

# Audit Scope Agreement

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

To: [Auditor's Name]

[Auditor's Firm Name]

[Firm Address]

Dear [Auditor's Name],

We are pleased to confirm your engagement to perform an audit of the financial statements of [Nonprofit Organization Name] for the year ended [Fiscal Year End Date]. The objective of the audit is to express an opinion on the financial statements of our organization in accordance with generally accepted auditing standards.

## Scope of the Audit

The scope of the audit will include:

- Review of financial statements for the fiscal year ending [Date].
- Assessment of internal controls.
- Compliance with applicable laws and regulations.
- Testing of transactions and balances.
- Preparation of the audit report and management letter.

## Timeline

The audit will commence on [Start Date] and is expected to be completed by [End Date].

## Fees

The agreed fee for the audit services will be [Amount], payable upon completion of the audit.

We look forward to working with you to ensure a successful audit process. Please acknowledge your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

Accepted by:

**[Auditor's Name]**

**[Auditor's Title]**

**[Auditors Firm Name]**