

Audit Engagement Letters

Audits of private enterprises require unique documentations. Professional Standards dictate the language and coverage of a significant portion of all audit engagement letters. Those standards also require that an understanding be reached between the client and the CPA.

Audits are sometimes performed based on specific requirements dictated to the client by governmental agencies, statutes or others. While the framework for an audit engagement letter may be relatively standards, some rules prohibit language (such as indemnification clauses for financial institutions) other requirements add language (such as plan document language for Department of Labor requirements). No single template can anticipate the unique rules of each city, county, commonwealth, state or federal law or rule. The sample engagement letter template offered by the Protexure Risk Management Team does provide unique supporting language to address subpoena requests, ownership of records, billing issues, suspension of services, responsible parties, electronic transmissions and other provisions that are often omitted from agency provided engagement letters.

Protexure's Risk Management Team has prepared a sample engagement letter template to assist Protexure Customers in both complying with obligations set out by professional standards and developing a detailed understanding with the client about the scope of an Audit engagement.

This template is available to insureds only by logging into the Protexure Accountants Members Only area of our website. If you have questions on access please call us at 888-803-9898 and we will be happy to assist you.