

AUDIT ENGAGEMENT LETTER

Client Name:

Client Address:

Attention:

Subject: Audit Engagement for the Financial Year Ended

We are pleased to confirm our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

1. **Objective and Scope of the Audit:** Our audit will be conducted with the objective of expressing an opinion on the financial report prepared by management. The audit will be conducted in accordance with Australian Auditing Standards issued by the Auditing and Assurance Standards Board (AUASB).
2. **Responsibilities of the Auditor:** We will conduct our audit to obtain reasonable assurance whether the financial report is free from material misstatement, whether due to fraud or error. Our procedures will include assessing risks, testing accounting records, and evaluating accounting policies.
3. **Responsibilities of Management:** Management is responsible for the preparation and fair presentation of the financial report in accordance with the applicable accounting framework, for maintaining internal control as management determines is necessary, and for providing us with access to all relevant records and information.
4. **Reporting:** We will provide you with an audit report expressing our opinion on the financial report. Our report will be prepared in accordance with Australian Auditing Standards.
5. **Fees:** Our fees for this engagement will be based on the time required by our staff, plus out-of-pocket expenses. Fees are subject to adjustment for any changes in scope or unexpected difficulties.
6. **Confidentiality:** We will treat all information obtained in connection with this engagement as confidential and will not disclose such information without your consent unless required by law or professional standards.
7. **Limitation of Liability:** Our liability for any claim arising out of this engagement is limited to the amount of fees paid for the services rendered, to the extent permitted by applicable law.
8. **Governing Law:** This engagement letter and our services will be governed by and construed in accordance with the laws of Australia.
9. **Acceptance:** If the terms outlined in this letter are acceptable, please sign and return a copy to us to confirm your agreement.

We appreciate the opportunity to be of service and look forward to a mutually satisfactory relationship.

FOR THE AUDITOR	FOR THE CLIENT
Signature: _____	Signature: _____
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____

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