

SAMPLE MANAGEMENT LETTER – NONPROFIT AND FOR-PROFIT ORGANIZATIONS

(Revised September 2009)

(AUDITOR'S LETTERHEAD)

The "management letter" pursuant to Sections 215.97(9)(f), and 215.97(10)(d), Florida Statutes, is required unless there are no items related to State financial assistance required to be reported in the management letter. If there are no such items, the auditor shall indicate such in the Schedule of Findings and Questioned Costs.

To the Honorable *(Board of Directors, Commissioners, Council members, or other title as appropriate)*(name of entity), Florida.

We have audited the financial statements of the (name of entity), as of and for the fiscal year ended _____, 20XX, and have issued our report thereon dated _____, 20XX. *(If the auditor's report on the financial statements includes any departures from an unqualified opinion, disclose such departures in the management letter.)*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *(if applicable)* OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters, Independent Auditor's Report on Compliance with Requirements Applicable to each Major Federal Program and State Project and on Internal Control over Compliance, and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated _____, 20XX, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.650, Rules of the Auditor General, which requires disclosure in the management letter of violations of provisions of contracts or grant agreements, or abuse, that have an effect on the financial statements or State project amounts that is less than material but more than inconsequential. In addition, for matters that have an inconsequential effect on the financial statements or State project amounts, considering both quantitative and qualitative factors, the following may be reported based on professional judgment: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) control deficiencies that are not significant deficiencies. In connection with our audit, the following matters are required to be disclosed: *(describe findings)*.

Pursuant to Chapter 119, Florida Statutes, this management letter is a public record and its distribution is not limited. Auditing standards generally accepted in the United States of America require us to indicate that this letter is intended solely for the information and use of management, and the Florida Auditor General *(refer to other governmental agencies if appropriate)*, and is not intended to be and should not be used by anyone other than these specified parties.

(name of CPA firm)

(date of management letter)

[NOTE: This example management letter is intended to provide guidance concerning the preparation of a management letter pursuant to Chapter 10.650, Rules of the Auditor General for Florida Single Audit Act Audits of Nonprofit and For-Profit Organizations. It should be amended as appropriate based on the auditor's

professional judgment regarding the particular circumstances of the audit and changes to Government Auditing Standards and/or Chapter 10.650, Rules of the Auditor General for Florida Single Audit Act Audits of Nonprofit and For-Profit Organizations.]