

Audit Agreement for Fiscal Year Assessments

Date: [Insert Date]

[Nonprofit Organization Name]

[Nonprofit Organization Address]

[City, State, Zip Code]

[Auditor's Name]

[Auditor's Firm Name]

[Firm's Address]

[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to confirm our agreement for your firm to conduct the audit of [Nonprofit Organization Name] for the fiscal year ending [Fiscal Year End Date]. This audit will cover the financial statements, compliance with applicable laws and regulations, and internal controls.

Scope of Work:

- Review of financial statements and supporting documentation.
- Assessment of compliance with grant agreements and regulations.
- Evaluation of internal controls.

Audit Timeline:

The audit is scheduled to commence on [Start Date] and is expected to conclude by [End Date]. We will provide access to all necessary documents and records required for the audit process.

Fees:

The audit fee will be [Insert Fee], due upon completion of the audit.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

Agreed and Accepted:

[Auditor's Name]

Date: _____