DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation

24e Deverel Road
Charlton Down
Dorchester
Dorset DT2 9UD

07968 901894
r.darkin@darkinmiller.co.uk

Alf Bush
Chairman, Lytchett Matravers Parish Council
By email

Our ref: 240220 RDM/LMPC01
Your ref:

20th February 2024

Dear Alf,

INTERNAL AUDIT 2023/24

Thank-you for your email requesting a quote for the provision of internal audit services. Please find attached my proposed audit programme and terms of engagement for providing an internal audit service to your Council in respect of the financial year 2023/24.

Based on 1 x 10 hour day the cost to your council will be £430.00 plus VAT. The number of hours quoted is based on the average time taken to carry out audits over the last two years, less a time reduction as some work was carried out in-year for the interim audit when the previous Clerk stepped down. In the event that additional work arises, this will be invoiced at the quoted rates. If less work is needed you will be charged proportionately less.

This estimate is based on the work being carried out remotely, with working papers either dropped off, or shared electronically. Any return mileage would be charged at 86p per mile plus VAT.

For those councils entering into a contract of three years or more, I will provide a 2.5% discount on my hourly scale rate. The contract could be terminated at any time by either party giving three months' notice and would provide a modest financial saving for the Council (detailed below) and an annual time saving for both parties. If you are interested in entering into a longer term contract, please let me know.

If you wish to accept the above estimate, audit programme and terms of engagement, please reply to this email, or sign below and return a copy of this letter by post.

If you require any further information please contact me via email at r.darkin@darkinmiller.co.uk or on 07968 901894.

Yours sincerely,

(by email)

Mrs Rosie Darkin-Miller LLB (Hons) BFP FCA
Principal

Table of estimated audit fees (with and without long-term contract discount)

Audit year	**2023/24**	**2024/25**	**2025/26**	**2026/27**	**2027/28**	**5 year total**
Expected rate per hour	£43.00	£44.50	£46.00	£47.50	£49.00	
Expected rate per mile	£0.86	£0.89	£0.92	£0.95	£0.98	
Estimate (undiscounted)	£430.00	£445.00	£460.00	£475.00	£490.00	**£2,300.00**
Estimate (LTC discount 2.5% on hourly rate)	£419.25	£433.88	£448.50	£463.13	£477.75	**£2,242.50**
LTC saving	**£33.38 over 3 years**			**£57.50 over 5 years**		

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2023/24 or 2023/24 – 2025/26 or 2023/24 – 2027/28* estimate, audit programme and terms of engagement agreed:

Signed ……

Name……..…….……

Lytchett Matravers Parish Council

Date…….