YOUR  
LOGO

**COMPANY NAME**

FINANCIAL AUDIT RFP RESPONSE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for the opportunity to respond to your Request for Proposal (RFP) for financial audit services. [Your Company Name] is pleased to present our qualifications, approach, and pricing to serve as your independent auditors.  
  
This proposal outlines our methodology, team, and commitment to delivering a thorough and timely audit.

# Project Objectives

The objectives of this engagement are:  
  
- Provide an independent opinion on the fairness of your financial statements  
- Assess internal controls and compliance with applicable standards  
- Deliver actionable recommendations for financial management improvement  
- Ensure timely and efficient communication throughout the process

# Proposed Services

Our financial audit services include:  
  
- Planning and risk assessment based on understanding of your organization  
- Substantive testing and audit fieldwork  
- Review of internal controls, policies, and procedures  
- Drafting and issuance of audited financial statements and management letter  
- Exit meeting and audit wrap-up presentation

# Scope of Work

Scope includes:  
  
- Annual audit of financial statements for the fiscal year ending [Date]  
- Compliance with [GAAP / IFRS / other applicable framework]  
- Coordination with internal finance and external legal/tax advisors  
- Issuance of audit opinion and required reports  
- Optional inclusion of single audit or grant-specific procedures

# Timeline

Proposed audit timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Target Date |
| Engagement Planning | Confirm scope and audit requirements | [Start Date] |
| Preliminary Procedures | Internal control review and documentation | [Date] |
| Fieldwork | Substantive testing and audit analysis | [Date] |
| Reporting | Draft and final audit report delivery | [Completion Date] |

# Pricing

Estimated professional fees for financial audit services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Fee |
| Audit Planning | Risk assessment and strategy | [Amount] |
| Fieldwork & Testing | Sampling and testing of balances | [Amount] |
| Reporting | Audit opinion and deliverables | [Amount] |
| Optional Add-ons | Single audit, grant testing, other procedures | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a licensed CPA firm with extensive experience in auditing organizations of your size and sector.  
  
- Experience: [X] years providing independent audit services  
- Credentials: Registered with [PCAOB / AICPA / other relevant bodies]  
- Mission: To provide reliable, efficient, and insightful audit services that add value beyond compliance

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Multi-entity nonprofit audit under tight reporting deadlines  
- Outcome: Completed ahead of deadline with clean opinion and zero adjustments  
  
Testimonial:  
“[Your Company Name] exceeded our expectations—professional, knowledgeable, and easy to work with.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% at engagement, 50% upon final audit delivery.  
Client Responsibilities: Provide complete and timely access to records and personnel.  
Adjustments: Changes in scope or delays due to client-side factors may result in additional fees.

# Acceptance

To accept this proposal for financial audit services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_