

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JULY 8TH 2025

Item 13 – Recommendation to appoint a Parish Council Internal Auditor

BACKGROUND

There is a requirement for the Council to appoint an Internal Auditor who is independent of the Council.

In March 2017 Tim Light (FMATT) was appointed as the Parish Council's Internal Auditor, he has continued in this position since. In addition to undertake the tasks required of him by BDO LLP (the External Auditor) he has supported me in undertaking the role of Responsible Financial Officer since my own appointment in April 2019. This has included providing guidance on VAT matters. Tim acts as Internal Auditor for over 100 Town and Parish Council's across the South and is a regular attendee as an Invited speaker" at events arranged by the Hampshire branch of the Society of Local Council Clerks.

CURRENT POSITION

Tim fills the requirement for the Internal Auditor to be independent of the Council.

He has indicated a willingness to continue in the role of Internal Auditor for Copythorne Parish Council for the 2025/26 Financial Year and has provided a quote of £390 pa (to include one interim mid-year review and a year-end review). This fee represents a £15 (4%) increase from the £375 charged for the 2024/25 Financial year. The audit costs (Internal & External) to be billed during the 2025/26 Council Financial year will be covered by the funding allocated for audits in the 2025/26 Parish Council Budget.

A copy of the quotation which includes the full scope of his work is attached (Appendix A) along with a copy of the required Letter of Engagement (Appendix B)

RECOMMENDATIONS

1. That Council approves the appointment of Tim Light as it's Independent Internal Auditor for the 2025/26 Financial Year.
2. That I be instructed to accept his quote of £390 and sign the Letter of Engagement on behalf of the Council

David Rigby

Clerk to Copythorne Parish Council

June 27th 2025

QUOTATION FOR THE INTERNAL AUDIT FOR 2025-2026

STANDARD INTERNAL AUDIT:

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval (if appropriate)
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits, collection of records or working Remotely by arrangement.

Matters arising and recommendations will be discussed with the Parish Clerk/Responsible Finance Officer and a written report will be issued each internal audit visit.



COPYTHORNE PARISH COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2025-2026

STANDARD INTERNAL AUDIT FEE

£390 per annum based one interim mid-year review and a 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.

Yours sincerely

Tim Light FMAAT

Audit Director

Lightatouch



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

The Clerk/ Responsible Finance Officer
Copythorne Parish Council

**Internal Audit Service – Copythorne Parish Council
Letter of Engagement 2025-2026**

Thank you for using my internal audit service for your Council covering the period 2025-2026.

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 2025 to 31 March 2026.**
- **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 2025 and June 2026, 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 £400.00 per day.**
- **All written or oral information and material disclosed or provided by the 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.**
- **The invoice as stated does not include Value Added Tax.**

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June 30, 2025

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- **An amendment or modification to this agreement can be made will 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 Council2025-2026.

Signed..... David Rigby

Position... Clerk/Responsible Finance Officer...

On behalf of: ... Copythorne Psrish Council...

Date.....