

Audit Engagement Planning Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip]

Dear [Client Contact Name],

We are pleased to confirm our understanding of the audit engagement you have requested for the period ending [Insert Period End Date] for [Non-profit Organization Name]. This letter outlines the scope, objectives, and terms of our engagement, including our responsibilities and yours as the management of the organization.

1. Scope of the Audit

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, and will include the examination of the financial statements of [Non-profit Organization Name] for the fiscal year ending [Insert Period End Date].

2. Objectives of the Audit

The objective of our audit is to express an opinion on the financial statements of [Non-profit Organization Name], and to report on the fairness of the presentation of those financial statements in conformity with [Insert Applicable Accounting Framework].

3. Responsibilities

Management is responsible for the preparation and fair presentation of the financial statements, and for maintaining internal controls relevant to the preparation of financial statements that are free from material misstatement. Our responsibility is to plan and conduct the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

4. Fees and Payment Terms

Our fees for this engagement will be based on the time spent on the engagement and will be billed on a monthly basis. We estimate that our total fees will be approximately [Insert Estimated Fees].

5. Timing of the Audit

The audit will commence on [Insert Start Date] and we anticipate concluding our fieldwork by [Insert Conclusion Date].

If you agree with the terms of this engagement as outlined in this letter, please sign and return a copy to us.

Thank you for the opportunity to serve [Non-profit Organization Name]. We look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip]

Accepted and agreed:

[Client Contact Name] _____

[Title] _____

[Date] _____