

Independent Auditor Opinion Letter Example

Independent Auditor's Report on Schedules of Billed Costs and Fee, addressed to the NJDOT Manager, Bureau of Auditing, on the CPA firms letterhead should read as follows.

Christian Breza
Manager, Bureau of Auditing
New Jersey Department of Transportation
1035 Parkway Avenue
Trenton, NJ 08625
Subject: XYZ Company

Dear Mr. Breza,

We have audited the accompanying schedules of billed costs and fee for Contract ID Nos. 1234567, 2345678, and 3456789 of XYZ Company (the "Auditee") for the periods indicated therein. These schedules are the responsibility of the Auditee's management. Our responsibility is to express an opinion of these schedules based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the schedules of billed costs and fee are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedules of billed costs and fee. An audit also includes assessing the accounting principles used by management as well as evaluating the overall schedule presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying schedules of billed costs and fee were prepared in accordance with the accounting practices and requirements prescribed by the provisions of the contracts, the Federal Acquisition Regulations (48 CFR, Part 31) and NJDOT policies and regulations.

In our opinion, the schedules referred to above present fairly, in all material respects, the allowable costs and fee of XYZ Company for the Contract ID Nos. noted above for the periods indicated therein on the basis on the requirements referred to in the preceding paragraph.

Firm Signature

This letter should then be signed and scanned to pdf and submitted to NJDOT.AUDIT@dot.nj.gov