

## **Interview Questions for a Certified Public Accountant regarding Audits and Reviews**

1. My organization's income is \$\_\_\_\_\_, are we required to have an annual review or an audit?
2. What is the estimated cost?
3. Will the scope of work include:
  - Being available to answer accounting related questions during the year at no cost?
  - Making a presentation of the audit/review to the Board of Directors or other management group?
  - A management letter with specific proposals on how to strengthen our fiscal systems?
  - Filing New York State's required annual report?
  - Filing Internal Revenue Service's annual report?
4. How large is your firm? How many CPA's, partners and/or accountants are on staff? What percentage of the firm's work is with nonprofit organizations?
5. Who will come to our office to actually review our records?
6. What is the likelihood we will get the same person next year?
7. How long will the audit or review process take? When can we expect to receive a completed audit or review?
8. What work will we be required to do to prepare for the audit or review?
9. What experience does your firm have with nonprofit organizations that are similar in size to ours?
10. Will you be able to provide us with a list of current clients and the names and phone numbers of three references?