Interviewing a Certified Public Accountant for Your Organization

• My organization’s income is $____________, are we required to have an annual review or an audit?

• What is the estimated cost of an audit or and/or review?

• Will the scope of work include:
  - Being available to answer accounting related questions during the year at no extra 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?

• 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?

• Who will come to our office to actually review our records?

• What is the likelihood we will get the same person next year?

• How long will the audit or review process take? When can we expect to receive a completed audit or review?

• What work will we be required to do to prepare for the audit or review?

• What experience does your firm have with nonprofit organizations that are similar in size to ours?

• Will you be able to provide us with a list of current clients and the names and phone numbers of three references?
Interviewing a Financial Services Provider

• Tell me about your (or your firm’s) previous experience providing financial services to nonprofit organizations?

• What is your fee structure? What is the estimated cost?

• What are some of the greatest problems in budgeting and financial management for a nonprofit organization such as ours?

• What suggestions do you make to address these issues?

• What information does an Executive Director need to manage an organization’s finances?

• What information does a Board of Directors need to fulfill its fiduciary requirements?

• If our Center suddenly learned income will be 20 percent less than anticipated, what steps would you take, and in what order, to resolve the problem?

• How do you typically distribute financial work between an on-site staff person and yourself (or your firm)? What work do you complete? The staff person?

• Who will actually do the work on site? You? Someone else?

• Who are your other nonprofit clients?