

Engagement Letter for Fiscal Audit

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the services we are to provide for [Charity Name] for the fiscal audit for the year ending [Fiscal Year End Date]. This letter outlines our mutual agreement regarding our audit engagement.

Scope of Services

We will perform an audit of the financial statements of [Charity Name] as of [Fiscal Year End Date], which will include:

- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- Assessing the accounting principles used and significant estimates made by management.
- Evaluating the overall financial statement presentation.

Responsibilities

[Charity Name]'s management is responsible for the preparation and fair presentation of the financial statements in accordance with Generally Accepted Accounting Principles (GAAP). This includes establishing and maintaining internal controls relevant to the preparation of financial statements.

Fees

Our fees for this audit will be based on our standard hourly rates, plus expenses. We estimate that the total fee will be approximately [Insert Amount].

Acceptance

If this letter meets with your approval, please sign and return a copy. We look forward to working with you and your team.

Sincerely,

[Your Name]

[Your Position]

[Your Firm Name]

[Your Firm Address]

Acceptance of Terms

Agreed and Accepted by:

[Client's Name]

Date: _____