

29 March 2020

Temple Wisdom Online

Hilton Health Medical Centre
Suite 1
3 Monzali Drive
Hilton Gardens
3245

ATT: Brendan Temple

Dear Brendan,

PAY IT FOODWARD INITIATIVE – HILTON, KWAZULU-NATAL

Thank you for your call earlier where we discussed the possibility of my firm providing a professional service to conduct Agreed-Upon-Procedures (“AUP”) whereby I will assess the integrity of the system relating to the Pay It Foodward Initiative in Hilton, implemented by Temple Wisdom Online. Further procedures can be agreed-upon once this great initiative has run its course to provide further comfort to those who purchased vouchers or made donations that funds were distributed as instructed by the purchaser. In other words, I can provide you with 2 reports: the first during the course of the week commencing 30 March 2020 and the 2nd on the wrap-up of the initiative.

I am delighted to be able to assist you in this regard.

The scope of work will be outlined in the Letter of Engagement for an AUP Engagement which I shall draft and send to you in due course. The procedures to be performed will be mutually agreed before any work commences.

The purpose of the AUP Engagement is that credibility of the Pay It Foodward Initiative may be enhanced in the context that the users of the AUP report will derive a level of comfort and credibility from the work that was performed, who performed the work, and the factual findings that resulted from the work performed. However, this must be understood in the context that an AUP engagement is a special purpose engagement where the agreed-upon procedures relating to the particular engagement have been tailored to meet the specific needs of specific users in the circumstances as opposed to satisfying general purpose requirements which would be the case in an audit/assurance engagement.

I attach a copy of a Specimen Report of Factual Findings as Appendix 1 to this letter for information purposes only.

Thank you once again for allowing me to be of assistance.

Yours Sincerely,



Dave Prentice

David Prentice CA(SA) – Sole Proprietor

Appendix 1

Example of a Report of Factual Findings in Connection with XXXXXXXXXXXXXXXX

REPORT OF FACTUAL FINDINGS
To [appropriate addressee]

Report of Factual Findings

We have performed the procedures agreed with you and [name of any intended users party to the terms of the engagement] to report factual findings for the purpose of assisting you [and [name of other intended users or group of intended users]] in assessing, in combination with other information obtained by you, the accuracy of xxxxxxxxxxxx as at [date]. The procedures performed are detailed in the terms of the engagement of [date] and described below [(or if appropriate) set forth in the attached schedules] with respect to the accounts payable of [entity] as of [date].

[Management / Those Charged with Governance]'s Responsibility for the Procedures Agreed

[Management / Those Charged with Governance and any intended users' party to the terms of the engagement] are responsible for the adequacy or otherwise of the procedures agreed to be performed by us. You and [name of other intended users or group of intended users] are responsible for determining whether the factual findings provided by us, in combination with any other information obtained, provide a reasonable basis for any conclusions which you or other intended users wish to draw on the subject matter.

Member's Responsibility

Our responsibility is to report factual findings obtained from conducting the procedures agreed. We conducted the engagement in accordance with the International Standard on Related Services (or refer to relevant national standards or practices) applicable to agreed-upon procedures engagements.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standards on Review Engagements (or relevant national standards or practices), we do not express any assurance on the accounts payable as of (date).]. Had we performed additional procedures or had we performed an audit or a review of the accounts payable in accordance with International Standards on Auditing or International Standards on Review Engagements (or relevant national standards or practices), other matters might have come to our attention that would have been reported to you.

Factual Findings

The procedures were performed solely to assist you in evaluating the accuracy of the accounts payable. The procedures performed and the factual findings obtained are as follows:

Procedures Performed	Factual Findings	Errors or Exceptions Identified
1. We obtained and checked the addition	We found the addition to be correct and the total amount to be in agreement.	None
2. We compared the attached schedule (not shown in this example related names and amounts in the trial balance.	We found the amounts compared to be in agreement, except for the exceptions noted.	[Detail the exceptions]

3. For X	We found there were xxxx statements for all such XX.	None
4. onwards		[Detail exceptions]

Restriction on Use of Report

Our report is solely for the purpose set forth in the first paragraph of this report and for your information and is not to be used for any other purpose or to be distributed to any other parties. This report relates only to the accounts and items specified above and does not extend to any financial statements of ABC Company, taken as a whole.

[Member's signature].

[Date of the report of factual findings]

[Member's address]