



Your ref:

Our ref:

Dear

Appointment as Town Council's Internal Auditor 2011 – 2012

In accordance with the Government & Accountability for Local Councils; A Practitioner's Guide 2008 the Council at their meeting of xxxxxxxxxxxx approved to invite you to continue your appointment as Council's Internal Auditor for the financial year ending 31st March 2012.

I set out below the term and conditions of this appointment and trust that they meet with your agreement.

You shall be expected to maintain an adequate and effective system of Internal Audit and will be required to review systems rather than undertaking detailed checks that are more appropriately the responsibility of the Council.

You shall be expected to prepare an Annual Audit Plan in time for adoption by the Town Council at their first meeting in June.

You shall be required to make a minimum of four In Year visits to coincide with the quarter ending periods June, September, December and March and in each case prepare a written report for presentation to the Council's Finance, Policy and Resources Standing Committee.

You shall be required to carry out tests to ensure internal controls meet the Governance and Accountability and Risk Management standards in accordance with Section 4 of the Annual Return which encompass; Budgetary Control, Income Control, Petty Cash Procedure, Payroll Control, Asset Control, Bank Reconciliation and Year End Procedures.

You may be required to undertake additional visits as and when required at mutually agreed times.

You will be expected to avail yourself of the activities of the Council through monitoring the Town Council's Web Site(s).

You will be expected to liaise with the Audit Commission's appointed External Auditors as required.

In the event that your inspections detect fraud or misconduct you should report directly to either the Town Clerk or the Chairman of the Council as you see fit.

The remuneration package for your services will be calculated at thirty pound per hour with a vehicle mileage rate of forty pence per mile.

Payment will be made on the presentation of invoice annually or bi-annually.

I shall be pleased if you will sign and return one copy of this letter to acknowledge your agreement to the terms and conditions as laid down by this Council.

Yours sincerely

Elizabeth Jones
Town Clerk

I agree to the above terms and conditions of my appointment as Hailsham Town Council's Internal Auditor for the financial year ending 31st March 2012.

Signed..... dated.....