

Engagement Letter for Compliance Audit

Date: [Insert Date]

[Nonprofit Agency Name]

[Nonprofit Agency Address]

[City, State, Zip Code]

Dear [Nonprofit Agency Contact Name],

We are pleased to confirm our understanding of the engagement to conduct a compliance audit of [Nonprofit Agency Name] for the fiscal year ending [Fiscal Year End Date]. This letter outlines the scope of our services and the terms of our engagement.

Scope of Services

Our audit will be conducted in accordance with [Applicable Standards, e.g., GAAS, OMB Circular A-133] and will include an examination of your compliance with federal and state laws, regulations, and grant requirements applicable to your organization.

Responsibilities

[Nonprofit Agency Name] is responsible for ensuring compliance with applicable laws and regulations. We will rely on your written representations regarding compliance as part of our audit procedures.

Timing

We anticipate commencing the audit on [Start Date] and concluding by [End Date]. We will work with your staff to schedule and conduct the necessary audit procedures.

Fees

Our fees for this engagement will be based on the time spent by our staff at our standard billing rates plus out-of-pocket expenses. We estimate the total fee to be approximately [Estimated Fee].

Acceptance of Terms

Please sign and return a copy of this letter to confirm your acceptance of the terms of our engagement.

We appreciate the opportunity to serve [Nonprofit Agency Name] and look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Firm Address]

[City, State, Zip Code]

Accepted and agreed:

[Nonprofit Agency Contact Name]

[Title]

Date: _____