



**Elizabeth Persson**

Parish Clerk  
North Vale Parish Council

30th November 2016

Dear Elizabeth,

Many thanks for your request for a fee quotation for the provision of internal audit services to your council. Based on the size and activities of your council I can advise that our fees would be **£150.00 plus VAT** per annum. It is envisaged that the audit work will be carried out off-site in our offices. If the Council would prefer an audit at the Council's premises then our costs would be £245.00 plus VAT.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £345.00 plus VAT per day, or £245.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely,

Kevin Rose ACMA  
Director