

Linda Roberts

From: Mark Mulberry <mark@mulberryandco.co.uk>
Sent: 26 September 2019 11:54
To: Office
Cc: Linda Roberts
Subject: RE: Internal Audit Quote

Dear Linda

Thank you for your enquiry, as part of a range of services I offer town and parish councils I offer an internal audit service. This is conducted in accordance with current guidelines and accounting practices.

Generally I conduct two audits a year as a minimum. The first concentrates on the policies and procedures of the council and deals with much of the non- financial aspects of the audit. (Financial Regulations, Standing Orders, Risk assessments, codes of conduct, planning etc)

The second part focuses on the financial aspects and the information being submitted to the external auditors. I would envisage with Melksham Town Council that I would attend site two times per annum.

I have been conducting and providing training on local authority internal audit for over 10 years, I am a registered auditor and chartered certified accountant and chartered tax advisor; and I currently undertake circa 100 audits per annum from small councils to larger councils such as Lewes and Littlehampton.

I am currently charging councils £60per hour + VAT and travel cost at £0.45p per mile. I don't charge for travel time. I would estimate that a full year's auditing would be conducted in 7 hrs circa £420 per annum

All my reports are delivered via a secure on-line portal that only the clerk has access to. These reports will be in .pdf format and can be printed or emailed as desired. Included with the report will be a detailed plan, competence and independence questionnaire and action plan for the council to complete (if necessary)

I look forward to hearing from you

Kind regards

Mark

For Mulberry & Co
Direct Line 01483 423 054 Mobile 07710 410 552

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Mulberry & Co Chartered Certified Accountants, Registered Auditors & Chartered Tax Advisers. 9 Pound Lane, Godalming, Surrey, GU7 1BX

From: Office
Sent: 26 September 2019 09:31
To: Mark Mulberry <mark@mulberryandco.co.uk>
Subject: FW: Internal Audit Quote

Wiltshire