

[Date]

[Executive Director Name]
[Nonprofit Organization Name]
[Address]
[City, State, Zip]

Dear [Executive Director Name]:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services [Accounting Firm Name] will provide to [Nonprofit Organization Name].

Scope of Services

We will perform a compilation of the financial statements of [Nonprofit Organization Name], which comprise the statement of financial position as of [Fiscal Year End Date], and the related statements of activities, functional expenses, and cash flows for the year then ended. We will not audit or review these financial statements. Our objective 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.

Responsibilities of the Firm

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA). We are not required to, and will not, verify the accuracy or completeness of the information you provide to us. Accordingly, we will not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

Responsibilities of Management

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

- The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- The design, implementation, and maintenance of internal control relevant to the preparation of financial statements.
- Preventing and detecting fraud.
- Providing us with access to all information of which management is aware that is relevant to the preparation of the financial statements.

Reporting

As part of our engagement, we will issue a report that states we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. If, for any reason, we are unable to complete the compilation, we will not issue a report.

Fees

Our fees for these services are based on the time required at our standard billing rates plus out-of-pocket expenses. We estimate the fee for this engagement to be \$[Amount].

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]

Acknowledged and Agreed:

[Name of Authorized Representative]

[Title]

[Date]