



INTERNAL AUDIT PROPOSAL

SALTASH TOWN COUNCIL

MAY 2024

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Approach:

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

Independence:

I can confirm that to the best of my knowledge there are no relationships with Members or Officers of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

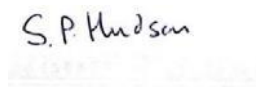
Experience:

I am a fully qualified local government accountant with more than twenty-five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee would be £1200 per annum; we are happy to fix this price for the three financial years 2024/25 to 2026/27



S P Hudson
Director

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LETTER OF ENGAGEMENT FOR INTERNAL AUDIT SERVICES BETWEEN HUDSON ACCOUNTING LTD. & SALTASH TOWN COUNCIL

Background:

All local councils are required to maintain an adequate and effective system of internal audit of their accounting records and control systems. In addition, an internal auditor must sign off the relevant part of the Annual Governance & Accountability Return.

Independence:

To the best of my knowledge there are no relationships with Members, Officers or Contractors of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

Scope of the Work:

Internal audit work is carried out in accordance with proper practice guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will cover, as a minimum, all areas required to be signed off on the Annual Governance & Accountability Return.

Period of Engagement:

The Engagement is for the 2024/25 to 2026/27 financial years.

Deliverables:

Comprehensive audit testing, reporting and completion of the internal auditor's report on the Annual Governance & Accountability Return.

Continuity Cover

There are no formal procedures in place for the continuity of the practice should I become unable to work due to illness, temporary or permanent incapacity, or death.

Reporting lines

Reports will be addressed to the Members of the Council.

Timetable

Interim internal audit (where provided) work will usually take place mid-year and year-end internal audit work will be completed to allow submission of the Annual Return in line with the Councils reporting deadlines.

Fees

For this engagement we will charge £1,200 per annum.

Anti-Money Laundering Regulations

We are registered with HMRC under the Money Laundering Regulations.

Professional Indemnity Insurance

We hold professional indemnity insurance cover to a limit of £50,000. The professional indemnity insurer is Trafalgar Insurance Company Limited, The Lloyds Building, 12 Leadenhall Street, London, EC3V 1LP.

SIGNED ON BEHALF OF:
HUDSON ACCOUNTING LTD:
SALTASH TOWN COUNCIL:
DATED: 28/03/2025

S. P. Hudson

