

Mrs Julie Hartley, BA(Hons), IPFA, ILCA

Dovedale

2 Smithy How

Casterton

LA6 2RX

Tel: 07951 402372

Email: julie1.wright@outlook.com

Kevin Price
Town Clerk
Kirkby Lonsdale Town Council

Dear Kevin

QUOTATION FOR 2023-24 INTERNAL AUDIT

I have set out below my quotation to carry out audit work at Kirkby Lonsdale Town Council to meet the requirements of the Accounts & Audit regulations.

Year end Audit (May 2024) to check and verify the Annual Governance and Audit Return (AGAR) for 2023-24, as follows:

- Check Part 1 and 2 of the AGAR for 20223-24 to ensure that all balances are correctly stated and agree to the underlying accounting records.
- Check year end accruals and any trust fund accounts.
- Check Asset Register
- Check all underlying papers that will be submitted to the External Auditor as required by the regulations
- Completion of year end Internal Audit report to be submitted to External Auditor.

Fee:

£300.00

Interim Audit (November 2023) to check and verify financial systems and processes and produce an interim audit report, as follows:

- Arrangements for maintaining an up to date cash book
- Bank reconciliation
- Standing Orders & Financial Regulations
- Payment controls
- Risk management and insurance
- Budgetary Control
- Income controls
- Payroll

Fee: £300.00

Total Annual Fee: £600.00

Note: this is a fixed price and includes all travel expenses (if incurred) and any follow up telephone/email conversations and advice.

Yours sincerely

Julie Hartley