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LIGHTATOUCH

tim.light1@hotmail.co.uk

September 2024

The Clerk/ Responsible Finance Officer

Kingswood Town Council

Kingswood Civic Centre
High Street
Kingswood
Bristol
BS15 9TR

**Internal Audit Service – Kingswood Town Council
Letter of Engagement 2024-2025**

Thank you for using my internal audit service for your Council covering the period 2024-2025.

Please find below the terms of agreement to deliver this service during this period.

- **Lightatouch will deliver internal audit services to Kingswood Town Council for the period 1 April 2024 to 31 March 2025.**
- **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 2024 and June 2025, 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 £300.00 per day.**
- **All written or oral information and material disclosed or provided by the Town Council will remain confidential.**

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- 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.
- An amendment or modification to this agreement can be made with 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 Kingswood Town Council 2024-2025.

Signed..........

Position.....Finance Officer.....

On behalf of:Kingswood Town Council.....

Date 1st October 2024