



Tim Light – trading as **LIGHTATOUCH INTERNAL AUDIT SERVICES**

7 HODDER CLOSE CHANDLERS FORD, SO53 4QD

TEL NO 023 8026 3791

MOBILE: 0776 2780 605

EMAIL: Tim.Light1@hotmail.co.uk

WEBSITE: www.townandparishaudit.co.uk

16 NOVEMBER 2016

Dear Elizabeth

I refer to the recent invitation to submit a quotation for the Internal Audit Service of North Vale Parish Council for 2016/2017.

Please find enclosed the quotation documentation including my CV, resume and fees for undertaking this work.

You may be interested to know that included in my portfolio are the following:

- Martock Parish Council
- Mudford Parish Council
- Henstridge Parish Council
- Shepton Mallet Town Council

I confirm that I am a qualified Fellow Members of the Association of Accounting Technicians (AAT) and hold full Personal Indemnity Insurance cover.

I am regulated by the AAT and are licensed for public practice.

Yours sincerely

Tim Light FMAAT

Elizabeth Persson

Parish Clerk

North Vale Parish Council



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NORTH VALE PARISH COUNCIL - QUOTATION 2016/17

STANDARD INTERNAL AUDIT:

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

- a full reconciliation of bank accounts and investments
- a test check of income recorded on bank paying in books and debit credits to the financial ledger
- a test check on VAT reimbursement claims
- a test check of expenditure vouchers to the financial ledger
- a review of payroll documentation
- an annual review of the assets register
- a review of insurance cover arrangements
- a review of Committee and Council minutes to ensure decisions are properly approved
- a points arising sheet prepared and sent to the Parish Clerk after each internal audit visit.

In consultation with the Parish Clerk the internal audit can be performed:

- half yearly, three quarter or annually to suit the needs of the Council, including site visits by arrangement.

Lightatouch also provide a free advice service on standard financial matters.

Total Fees: £140.00

Any project work which may be required by North Vale Parish Council will be quoted at a separate fee per each project.

Lightatouch Internal Audit Services do not charge VAT 🇬🇧



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CV information Tim Light FMAAT:

Professional Membership

- Member of Association of Accounting Technicians (AAT) May 1994
- Fellow Member of AAT May 1999
- Licensed and regulated by the AAT for public practice (no 8057)
- **AAT President 2007-08 and AAT Council Member 2001 to 2010**
- Affiliate member of Chartered Institute of Internal Auditors (CIIA)
- Affiliate member of the Society of Local Council Clerks (SLCC)
- Working in partnership with AAT/SLCC on collaboration and accreditation aspects for Council Clerks and Responsible Finance Officers.

Professional Experience

- 28 years Local Government, internal audit experience with Hampshire County Council. Experienced Lead Auditor.
- Since June 2011, undertaking Parish and Town Council internal audits across the South and South West and Home Counties.

Key Skills

- Risk assessments, probity & systems reviews, proactive fraud detection linked to the National Fraud initiative on Data matching
- Lecturer for AAT, SLCC and NALC on Internal Audit, Risk & Financial Management aspects. Also conduct presentations for University of Winchester on Management Degree courses.
- Business Adviser/Mentor

Insurance

- Full professional indemnity insurance cover.

Affiliated to:

