

Independent Auditor

MEMORANDUM OF AGREEMENT

This memorandum of agreement is made on _____ (Day, Month, and Year), by and between the Institute of Electrical and Electronics Engineers Inc., a nonprofit corporation, (“IEEE”), on behalf of the IEEE _____, and _____ (Independent Auditing Firm) located at _____ (Address) and sets forth the obligations relating to the financial activities of _____ (Geo unit, conference, standard working group).

TERMS OF AGREEMENT:

It is hereby agreed that the _____ (Independent Auditing Firm) will complete an ‘Agreed Upon Procedures’ report and provide to the IEEE Internal Audit Department the following:

- A. The ‘Agreed Upon Procedures’ report with purpose, scope and appraisal will include findings, recommendations, and management responses.
- B. ‘Agreed Upon Procedures’ report to be completed and sent to IEEE Internal Audit within 45 days of audit commencement date.
- C. Financial Statement(s).
- D. Work papers related to procedures performed if requested by IEEE Internal Audit Department.

For additional information, please contact the IEEE Internal Audit department at ops-audit@ieee.org

Independent Auditor Date

Director/Chair (Print Name)

CPA or Charter Accountant License #

Director/Chair Signature Date

Email

Phone Number