

Instructions for auditors

During the annual reassessment in accordance with the Travel Guarantee Act, a party must submit a completed budget review for the previous term to Kammarkollegiet (the Legal, Financial and Administrative Services Agency). The budget review should be submitted using the directed form and must be signed by the firm's authorised signatory. When companies that have auditors submit a budget review, it should be followed by the auditor's report. Anyone whose operations are covered by the Travel Guarantee Act should have arranged their accounts so that the information requested by Kammarkollegiet can be provided.

The company's auditor must comment on whether the reported gross income as shown in the firm's budget review for a certain term corresponds with their disclosed gross income subject to guarantees for the equivalent term.

The company's auditor should use Kammarkollegiet's report template. The form is available at Kammarkollegiet's website. The report should include comments regarding findings according to the points shown below. If no discrepancy is found the auditor should comment "there is no discrepancy to report". If a discrepancy is found this should be described in the report.

Scope of audit procedures:

Review of the company's revenue recognition for gross income subject to guarantees in accordance with the Travel Guarantee Act for the term of the budget review includes:

- Verification that the company's month by month revenue recognition corresponds with the gross revenue stated in the budget review for the corresponding periods.