

Financial Audit Contract

Date: [Insert Date]

To: [Auditor's Name]
[Auditor's Firm]
[Firm's Address]
[City, State, Zip Code]

Dear [Auditor's Name],

We are pleased to engage your services for a financial audit of [NGO Name], located at [NGO Address], for the fiscal year ending [Fiscal Year End Date]. This audit is to ensure compliance with legal and regulatory requirements and to assess the integrity of our financial reporting.

Scope of Work

The scope of the audit will include, but is not limited to:

- Review of financial statements.
- Assessment of internal controls.
- Verification of assets and liabilities.
- Compliance testing of applicable regulations.

Audit Period

The audit will cover the period from [Start Date] to [End Date].

Fees

The total fee for the audit services will be [Insert Fee], payable within [Insert Payment Terms].

Confidentiality

Both parties agree to maintain confidentiality regarding the information exchanged during the audit process.

Acceptance

By signing below, you agree to the terms of this contract.

[Auditor's Name]
[Auditor's Firm]

[NGO Representative Name]
[NGO Name]

Thank you for your attention to this matter. We look forward to working together.

Sincerely,

[Your Name]
[Your Title]
[NGO Name]
[Contact Information]