

Engagement Letter for Charity Compliance Audit

Date: [Insert Date]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Charity Contact Name],

We are pleased to confirm our engagement to conduct a compliance audit for [Charity Name] for the fiscal year ending [Insert Year]. This audit will assess your adherence to applicable regulations and internal policies.

Scope of the Audit

The scope of our audit will include, but is not limited to:

- Review of financial statements and records.
- Assessment of compliance with federal and state regulations.
- Evaluation of internal controls and risk management practices.
- Interviews with key personnel.

Responsibilities

We will perform our audit in accordance with the auditing standards established by [Relevant Standards Body]. Your responsibilities include providing access to all necessary documents and records and responding promptly to our inquiries.

Timing and Fees

The audit is expected to commence on [Start Date] and conclude by [End Date]. Our fees for this engagement will be based on the hours worked and will be discussed further.

Please indicate your acceptance of this engagement by signing below and returning a copy of this letter by [Response Deadline].

We are looking forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

Accepted by:

[Charity Contact Name] - [Title]

Date: _____