

**SAMPLE MANAGEMENT LETTER
NONPROFIT AND FOR-PROFIT ORGANIZATIONS
(Revised September 2023)**

(AUDITOR'S LETTERHEAD)

The "management letter" pursuant to Sections 215.97(10)(f), and 215.97(11)(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 must indicate such in the Schedule of Findings and Questioned Costs.

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

Report on the Financial Statements

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.)**

Auditor's Responsibility

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; **(if applicable)** the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.650, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; **(if applicable)** Independent Auditor's Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; and **(if applicable)** 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.

Additional Matters

Section 10.654(1)(e), Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements or State project amounts that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings **(or, if applicable, state the findings and**

recommendations). (Auditors should use professional judgment to determine whether and how to communicate internal control deficiencies that are not material weaknesses or significant deficiencies or instances of fraud, noncompliance with provisions of laws or regulations, noncompliance with provisions of contracts or grant agreements, or abuse that do not warrant the attention of those charged with governance.)

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies (***refer to other governmental agencies if appropriate***), the (***Board of Directors, Commissioners, Council members, or other title as appropriate***), and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

(name of CPA firm)

(City, State)

(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. This example management letter should be amended as appropriate based on the auditor's professional judgment regarding the particular circumstances of the audit; Chapter 10.650, Rules of the Auditor General for Florida Single Audit Act Audits of Nonprofit and For-Profit Organizations; and applicable auditing standards.]