

Bridget.C.Bowen Chartered Accountant

Bridget.C.Bowen FCA
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Mr Philip Edwards
Clerk to Temple Cloud with Cameley Parish Council
4, Valley View
Clutton
Bristol
BS39 5SN

5 April 2022

Dear Philip

Temple Cloud with Cameley Parish Council quotation for internal audit services

Thank you for your invitation to submit a quotation for the supply of Internal Audit Services to Temple Cloud with Cameley Parish Council for 2022-23.

Please find enclosed my quotation documentation setting out the scope and fees for undertaking the standard internal audit work.

This quotation is for the provision of internal audit work to enable me to give an opinion on the internal control objectives set out in the Annual Governance and Accountability Return. I will also test the Council's risk management and overall governance.

I confirm that I am a qualified Fellow Member of the Institute of Chartered Accountants in England and Wales and hold full Personal Indemnity Insurance cover. I am regulated by the ICAEW and licensed for public practice.

I am currently the appointed internal auditor to over 30 Town and Parish Councils across Somerset, Gloucestershire Wiltshire and Dorset. This includes Congresbury, Banwell, Winscombe and Sandford, Huish Episcopi, Martock and South Petherton Parish Councils in Somerset.

I was the external auditor for Town and Parish Councils across the country between 2002 and 2015 for Moore Stephens and then for Grant Thornton. Since 2018 I have assisted PKF Littlejohn over the summer to deliver the external audits. I believe this experience coupled with my work as an internal auditor gives me a unique insight into the finances, governance and issues that face this sector.

I enclose a copy of my resume for your information.

Bridget.C.Bowen
Chartered Accountant

If you have any queries please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely

Kind regards



Bridget Bowen FCA

Bridget.C.Bowen

Chartered Accountant

Temple Cloud with Cameley Parish Council

Quotation for internal audit work for the year ended 31 March 2023

STANDARD INTERNAL AUDIT

Scope of work

- to check that appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledgers
- a test check on VAT reimbursement claims
- a review of Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review and update of the council's financial risk assessment
- a review of insurance cover arrangements
- a test check on budget information
- a test check of income recorded on bank paying in books, credits to the financial ledger and source documentation
- a review of staffing and payroll documentation
- a review of the asset register
- test check on the periodic and year-end reconciliation of bank accounts and investments
- a test check on petty cash records
- a review of the accounting statements prepared during the year
- a review of the Council's policies and procedures
- a check on the Council's compliance with its duties as a sole managing trustee
- a review of the year end information to be submitted to the external auditor
- a review of the Council's compliance with the AGAR publication requirements

Matters arising and recommendations will be discussed with the Responsible Financial Officer and a written report will be issued after each internal audit review.

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Temple Cloud with Cameley Parish Council

Quotation for internal audit work for the year ended 31 March 2023

STANDARD INTERNAL AUDIT

FEES

2022-23 - £515 based on one mid year review and a post year end review

2022-23 - £400 based on one review in March and a shorter post year end review

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.



Bridget Bowen FCA