

INSTRUCTIONS FOR FILLING OUT CONFIRMATIONS

IMPORTANT INFORMATION

*****ALL CONFIRMATIONS NEED TO BE RETURNED TO OUR OFFICE FOR MAILING*****

DeVries CPAs of Arizona, P.C., will mail your confirmations when you have them completed. We make copies of all your confirmations first in case we need to send second requests for confirmations. Sample confirmation letters may be obtained on your [client site](#) or by emailing michelle@devriesaccounting.com. If you have any questions regarding the preparation of confirmation letters, please contact Michelle Pandow at 520-298-6200, extension 134 or email michelle@devriesaccounting.com.

New auditing standards require that we receive all of the responses to your confirmations prior to beginning the audit. Please forward your confirmations to us as soon as possible so we can get a response prior to the audit. If we do not have all of your confirmation responses before your scheduled audit date, we may postpone the beginning of fieldwork. Financial institutions typically require 30 days to return bank confirmations, whereas grants and funding sources may need 45 to 60 days. Your cooperation in preparing confirmations timely and helping us follow up on confirmations that have not been received is appreciated.

BANK/LOAN ACCOUNT CONFIRMATIONS

1. Bank accounts

The *Standard Form to Confirm Account Balance Information with Financial Institutions* should be used for all bank account confirmations. **You can list all your accounts for the same financial institution on one form.** If you run out of room, use an additional form. If you do not have enough forms, you may copy the form or contact our office for additional forms. Please be aware that some financial institutions may charge a service fee to your account for confirmations.

2. Bank loans

The *Standard Form to Confirm Account Balance Information with Financial Institutions* should be used to confirm loan amounts with banks and other financial institutions, as above.

3. Investment accounts

The *Standard Form to Confirm Account Balance Information with Financial Institutions* should be used to confirm balances of any investment accounts with banks and other financial institutions as above.

CONFIRMATION LETTERS FOR NOTES, GRANTS AND UNITED WAY ALLOCATIONS

All confirmation letters should indicate that your auditors, DeVries CPAs of Arizona, P.C., are doing a regular examination of your organization's financial statements. The letter should reference the period end date of the audit and request a confirmation of the information being requested. Your letter should request a signature confirming the information and indicate that the confirmation should be returned to DeVries CPAs of Arizona, P.C., in the enclosed envelope. **Please include a line for the person responding to note any exceptions.**

Your confirmation letters should be printed on your company stationery. Your cooperation is appreciated in placing the agency address no higher than 2” and no lower than 3.5” on your letterhead so they can be folded and mailed in window envelopes. **Please do not staple multiple page letters as we will need to photocopy them before mailing.**

1. Notes Payable/Receivable

Confirmations for notes payable and receivable from agencies (other than financial institutions) should be put on your organization’s letterhead and include the following information: the date of the note, original amount, unpaid principal balance at the end of the fiscal period, maturity date, interest rate, date to which interest has been paid, amount and description of any collateral, and any other direct or contingent liabilities to or from the agency. Please contact our office if you would like a sample letter.

2. Grants and Contracts

Confirmations from funding sources need to reference the contract number, date of contract, period covered, CFDA number and percentage of payments that are Federal funds, the total amount disbursed to your organization during the fiscal period, and the dates, check numbers and amounts of all disbursements. Please contact our office if you would like a sample letter.

3. United Way Allocations

United Way allocations need to be confirmed by each United Way agency. The confirmation should indicate the total allocation amount, the cash received and the funds receivable, if applicable. Please contact our office if you would like a sample letter.

4. Attorney Letters

There is a standard format required for attorney letters. Please contact our office for a sample attorney letter.