To the members of FIFA and the confederations

Circular no. 1256

Zurich, 31 January 2011
SG/clo/cs

FIFA Financial Assistance Programme (FAP): Local FAP audit report 2010

Dear Sir or Madam,

In accordance with art. 4.5 of the FAP Regulations, FIFA member associations are responsible for providing FIFA with a report on the use of the FAP funds received. The following documentation must be sent to the FIFA general secretariat by 31 March 2011:

a) An audit report on the FIFA member association’s FAP account by its independent auditor (see attached template)

b) An independence letter signed by the auditor

c) A representation letter signed by the FIFA member association

d) FAP form 3 for each project (per purpose A-L) including the budgeted amounts and the actual amounts of disbursements made

e) FAP reporting (FAP form 4)

f) A copy of the FAP bank statement as at 01/01/2010 and 31/12/2010

FAP bonus payment in 2010

In accordance with art. 5 of the FAP Regulations and circular 1232, the bonus payment needs to be included in the regular annual audit. The receipt of the bonus payment needs to be included as “payments received from FIFA” in FAP form 4 and the disbursement needs to be included in FAP form 3 (purposes A-L) and FAP form 4.

Please instruct your local audit company accordingly and make sure that your auditor is using the latest audit report template, which is attached to this circular.

The Member Associations & Development Division of FIFA or any FIFA development officer will be pleased to answer any questions you may have.
Finally, we would like to take this opportunity to thank you for the pleasant working relationship and for your continuous commitment to the development of our game.

Yours faithfully,

FÉDÉRATION INTERNATIONALE
DE FOOTBALL ASSOCIATION

[Signature]

Jérôme Valcke
Secretary General

Enclosure:
- Template FIFA local auditor’s report 2010

cc: FIFA Executive Committee
Text for Reporting

FIFA Financial Assistance Programme

To:
Fédération Internationale de Football Association (FIFA)
F.A.O. Jérôme Valcke
Secretary General
P.O. Box
CH-8044 Zurich
Switzerland

Amount received:
Ordinary FAP contribution in USD: .................................................................
One-time bonus payment in USD: .................................................................
Other income received from FIFA in USD: ..................................................
Total amount received in USD: .................................................................
equivalent in local currency: ...........................................................................

Amount used/spent: in local currency: ............................................................

In accordance with your Special Engagement Instructions and the FAP Regulations, we have performed the procedures described below, which were agreed by KPMG Zurich and the management of FIFA.

Our engagement was undertaken in accordance with the International Standard on Related Services 4400 applicable to agreed-upon procedures engagements. The procedures were performed solely to assist FIFA in supervising payments made out of the Financial Assistance Programme (FAP) and are summarised as follows:
(1) We compared the amount of funds approved by FIFA under the Financial Assistance Programme for the year ended 31 December 2010 and any other income received from FIFA including the FAP one-time bonus payment with the total amount of payments received as per form 4.

(2) We compared the total amount of payments received as per form 4 with funds credited to the (Member Association)'s designated bank account (the "Special Bank Account") during the year ended 31 December 2010.

(3) We compared the bank balances as of 1 January 2010 and 31 December 2010 as shown in form 4 with the bank statements of the Special Bank Account.

(4) We compared the amounts disbursed as per form 4 with the total amounts spent as per forms 3 (check whether the amounts shown per category on form 4 agree with the total amount shown on the respective forms 3).

(5) We compared the amounts disbursed as per form 3 with the payments according to the bank statements of the Special Bank Account.

(6) We compared the amounts shown as interest income or expense and bank charges shown on form 4 with the bank statements of the Special Bank Account.

(7) We compared the single payments (single payments in excess of USD 5,000 and overall coverage of 60%) made from the Special Bank Accounts with supporting documentation like goods/services purchase agreements, invoices, receipts and vouchers.

(8) We checked whether the disbursements shown in forms 3 (in excess of USD 5,000 and overall coverage of 60%) are in compliance with the purpose indicated in FAP Forms 3 and the FAP Regulations.

(9) We compared the exchange rates applied for single transactions with the market exchange rates valid at that time.

We report our findings below:

(1) With respect to item (1) we found that...
(2) With respect to item (2) we found that...
(3) With respect to item (3) we found that...
(4) With respect to item (4) we found that...
(5) With respect to item (5) we found that...
(6) With respect to item (6) we found that...
(7) With respect to item (7) we found that...
(8) With respect to item (8) we found that...
(9) With respect to item (9) we found that...

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, we do not express any assurance on the accounts of the Member Association as of (date).
Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Auditing or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

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 the Member Association, taken as a whole.

We confirm that we are also the duly elected statutory auditors of the above-mentioned Member Association. Both engagements are performed independently of each other.

This report was discussed with the Management of the Member Association on DATE.

(signed) Audit Firm

Date

Enclosure:
- Signed Representation Letter
- Reporting package to FIFA

Copy:
- President of Member Association