYYY of the [name of drawing] (the "drawing") for the State of [Insert name of State] (the 'State'). XYZ Company is responsible for conducting the drawing for the State in accordance with the State's lottery guidelines. These procedures, including the nature, timing, and extent of the procedures, may not address all of the items of interest to a user [and do not address the completeness, accuracy, or reasonableness of the source documents used in the procedures] and may not meet the needs of all users. ~~We make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.~~

This ~~specified procedures~~selected procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement on the lottery drawing, the objective of which would be the expression of an opinion or conclusion, respectively, on the lottery drawing. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The ~~specified procedures~~selected procedures described in this report were not performed for the purpose of:

- a. Satisfying any criteria published by a State Lottery
- b. Concluding on the appropriateness of the procedures
- c. Reporting any findings with respect to:
  - i. Whether XYZ Company complied with federal, state or local laws or regulations or

- ii. Any other factor that would be material to the likelihood that the State will pay the winner the appropriate proceeds/winnings.

For the purpose of the procedures described in this report, XYZ Company on behalf of the state, provided us with:

- a. Draw Manager's Lottery Report
- b. The lottery drawing procedures

The procedures and associated findings are as follows:

### **Phase I: Entry File Verification**

On [date], we observed:

- Security was called prior to the initiation of that Draw Manager's lottery drawing to verify that video was operational and observe the Draw Manager turning on the audio and visual buttons to record.
- The Draw Manager selected the drawing admin by....
- The Draw Manager started the Export by...
- The Draw Manager downloaded and unzipped the entry file by...

We compared the lottery, promotion, start and end dates/times in Schedule A to the Draw Manager's Lottery Report

No exceptions were found as a result of this procedure.

### **Phase II: Drawing Activity Preparation**

We observed:

- The Draw Manager launch the Secure Draw System program by...
- Under the "Prize Tiers" tab, the prize tiers and alternate promotion scheme are listed per the drawing procedures.

- The Draw Manager add the mail-in entry files by...
- The Draw Manager load the template as denoted over the drawing procedures (if applicable) on the Winner Information Screen.
- The Draw Manager add the entry files by...

No exceptions were found as a result of this procedure.

### **Phase III: Conduct Draw**

We observed the Draw Manager click on the “Start Draw” button on the “Draw” tab to commence the draw.

We observed the numbers [Insert numbers displayed] were displayed on the monitor.

No exceptions were found as a result of this procedure.

The Company is responsible for the source documents that are described in the ~~specified procedures~~selected procedures and related findings section. We were not engaged to perform and we have not performed any procedures other than those previously listed, nor have we performed any procedures with respect to the preparation or verification of any of the source documents. We have no responsibility for the verification of any underlying information upon which we relied in forming our findings.

Furthermore, we undertake no responsibility to update this report for events and circumstances occurring after the date hereof. ~~We did not obtain a written statement from XYZ Company stating that the Lottery was conducted in accordance with its procedures.~~

*[Additional paragraph(s) may be added to describe other matters such as materiality limits.]*

*[Practitioner’s signature]*

*[Practitioner’s city and state]*

*[Date of practitioner’s report]*

### **Independent Accountant’s Report on Applying ~~Specified Procedures~~Selected procedures**

*[Appropriate Addressee]*

We have performed the procedures enumerated below related to Local X Union's Election Day Processes for its elections held on MM, DD, YYY. Local X Union is responsible for conducting the elections in accordance with the Election Guidelines for United Association Local Unions – Election Day Processes. These procedures, including the nature, timing, and extent of the procedures, may not address all of the items of interest to a user [and do not address the completeness, accuracy, or reasonableness of the source documents used in the procedures] and may not meet the needs of all users. ~~We make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.~~

This ~~specified procedures~~selected procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement on Local X Union's conduct of the elections, the objective of which would be the expression of an opinion or conclusion, respectively, on Local X Union's conduct of the elections. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

For purposes of the procedures described in this report, Local X Union provided us with Election Guidelines for United Association Local Unions – Election Day Processes

The procedures and associated findings are as follows:

#### Observers

On [date], we observed:

1. Each candidate had one designated observer present at the election and the counting of the ballots.
2. Local X Union verified that each observer present was a member in good standing
3. Observers were not allowed to handle ballots
4. Observers were not wearing campaign buttons, stickers, or other campaign apparel

No exceptions were found as a result of this procedure.

#### Challenged Ballots

On [date], we observed:

1. Three (3) ballots were challenged by Observers
2. For each ballot challenged:

- a. Voting Member was provided a blank ballot, an envelope labeled “secret ballot envelope”, and a larger envelope labeled “challenged ballot envelope”.
- b. An Election Official recorded on the outside of the challenged ballot envelope, the voting member’s name, membership number, reason for the challenge, name of person raising the challenge, resolution of the challenge, name of the Election Official, and the date.
- c. Voting Member was shown to private voting area where the ballot was marked, placed in secret ballot envelope and sealed. Voting Member then placed the secret ballot envelope in the challenged ballot envelope and returned it unsealed to the Election Official.
- d. The Election Official insured the challenged ballot envelope contained the secret ballot envelope.
- e. The Voting Member then sealed the challenged ballot envelope and placed it in a separate ballot box maintained for challenged ballots.

No exceptions were found as a result of this procedure.

### Counting the Ballots

On [date], we observed:

1. Local X Union used machine counting for the election
2. After all Voting Members’ votes were cast, the Operator of the voting machine locked all the ballot machines.
3. The machines were then opened one by one and a member of the Election Committee read and recorded the tabulations while two other Election Committee members each recorded the tabulations on separate tally sheets.
4. After all tabulations were completed, the voting machine Operator locked all of the ballot machines.
5. The Election Committee then totaled the results of the tabulation sheets.
6. The Elections Committee Chairman read the results aloud.
7. The members of the Election Committee signed the tally sheets.
8. The tally sheets were locked in a safe place.

No exceptions were found as a result of this procedure.

Local X Union is responsible for the source documents that are described in the ~~specified procedures~~selected procedures and related findings section. We were not engaged to perform and we have not performed any procedures other than those previously listed, nor have we performed any procedures with respect to the preparation or verification of any of the source documents. We have no responsibility for the verification of any underlying information upon which we relied in forming our findings.

Furthermore, we undertake no responsibility to update this report for events and circumstances occurring after the date hereof. ~~We did not obtain a written statement from Local X Union stating that the election was conducted in accordance with Election Guidelines for United Association Local Unions, Election Day Processes.~~

[Independent Accountant’s Signature]

[Independent Accountant's city and state]

[Date of Independent Accountant's report]