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