

Audit Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Organization]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the audit engagement for [Nonprofit Organization Name] for the year ending [Fiscal Year End Date]. This letter outlines the terms of our engagement.

Scope of Audit

We will audit the financial statements of [Nonprofit Organization Name] as of [Fiscal Year End Date], and the related statements of activities, functional expenses, and cash flows for the year then ended.

Responsibilities

Our responsibilities will include performing the audit in accordance with generally accepted auditing standards and issuing an opinion on the financial statements. Management is responsible for the fair presentation of the financial statements.

Deliverables

Upon completion of the audit, we will provide:

- An audit report.
- Management letter.

Fees

The fees for our services will be [Insert Fee Structure] and are based on the estimated hours required to complete the audit.

Acceptance

If you agree with the terms of this engagement as outlined above, please sign and return a copy of this letter.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

Accepted by:

[Client's Name]

[Client's Title]

[Nonprofit Organization Name]

Date: _____