

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY OCTOBER 8TH 2024

Item 11 – To receive and approve a Letter of Engagement for Tim Light, Internal Auditor to the Parish Council

Background

At its meeting on July 9th 2024, the Council approved (minute 128/24) the following recommendation:-

“...that the Parish Council approves the appointment of Tim Light as its Internal Auditor for the 2024/25 Financial Year.”

Tim Light - who trades as Lightatouch - has advised all of his local council clients that going forward ***“the External Auditors expectation for Councils to engage an Internal Auditor needs to be better formalised as recorded in line with the Practitioners Guide.”***

Current Position

To meet these requirements, Tim has issued a template Letter of Engagement for 2024-2025 which must be completed and signed. This Letter of Engagement, a copy of which is attached as Appendix A formalises the internal audit service arrangements between Lightatouch and the Council.

Tim advises that the Council should retain the Letter of Engagement in its records as the External Auditor could ask for evidence of its existence and require the Council to submit it as part of the External Audit process in the future.

Recommendation

That the Council approves the “Letter of Engagement” and instructs the Clerk (as Responsible Financial Officer) to sign it on behalf of the Council.

David Rigby

Clerk/RFO to Copythorne Parish Council

October 2nd 2024

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APPENDIX A



7, Hodder Close, Chandlers Ford, Hants, SO53 4QD
Tel: (07762 780605) Email: tim.light1@hotmail.co.uk

September 2024

The Clerk/ Responsible Finance Officer
Copythorne Parish Council

**Internal Audit Service – Copythorne Parish Council
Letter of Engagement 2024-2025**

Thank you for using my internal audit service for your Council covering the period 2024-2025.

Please find below the terms of agreement to deliver this service during this period.

- **Lightatouch will deliver internal audit services to Copythorne Parish Council for the period 1 April 2024 to 31 March 2025.**
- **We confirm that Lightatouch is completely independent of the Council.**
- **The delivery of the service is based on the agreed scope which was set out in the original internal audit quotation.**
- **All internal audit work will be carried out between September 2024 and June 2025, as agreed with the Clerk/ Responsible Finance Officer.**
- **An advice signposting service on standard financial matters if also offered within the period.**
- **Any additional work to be undertaken outside of the agreed internal audit specification will be subject to a daily rate of £300.00 per day.**
- **All written or oral information and material disclosed or provided by the Parish Council will remain confidential.**
- **An invoice will be submitted from the review covering the audit period and will be due for payment within 30 days of receipt.**

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October 2, 2024

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- **The invoice as stated does not include Value Added Tax.**
- **An amendment or modification to this agreement can be made with the full agreement in writing of both parties.**
- **Both Parties agree to do everything necessary to ensure that the terms of the Agreement take effect.**
- **Both Parties can terminate this agreement in writing at any time within the contract period.**

Agreement:

We agree to the conditions of the terms of engagement for the delivery of internal audit services by Lightatouch for Copythorne Parish Council 2024-2025.

Signed

Position Clerk/Responsible Financial Officer

On behalf of: Copythorne Parish Council

Date