



Internal Audit Services Proposal

TO: TORPOINT TOWN COUNCIL

YEAR(S) ENDED: 31ST MARCH 2026 & 31ST MARCH 2027

ISSUE DATE: 22/05/2025

ISSUED TO: TOWN CLERK, MILLY SOUTHWORTH Cert(HE),
BA(Hons), FSLCC



INTERNAL AUDIT SERVICES PROPOSAL BETWEEN TORPOINT TOWN COUNCIL & JT AUDIT AND ACCOUNTANCY



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.

Experience:

I am qualified with the SLCC's Internal Auditing of Local Council's qualification, AAT qualified and have over 30 years' worth of Local Government finances at all levels within Town, District and Unitary Councils and currently an RFO for a large Town Council in Cornwall.

Period of Proposal:

The Proposal is for the 2025/26 to 2026/27 financial years.

Deliverables:

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

Reporting lines

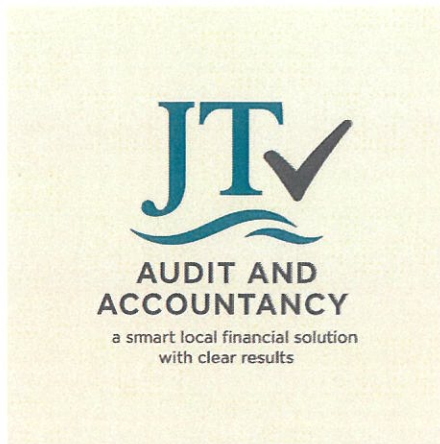
Reports will be addressed to the Members of the Council and the Town Clerk/RFO.

Timetable

Internal audit 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 proposal we will charge £440 per annum for each of the 2 years mentioned above.



Parish & Town Council Internal Audits

Hi

I understand you may be requiring a new Internal Auditor for the Year Ended 31st March 2026. I will have capacity to undertake a couple more audits in coming financial year if you're interested and wanted to very briefly introduce myself.

I hold the SLCC's Internal Auditing of Local Councils qualification, am AAT qualified, have over 30 years of Local Authority finances at all levels in Cornwall (Unitary, District, Town & Parish) and am currently the Head of Finance and RFO with one of Cornwall's largest Town Councils.

I have experience of working with specific Local Government accounting software such as Scribe, RBS Rialtis and AdvantEdge, Accounting software packages like Xero, Sage, Intuit and QuickBooks as well as spreadsheet accounts.

Please let me know if you require an internal auditor and would be interested in my services. I'll be happy to give you a call or email to discuss.

Kind regards

A handwritten signature in black ink, appearing to read 'Jamie Thomas', with a stylized flourish at the end.

Jamie Thomas



Barbara Goraus MAAT AATQB

QUOTE FOR INTERNAL AUDIT SERVICES

TO THE MEMBERS & CLERK OF TORPOINT TOWN COUNCIL
ISSUE DATE: 22/05/2025

Objectives:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, internal controls and governance process.

Skills and Competencies:

I am AAT fully qualified accountant and a bookkeeper. Additionally, I have completed the SLCC Principles of Internal Auditing Local Councils (PIALC), The Role of Internal Audit, Procurement and Internal Controls by CALC.

As a professional member of the AAT, I actively engage in Anti-Money Laundering (AML) and Fraud Prevention training as part of my Continuing Professional Development (CPD).

I work as an RFO for Hayle Town Council, my main responsibilities are to manage the Council's finances, including payroll, budgeting, reporting and procurement.

I have a great understanding of the legal and regulatory framework applicable to parish councils, including the Accounts and Audit Regulations 2015 and the Practitioners' Guide issued by the SAPPP (The Smaller Authorities' Proper Practices Panel).

I am confident, capable and adaptable and I have good attention to details and spotting errors.

Independence:

To the best of my knowledge, I certify 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 I have undertaken.

Scope of Services:

Internal audit work covers all areas included in the Internal Audit Report contained in the AGAR and is carried out in accordance with proper practice guidance issued by the SAPPP (The Smaller Authorities' Proper Practices Panel).

Deliverables and Timetable:

Comprehensive audit testing, reporting, and completion of the AGAR Internal Auditor's Report. Audit work will be completed to allow submission of the Annual Return in line with the Councils reporting deadlines.

Fee:

For this engagement I will charge £400.00 per annum.

Professional Indemnity Insurance:

I hold the professional indemnity insurance cover to a limit of £100,000 with Chiswell Insurance/Simply Business, policy number CHBS4350479XB.