

Alison Marshall

Local Council Administration Services

Dinneford House, Dinneford Street, Thorverton, Devon EX5 5NU
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Internal Audit Contract – year ending March 2021

This is a Contract between The Provider being Alison Marshall, Local Council

Administration Services, and *Town/Parish Council

- i) An independent Local Council Internal Audit service shall be carried out by the provider in accordance with the proper practices and requirements as documented within Governance and Accountability for Local Councils – The Practitioners Guide
- ii) The Audit Fee shall be determined by the Local Councils income/expenditure receipts/ payments, whichever is the higher, in the proceeding tax year and by the current Audit Fee Table as supplied by the provider
- iii) The Internal Audit commencement date will be mutually agreed by both parties
- iv) The provider shall liaise with the Local Councils External Auditor and shall sign and complete the Internal Audit page of the External Auditors Report as required
- v) The provider shall review and test the Local Council's internal financial processes, systems and controls, and provide an Internal Audit Report of findings. The Report shall contain recommendations and actions regarding any identified issue(s) so as to support the Local Council in lowering risk and reducing the opportunity for fraud, theft, error or corruption. The provider shall not be liable for any fraud, theft, error or corruption identified, or not, by the completed Internal Audit
- vi) Re-testing by the provider of any identified and documented issue(s), or a follow up/Interim Audit, can be arranged under a separate agreement and at an additional cost
- vii) The provider shall have access to all required Local Council records to allow full completion of the Internal Audit. The provider shall supply a list of required documentation needing to be available on the Internal Audit start date
- viii) The Internal Audit start date shall be mutually agreed by the two parties and will not commence until the Contract has been signed
- ix) The provider will carry out tests and reviews at Council premises and mileage, at the normal rate, will be charged from EX5 5NU for each site visit
- x) The Local Council shall notify the provider, in writing, of any matter it feels has not been covered by the Internal Audit within 14 days of receipt of the Internal Audit Report. The provider shall reply to the Local Council, in writing, within 14 days of receipt of the written query with a view to resolving the matter
- xi) Should the matter raised remain unresolved it will be referred to an Arbitrator, as nominated by the Institute of Arbitrators, whose decision shall be binding. Any costs shall be borne by each party equally or as determined by the Arbitrator
- xii) Payment by the Local Council for the completed Internal Audit shall fall due within 30 days of the date of receipt of the completed Internal Audit Report supplied by the provider

- xiii) Late payment surcharges will be levied at 5% of the total invoiced sum for each full period of 30 days, or part thereof, that the payment remains overdue
- xiv) The provider shall hold liability and business insurance
- xv) The provider shall not be obliged to carry out any further Internal Audits for the Local Council in future years
- xvi) Should the Local Council cancel the Contract once signed, but prior to any work having been started or the Internal Audit having been completed by the provider, a charge of 25% of the total Internal Audit Fee shall become payable by the Local Council within 30 days from the date of written cancellation. A 5% surcharge will apply for late payments as detailed above
- xvii) This Contract is governed by the Laws of England.

On behalf of *Town/Parish Council I am authorised to sanction the Internal Audit for the year ended 31st March 2021 and to agree to the terms and conditions of this Contract.

Potential meeting dates:

Meeting venue:

The date and time of the meeting with the Clerk, at the Clerks place of work, will be confirmed in due course.

Signed Print Name Date

Position Meeting Minute

*delete as applicable

I, Alison Marshall, agree to carry out the requested Internal Audit for

..... *Town/Parish Council and to abide by the terms and conditions of this Contract.

Signed Alison Marshall - Local Council Administration Services

Date