

Engagement Letter for Financial Review

Date: [Insert Date]

To: [Nonprofit Organization Name]

Address: [Nonprofit Address]

Dear [Nonprofit Contact Name],

We are pleased to confirm our understanding of the engagement to perform a financial review of [Nonprofit Organization Name] for the year ending [Fiscal Year End Date]. Our objective is to review the financial statements and provide limited assurance on whether the financial statements are presented fairly, in all material respects, in accordance with [Applicable Financial Reporting Framework].

Scope of Work

Our review will be conducted in accordance with the Statements on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants. A review consists principally of inquiries of company personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit, the objective of which is to express an opinion regarding financial statements.

Fees

The fee for this financial review engagement is estimated to be [Insert Fee Amount]. Invoices will be issued upon completion of the review.

Responsibilities

Our responsibilities will be to communicate our findings to you and to ensure that our report meets the standards of the accounting profession. Your responsibilities include the preparation and fair presentation of the financial statements and providing us with access to all information relevant to the financial review.

If this engagement letter correctly reflects your understanding of the services we will provide, please sign and return it to us.

We appreciate the opportunity to serve [Nonprofit Organization Name] and look forward to working with you on this engagement.

Sincerely,

[Your Name]
[Your Title]
[Your Firm's Name]
[Your Firm's Address]
[Your Firm's Phone Number]

Accepted By:

[Nonprofit Contact Name]
[Title]
[Date]