

Subject: RE: Internal Audit
Date: Thursday, 26 February 2026 at 13:57:13 Greenwich Mean Time
From: audit@patas.co.uk
To: clerk@greathintonparishcouncil.gov.uk
Attachments: image001.png, image002.png, Letter of Engagemant PATAS.docx

Hi Tekla,##Thanks for the request for quotation. Quote outlined below:

INTERNAL AUDIT QUOTATION

The cost for a remote end of year internal audit based on the size of your Council would be £165 (there is no VAT). I have attached the areas that are covered during the audit and the Letter of Engagement which outlines our service.

We provide internal audit and examination services for Town, Parish and Community Councils. Our clients include Bude-Stratton Town Council, Barnstaple Town Council, Stotfold Town Council, Seaford Town Council and Lewes Town Council as well as a number of small and medium sized parish and town councils.

Parish and Town Auditing Services (PATAS) provides an independent, professional and thorough internal auditing services to Parish and Town Councils throughout England and Wales that meets all the requirements set out in the JPAG Governance & Accountability Practitioners' Guide. We have a comprehensive, detailed understanding of Parish and Town Councils and we use this to develop and deliver a tailored support service that meets your needs. We are also members of the Internal Audit Forum.

We acknowledge our responsibility to report to members whether, in our view, the financial statements, as summarised in the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. Maintenance of appropriate accounting records;
- b. whether the AGAR detail is consistent with the accounting records;
- c. Effectiveness of controls and procedures over the payment of staff salaries and associated HMRC and Pension contributions, plus trader payments;
- d. Controls over the identification and recovery of income;
- e. Appropriateness of governance controls and risk management; and
- f. Adherence to Government legislation.

I have attached some additional information and the areas I cover in the audit.

Let me know if you need anything further. The fee includes any advice you need and I can set up a Zoom call if required to have a chat about the audit.

Regards,

Paul

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From: clerk@greathintonparishcouncil.gov.uk <clerk@greathintonparishcouncil.gov.uk>
Sent: 26 February 2026 10:49
To: audit@patas.co.uk
Subject: Internal Audit

Hi Paul,

Please would you be internal auditor for Great Hinton too? It's my usual set up and is tiny (25-26 precept was £6144).

If you are OK with that, could you send over a quote and the blank letter of engagement?

Kind regards

Tekla Hicks, PSLCC
Parish Clerk

Great Hinton Parish Council

www.greathintonparishcouncil.gov.uk

