

# Agreed Upon Procedures

**Our Agreed Upon Procedures service can mean the difference between wondering if something is being done right – and knowing.**

Through skilled independent examination, Shavell & Company can provide the assurance you need and the documentation you need to demonstrate your proper use of financial assets and procedures.

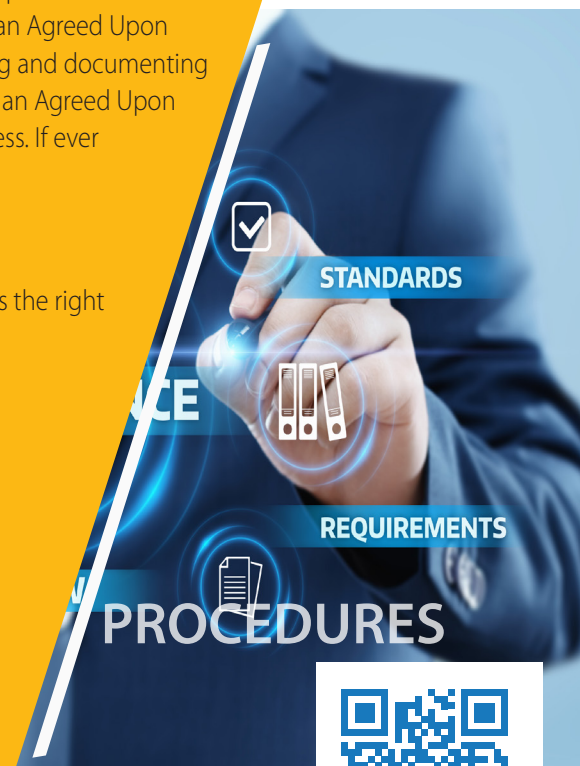
## **For instance, consider the ongoing Paycheck Protection Program (PPP) loan program.**

Forgiveness of your PPP loan should be simple – but it's not. Changing regulations and complex instructions make it imperative that you properly document and properly spend the loan proceeds. Through an Agreed Upon Procedures engagement, we have curbed the complexity for numerous clients by reviewing and documenting all qualified expenditures ensuring they can prove-out proper loan allocation. We provided an Agreed Upon Procedures Report confirming that their own documentation supports maximum forgiveness. If ever questioned, you have all documentation in one place ready to go.

## **Processes Appropriate for Agreed Upon Procedures Engagements**

Agreed Upon Procedures are useful for a myriad of tasks to help your company ensure it has the right kinds of internal controls in place that are producing the desired benefit or result, such as:

1. Cash Processes
2. Special reviews of loan portfolios
3. Payroll Processes
4. Job Costing
5. Expense Review
6. Revenue Review
7. Accounts Payable Processes
8. Accounts Receivable Processes
9. Credit Card Transaction Reviews
10. Verifying Compliance Parameters are met
11. Verifying Inventory or Collateral
12. Testing Processes or Records against established criteria
13. Merger Accounting Assistance
14. Due Diligence when buying or selling a business



**Contact us to schedule a consultation to see if an Agreed Upon Procedures Engagement can improve your processes.**

For more information: **info@shavell.net** or call **561-997-7242**

# SHAVELL & COMPANY, P.A.

Certified Public Accountants and Consultants


Our Agreed Upon Procedures Engagement allows us to evaluate specific procedures and report our findings to provide clarity to your company or a third party.

## It works like this:

1. We meet with you to determine your concerns: the who, what, when, where, why and how.
2. We discuss the issue to become clear about your goals.
3. We strategize with you to outline the procedures we would follow that will produce accurate and valid answers, including:
  - What documents or statements we will request and examine?
  - Who in your company we will speak to?
  - How much time do we have to complete it?
4. We gain mutual agreement on the procedures.
5. We conduct the evaluation.
6. We produce a report listing the procedures performed, along with our findings, and present it to the ownership.

## A Few Things to Know:

- An Agreed Upon Procedures engagement is entirely unique to your needs. There are no cookie cutter versions.
- Shavell & Company is available for Agreed Upon Procedures Engagements independent of whether we are performing other consultation or preparing financial statements for you. This can always be a stand-alone service.
- The Report provided is factual only. It does not include our opinion on the results, nor our recommendations. You will make your own conclusions and determine future action.
- Our Agreed Upon Procedures report is solely for the use of the engaging entity or party who requested it.
- An Agreed Upon Procedures Engagement may help you discern whether internal controls are in place and functioning as they should be.
- An Agreed Upon Procedures Engagement may help your company remain compliant and avoid risk.
- We have experience conducting Agreed Upon Procedures for lenders or other third parties on behalf of their clients, which may be your company.
- An Agreed Upon Procedure Engagement can be conducted any time of the year.



"We want to help you  
make more money and  
keep more of it."

POLICIES  
AND  
PROCEDURES

For more information: [info@shavell.net](mailto:info@shavell.net) or call 561-997-7242