

Chapter Accounting Standards

Example Accounting Professional Letter

The following letter has been created to provide guidance for General Fraternity's Chapter Accounting Standards Accounting Professional option. Accounting professionals may use this as a template when writing a letter to certify a chapter has met the requirements. In each accounting professional letter, the following three things need to be certified:

1. An explanation of the accounting professional's accounting credentials
2. A statement that the accounting professional can confirm the standards are being met by the chapter for a specified fiscal year
3. A listing of the Chapter Accounting Standards to confirm the accounting professional is aware of them and can provide an approval
4. An acknowledgement that at the end of the Fiscal Year an Income Statement, Balance Sheet, and copy of filed IRS Form 990 will be provided to the chapter for submission to the General Fraternity.

To: Beta Theta Pi Fraternity
From: CPA/PA Name
Company Name
CPA Address
City, State, Zip
Phone and Email

Re: Certification Letter for (Client/Chapter Name)

Date:

My name is [CPA/Pa's name]. My CPA license # is12345 (or my accounting credentials are _____). I have been asked to provide this letter to the Beta Theta Pi Fraternity Administrative Office verifying my professional relationship with (the xxxxx Chapter of Beta Theta Pi). I certify that as an accounting professional I have aided the chapter with budgeting, member billing and dues collection, payables and IRS compliance, and reporting. Furthermore I attest that I will perform and/or ensure this chapter is in compliance with the Beta Theta Pi Chapter Accounting Standards enumerated below for Fiscal Year xxxx.

Chapter Accounting Standards:

1. Record keeping and bookkeeping processes are in compliance with a nonprofit organizational financial accounting standard. (Generally issued from FASB, AICPA or OMB).
2. Sufficient and secure tracking mechanism for tracking payments to specific vendors and collecting vendor tax ID information for 1099 filing.
3. Demonstrate the reconciliation of the bookkeeping to the bank account.
4. Successful and accurate annual 990 filing.
5. Successful and accurate annual 1099 filing and 1096 filing.
6. Documentation of storage of at least seven years secured of files/books.

An Income Statement, Balance Sheet, and a copy of submitted Form 990 for the previous Fiscal Year are also attached.

Please call me if you have any questions or concerns about the content of the letter requested. Thank you very much.

Sincerely,

John Smith, CPA