Audit Engagement Planning Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip]

Dear [Recipient Name],

We are pleased to confirm our understanding of the audit engagement for [Institution Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the scope, objectives, and responsibilities of both parties during this engagement.

Scope of the Audit

We will conduct our audit in accordance with Generally Accepted Auditing Standards (GAAS), which will include an examination, on a test basis, of evidence supporting the amounts and disclosures in the financial statements. Our objective is to express an opinion on the financial statements of [Institution Name].

Objectives of the Audit

The primary objectives of our audit are as follows:

- To provide reasonable assurance that the financial statements are free from material misstatement.
- To assess compliance with applicable laws and regulations.
- To evaluate the effectiveness of internal controls over financial reporting.

Responsibilities

Our responsibilities include planning and performing the audit to obtain sufficient appropriate audit evidence, while your responsibilities will include providing access to all financial records and relevant information necessary for the completion of our audit.

Fees and Billing

The estimated fees for this audit engagement will be [Insert Fee Estimate]. Billing will occur on a [monthly/quarterly/final] basis, and payment is due within [Insert Terms] days of receipt of the invoice.

We appreciate the opportunity to work with [Institution Name] and are committed to delivering a thorough and effective audit. Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip]

Accepted by:

_____

[Recipient Name]

[Recipient Title]

[Institution Name]