NETHER WALLOP PARISH COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2022/2023

STANDARD INTERNAL AUDIT:

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year

- a test check of expenditure vouchers to the financial ledger

- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations

- a review of risk assessment procedures

- a review of insurance cover arrangements

- a test check on budget information

- a review of the Council's reserve policy

- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation

- a test check on petty cash vouchers and approval

- a review of staffing and payroll documentation

- a review of the asset and investment registers

- test check on the periodic and year end reconciliation of bank account and investments

- a review of accounting statements prepared during the year

- a review of the Council's compliance with the Transparency Code

- a review of the year end information to be submitted to the external auditor.

An agreement will be made that the internal audit can be carried out at:

- **your Home or**

- **records will be collected and the review will be carried out remotely**.

Matters arising and recommendations will be discussed with the Parish Clerk/Responsible Finance Officer and a written report will be issued each internal audit visit.

NETHER WALLOP PARISH COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2022/2023

STANDARD INTERNAL AUDIT FEE

£400 per annum based on one mid-year audit and a year-end review.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Yours sincerely

Tim Light FMAAT

Audit Director

Lightatouch