

# Audit Engagement Letter

Date: [Insert Date]

To: [Charity Board Name]

From: [Your Firm's Name]

Subject: Audit Engagement for Financial Year Ending [Insert Date]

Dear Members of the Board,

We are pleased to confirm our understanding of the engagement to perform an audit of the financial statements of [Charity Name] for the year ending [Insert Date]. This letter outlines the audit services we will provide and the respective responsibilities of both parties.

## Scope of the Audit

We will conduct our audit in accordance with International Standards on Auditing (ISA). Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

## Management Responsibilities

The management of [Charity Name] is responsible for the preparation and fair presentation of the financial statements in accordance with applicable laws and regulations. Additionally, management is responsible for the design, implementation, and maintenance of internal controls relevant to the preparation of financial statements.

## Fees and Payment Terms

The fees for the audit will be [Insert Fee Amount], payable upon completion of our audit report.

## Confirmation of Terms

Please sign and return a copy of this letter to confirm your agreement with the terms of our engagement. We look forward to working with you and the board in this important endeavor.

Yours sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

Agreed and accepted by:

\_\_\_\_\_  
[Charity Board Chair's Name], Chair of the Board

Date: \_\_\_\_\_