

Public Sector Audit

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Judith Roberts
Clerk to Woodmansey Parish Council
Juniper Cottage
Millington
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YO42 1TX

3rd February 2017

Dear Judith

Internal Audit Services for Woodmansey Parish Council

Thank you for the request to provide a quotation for the provision of Internal Audit services to Woodmansey Parish Council.

I have reviewed the size and functions of the council and taking into account the audit of the council's financial controls and accounting procedures as well as some of its legal responsibilities and governance processes, a charge of £290 for the Annual Audit would be a fair reflection of the work involved in providing a detailed Internal Audit report and certifying the Council's Annual Return.

As mentioned in my previous email, Public Sector Audit will provide the Council with assurance on its systems of governance, financial control and accounting procedures.

The Internal Audit is carried out in accordance with professional and Audit Commission standards and the guidance contained in the current NALC/SLCC Governance and Accountability for Local Councils Practitioners Guide.

My audit programme covers the following areas which enables me to complete the Internal Audit Certificate on the Annual Return:

- Book keeping
- Standing Orders and Financial Regulations
- Payments
- Risk Management
- Budgetary Control
- Income
- Petty Cash
- Payroll
- Asset management
- Bank Reconciliation

Public Sector Audit

Year-end Procedures
Trust Funds (if applicable)
Review of minutes

I currently provide Internal Audit services for 27 Town and Parish Councils and Alan Barker at ERNLLCA is familiar with my work for local Councils and if you wish to contact him I am sure that he wouldn't mind to talk to you about the services I provide.

I have enclosed some information about Public Sector Audit for you and your members to consider along with any other quotations you may receive.

I look forward to hearing from you in due course but, if possible, an early response would be appreciated to enable me to programme Woodmansey P.C. into my work schedule to allow me complete the Annual Return in time for the Government deadline. In the meantime if you require any further information please do not hesitate to contact me.

Yours sincerely,



Richard Dixon

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