

Audit Engagement Letter

Date: [Insert Date]

[Client's Name]

[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's Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the nature of our services and terms of our engagement.

Scope of the Audit

We will conduct our audit in accordance with generally accepted auditing standards (GAAS) and will include an evaluation of internal controls and compliance with applicable laws and regulations. Our objective is to express an opinion on the financial statements.

Management Responsibilities

Management is responsible for the preparation and fair presentation of the financial statements in accordance with [Relevant Accounting Standards]. Management will provide us with access to all records relevant to the financial statements, as well as any assistance we may require.

Our Responsibilities

We are responsible for performing the audit in accordance with GAAS and will communicate with you regarding any matters that arise during our audit.

Fees

Our fees for this engagement will be based on the time spent on the audit and our current hourly rates. We estimate that the total fee will be approximately [Estimated Fee Amount].

If you agree with the terms outlined in this letter, please sign and return a copy to us by [Response Due Date]. We look forward to working with you to achieve a successful audit.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Acceptance

I, [Client's Name], accept the terms of the engagement as outlined above.

Signature: _____ Date: _____