

The Clerk
Melksham Town Council
Town Hall, Market Place
Melksham
Wiltshire
SN12 6ES

17-Aug-21

Quotation for Internal Audit Services

Many thanks for your request for a fee quotation regarding the provision of internal audit services to your council.

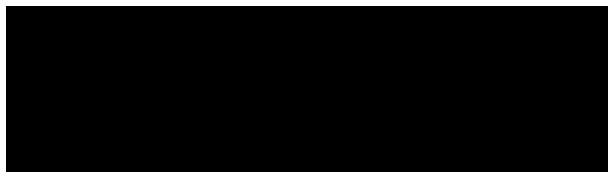
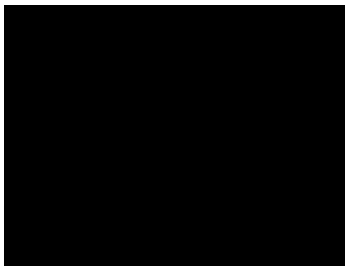
Based on the size and activities of your council, our fee would be £1155.00 plus VAT per annum inclusive of all travel and out of pocket expenses. We estimate a requirement for 3 audit days per year on site at the Council's offices which will include a visit carried out after the year-end to conclude the arrangements in respect of the Annual Return. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

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 £385.00 plus VAT per day, or £285.00 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

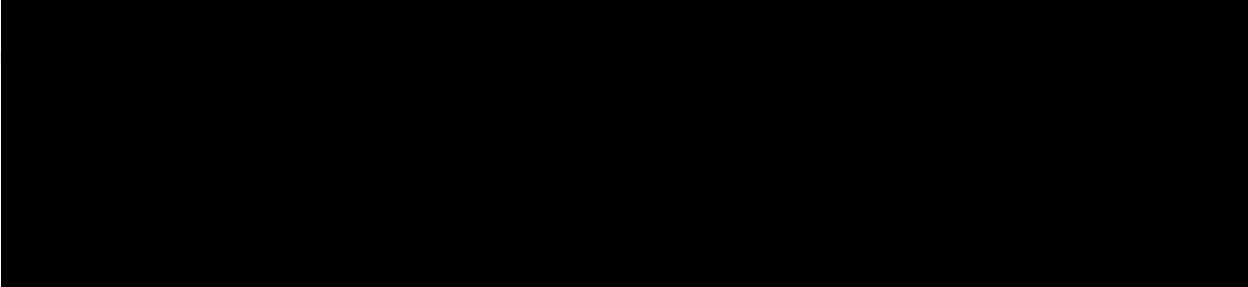


Pre-Qualification Statement

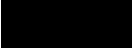
Company name:




Company background and experience:




Primary Point of Contact

 will be the primary point of contact for the Council

Potential Conflicts of Interest

 does not provide any other services to Melksham Town Council that may constitute a conflict of interest.

There are no known personal relationships between  and Melksham Town Council officers or councillors that may provide a conflict of interest.

Client References

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| Ludlow Town Council (Shropshire) | Northam Town Council (Devon) |
| Thatcham Town Council (Berkshire) | Hazlemere Parish Council (Buckinghamshire) |
| Dartmouth Town Council (Devon) | Great Linford Parish Council (Milton Keynes) |
| Church Crookham Parish Council (Hampshire) | Tring Town Council (Hertfordshire) |
| Carterton Town Council (Oxfordshire) | Peasedown St John Parish Council (Somerset) |

Further references may be provided upon request.

Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

2. Audit Risk Assessment

In order for the audit work to be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a 'risk score' that may then be used to plan the audit work, typically over a three year period.

The Audit Risk Assessment is prepared by ■■■ for the Council, to assist it in determining what level of audit coverage is appropriate for the Council. It is the responsibility of the Council as a whole to ensure that it maintains an 'effective' level of internal audit. Where requested ■■■ may offer advice to the council to assist it in planning the level of audit coverage.

3. Planning

■■■ will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

4. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.