

Elkerlodge Bookkeeping

Letter of Engagement between

Elkerlodge Bookkeeping and Norton Town Council (hereafter “the Council”)

Date :27 January 2023

Dear Members and Officers,

The purpose of this letter is to set out the basis on which the **Elkerlodge Bookkeeping** is engaged as internal audit provider to the Council.

We undertake to provide the council with a suitably qualified Internal Auditor whose competences and qualifications comply with the requirements of the [Audit and Accounts Regulations 2015](#). All work will be carried out in accordance with the guidance and instruction in the [Practitioners Guide 2022](#)

This letter sets out terms on which **Elkerlodge Bookkeeping** Ltd will act for the Council in relation to the internal audit.

Period of engagement

This agreement will start with the annual return for the year ended 31 March 2023.

Responsibilities of the Council and the internal auditor

- (i) As councilors, you are responsible for approval of the annual governance statement and the preparation of the annual return, including, inter alia, the maintenance of proper accounting records and an appropriate system of internal control.
- (ii) **Elkerlodge Bookkeeping** will work in accordance with the professional standards for such engagements. It will consist of internal audit checks following the guidelines in the current edition of “Governance and Accountability for Smaller Authorities in England”. In particular, the internal audit will be carried out using the suggested approach contained therein.

Regulatory requirements

We reserve the right to disclose their files to regulatory bodies in the exercise of their powers.

Quality of service

- (i) We aim to provide the best possible service to clients. If you would like to discuss how the service could be improved, please contact the director of the company by email.
- (ii) We undertake to look into any complaint carefully and promptly and do all we can to explain the position to you. We will do everything reasonable to put matters right. Prompt communication enables us to take prompt action on your behalf.
- (iii) Should you at any stage feel that you have not received an adequate response to a complaint the circumstances should be brought to the attention of the director.
- (iv) If we do not answer your complaint to your satisfaction, you may take up the matter with the External Audit Provider for your county.

Fees

These are as per the scale of charges published annually and are based on the total income of the council for the year under review. Fees will be billed annually and will be due on presentation and signing of AGAR.

Applicable law

This engagement letter shall be governed by, and construed in accordance with, English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to an action being brought in those Courts, to claim that the action has been brought in an inconvenient forum, or to claim that those Courts do not have jurisdiction.

Agreement of terms

- (i) Once it has been agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.
- (ii) Please could the council confirm its agreement to the terms set out by this letter by the Chairman signing and returning the enclosed copy. Please contact the director if they are not in accordance with your understanding of our terms of engagement.

Yours faithfully



Carrie Pillow

We are in agreement to the terms of this letter

For and on behalf of **Norton Town Council**

..... Chairman

Minute reference Dated