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07968 901894
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Mrs Elizabeth Persson
Parish Clerk
North Vale Parish Council
4 Hill Close
Wincanton
Somerset
BA9 9NF

Our ref: 161117 RDM/NVPC01
Your ref:

17 November 2016

Dear Elizabeth,

INTERNAL AUDIT 2016/17

Please find attached my proposed audit programme and terms of engagement for providing an internal audit service to your Council in respect of the financial year 2016/17.

Based on 1 x 5.5 hour day the cost to your council will be £222.50 plus VAT. The number of hours quoted is based on the size of the Council as assessed from the documents that you kindly provided in your email of 15th November. In the event that additional work arises, this will be invoiced at the quoted rates. If less work is needed you will be charged proportionately less.

Please note that this estimate includes return mileage to your address. If you are able to deliver and collect the working papers, or send them in the post or via email, then the fee would reduce to £187.00 plus VAT.

For those councils entering into a contract of three years or more, I will provide a 2.5% discount on my hourly scale rate. The contract could be terminated at any time by either party giving three months' notice and would provide a modest financial saving for the Council and an annual time saving for both parties. If you are interested in entering into a longer term contract, please let me know.

If you wish to accept the above estimate for 2016/17 only, along with the audit programme and terms of engagement, please reply to this email, or sign below and return a copy of this letter by post.

If you require any further information, or if you would like to discuss the proposed service or what arrangements we could make with regard to collection and delivery of the documents, please contact me via email at r.darkin@darkinmiller.co.uk or on 07968 901894.

Yours sincerely,

(by email)

Mrs Rosie Darkin-Miller LLB (Hons) FCA
Principal

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2016/17 estimate, audit programme and terms of engagement agreed:

Signed

Name.....

North Vale Parish Council

Date.....