

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Monthly Financial Statement Compilation Engagement

Dear [Client Contact Name],

This letter confirms our understanding of the terms and objectives of our engagement to provide compilation services for [Company Name].

Scope of Services

We will perform the following services on a monthly basis:

- Compile a Balance Sheet and the related Statement of Income from information provided by management.
- Prepare necessary adjusting journal entries as identified during the compilation process.

Our Responsibilities

The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements. We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the AICPA.

Management Responsibilities

The engagement is conducted on the basis that management acknowledges and understands its responsibility for:

- The preparation and fair presentation of the financial statements.
- The design, implementation, and maintenance of internal controls relevant to the preparation of financial statements.
- The accuracy and completeness of the records, documents, and explanations provided to us.

Reporting

Our compilation report will state that we did not audit or review the financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the applicable financial reporting framework. [Optional:

Management has elected to omit substantially all disclosures required by generally accepted accounting principles.]

Fees

Our fees for these services will be [Amount] per month, payable upon receipt of our invoice.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our compilation of your financial statements.

Sincerely,

[Your Name/Firm Name]
[Your Title]

Acknowledged and Agreed:

For [Company Name]:

Signature

Date