

Audit Engagement Letter

Date: [Insert Date]

[Nonprofit Organization's Name]

[Nonprofit Organization's Address]

[City, State, Zip]

To: [Executive Director/Board Chair Name]

Dear [Executive Director/Board Chair Name],

We are pleased to confirm our understanding of the audit engagement for the fiscal year ending [Fiscal Year-End Date] for [Nonprofit Organization's Name]. This letter outlines the objectives, responsibilities, and scope of our audit services.

Objectives of the Audit

The objective of our audit is to provide an opinion on the financial statements of [Nonprofit Organization's Name] as of [Fiscal Year-End Date].

Responsibilities

Our responsibilities include conducting the audit in accordance with generally accepted auditing standards (GAAS) and issuing a report based on our audit findings. Your responsibilities include providing us access to all relevant financial records and documenting any necessary adjustments.

Scope of the Audit

The audit will include an examination of financial statements and an assessment of internal controls as deemed necessary. It will also involve discussions with management and those charged with governance.

Fees

The estimated fee for this engagement is [Insert Fee Amount]. Any additional services requested will be billed separately.

If you agree with the terms of this engagement, please sign and return a copy of this letter. We look forward to working with [Nonprofit Organization's Name] during this audit period.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]

[Firm Address]

[City, State, Zip]

Agreed and Accepted by:

[Name]

[Title]

[Nonprofit Organization's Name]