

[Date]

[Executive Director Name]

[Organization Name]

[Address]

[City, State, Zip]

Dear [Name],

This letter confirms the terms of our engagement to provide cash flow forecasting and budgeting services to [Organization Name].

1. Scope of Services

We will assist management in the following areas:

- Development of an annual operating budget for the fiscal year [Year].
- Creation of a 12-month rolling cash flow forecast model.
- Analysis of historical revenue patterns and restricted fund release schedules.
- Identification of key financial performance indicators.

2. Management Responsibilities

Management is responsible for:

- Providing accurate and timely financial data, including historical reports and grant award letters.
- Making all final decisions regarding budget assumptions and strategic priorities.
- Maintaining internal controls over financial reporting.

3. Limitations

This engagement is a consulting service and does not constitute an audit, review, or compilation of financial statements. We will not provide an opinion or any form of assurance regarding the organization's financial standing or future performance. Our work will rely on information provided by your staff without independent verification.

4. Fees

Our fee for these services is estimated at \$[Amount]. This fee is based on the time required and the complexity of the organization's funding structure. Invoices will be sent [Monthly/Upon Completion] and are payable within [Number] days.

5. Timeline

Work is scheduled to commence on [Start Date], with a goal of presenting the final budget and forecast model to the Board of Directors by [End Date].

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Firm Name]

[Title]

Accepted by [Organization Name]:

Signature: _____

Name: [Name]

Title: [Title]

Date: [Date]