

GUIDANCE ON CPA ATTESTATION REPORT FORMAT AND DOCUMENTATION OF FINDINGS

This document includes guidance on compiling the CPA Attestation Report Form. For a comprehensive description of the Agreed Upon Procedures, please refer to the *CPA Agreed Upon Procedures Manual* posted at <https://dmz1.dhcd.virginia.gov/EZApplication/>.

Report Format

The findings on the Agreed Upon Procedures are to be compiled in the CPA Attestation Report. **The report submitted must be in the format prescribed by DHCD.** Please use the form provided by DHCD to report on your findings for each procedure. There are two forms (a Real Property Investment Grant and Job Creation Grant Template) available at: <https://dmz1.dhcd.virginia.gov/EZApplication/>.

Appropriate Description of Findings

CPAs performing the Agreed Upon Procedures are required to clearly indicate that each procedure was performed in its entirety. Additionally, reports should also include the findings for each procedure.

Below are guidelines to keep in mind when documenting your findings.

- ❖ The “practitioner should report all findings from the application of the agreed-upon procedures” as stated in the American Institute of Certified Public Accountants (AICPA) professional standards [Section AT 201.25](#).
- ❖ “A practitioner should avoid vague or ambiguous language in reporting findings” as specified in [Section AT 201.26](#).
- ❖ Providing one’s initials by each procedure does not constitute an adequate description of findings.

See the following page for examples of what constitutes appropriate and inappropriate descriptions of findings. This table was adopted from Section [AT 201.26](#).

Please note that any reports submitted that do not clearly indicate that each procedure was performed and/or includes vague language as the finding(s) will be deemed **incomplete**.
The application will not be processed until the report is re-submitted.



If you have any questions about the CPA Attestation Report, please contact EZONE@dhcd.virginia.gov or (804) 371-7030.

<i>Procedures Agreed Upon</i>	<i>Appropriate Description of Findings</i>	<i>Inappropriate Description of Findings</i>
Inspect the shipment dates for a sample (agreed-upon) of specified shipping documents, and determine whether any such dates were subsequent to December 31, 20XX.	No shipment dates shown on the sample of shipping documents were subsequent to December 31, 20XX.	Nothing came to my attention as a result of applying that procedure.
Calculate the number of blocks of streets paved during the year ended September 30, 20XX, shown on contractors' certificates of project completion; compare the resultant number to the number in an identified chart of performance statistics.	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 project completion.	The number of blocks of streets paved approximated the number of blocks included in the chart of performance statistics.
Calculate the rate of return on a specified investment (according to an agreed-upon formula) and verify that 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.
Trace all outstanding checks appearing on a bank reconciliation as of a certain date to checks cleared in the bank statement of the subsequent month.	All outstanding checks appearing on the bank reconciliation were cleared in the subsequent month's bank statement except for the following: <i>[List all exceptions.]</i>	Nothing came to my attention as a result of applying the procedure.
Compare the amounts of the invoices included in the "over ninety days" column shown in an identified schedule of aged accounts receivable of a specific customer as of a certain date to the amount and invoice date shown on the outstanding invoice and determine whether or not the invoice dates precede the date indicated on the schedule by more than ninety days.	All outstanding invoice amounts agreed with the amounts shown on the schedule in the "over ninety days" column, and the dates shown on such invoices preceded the date indicated on the schedule by more than ninety days.	The outstanding invoice amounts agreed within approximation of the amounts shown on the schedule in the "over ninety days" column, and nothing came to our attention that the dates shown on such invoices preceded the date indicated on the schedule by more than ninety days.