



NORTH PETHERTON TOWN COUNCIL

Invitation to submit a Quotation

Internal Audit Services

Miss Joy Norris - Town Clerk
North Petherton Town Council
The Small Hall
North Petherton
Somerset
TA6 6QA

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4 December 2024

North Petherton Town Council – Provision of Internal Audit Services

Introduction

This is an invitation to submit a quotation to provide internal audit services to North Petherton Town Council. The purpose of this document is to provide you with information to enable you to respond with a quotation capable of acceptance.

Please note that invitations are being sent to a number of companies / organisations / individuals who may be interested and able to provide an internal audit service.

Instructions for submitting quotations

1. Organisations will be held to have fully informed and satisfied themselves by their own independent observations and enquiries as to the nature, extent and practicality of the service, and all other points which can in any way affect the prices inserted in the quotation response.
2. The quotation response must be completed in ink or typescript and signed by the contractor
3. All contract documents, whether a quotation is submitted or not, remain the property of North Petherton Town Council and shall be treated as private and confidential.
4. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
5. North Petherton Town Council will not be responsible for or pay any expenses or losses which the contractor may incur in the preparation of their quotation.
6. Quotations are to be returned to: Miss Joy Norris, Town Clerk, North Petherton Town Council, The Small Hall, Fore Street, North Petherton, Somerset, TA6 6QA

By no later than noon on 13th January 2025

Note: North Petherton Town Council is not obliged to accept any quotation or to enter into any contract whatsoever as a result of the quotation invitation.

Background Information

- North Petherton is situated in the county of Somerset.
- There are 8134 people on the electoral roll for North Petherton (as at 01.08.2024)
- The 2024/25 precept is £463,300
- The Council has 14 Councillors (currently 13 Councillors in post and 1 vacancy)
- There are 3 members of staff – Town Clerk – full time, Admin Assistant – part time, Cleaner – part time

- The full Council meets every 2 months and is supported by the Finance and Strategic Development Committee, the General Purposes Committee and the Planning Committee.
- The Town Council's website is <https://northpethertontowncouncil.gov.uk/>
- In 2023/2024 we paid approximately 350 invoices and processed approximately 240 receipts.
- The Town Council uses Scribe for its financial records and allotment and cemetery management.

The Services Required

Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'. (Practitioners Guide 2024 S4.2)

The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account the internal auditing guidance for smaller authorities. (Practitioners Guide 2024 S1.35)

The following is an indicative list of services required

- Internal Audit Services within the framework described in "Governance and Accountability for Local Councils, A Practitioners Guide 2024" (and any subsequent editions during the lifetime of the agreement) including the following topic areas:
 - Review of accounting arrangements
 - Bank reconciliations
 - Review of Corporate Governance
 - Review of Expenditure
 - Assessment and Management of Risk
 - Budgeting Process
 - Budgetary Control and Reserves
 - Review of income
 - Salaries
 - Asset Registers
 - Year end procedures
 - Trust responsibilities
- Preparation of an annual report on the Town Council's internal control procedures and interim reports as agreed
- Audit and report on specific compliance issues as agreed with the Town Clerk
- Initial audit of the Town Council's Annual Statement of Accounts (including the Annual Governance Statement)

- Technical advice, support and guidance on issues of accounting and compliance

As a general guide the volume of work is anticipated to be approximately 21 hours per year.

Criteria

The quotation response must include evidence that the person / organisation is competent to provide the internal audit service; this can include letters of recommendation from another similar public authority or details of professional qualifications e.g. accountancy (CIPFA preferably), or audit (IIA preferably).

The internal auditor must be able to demonstrate independence from the Town Council's financial decision-making.

The following criteria will be used to assist in the evaluation of responses:

- Meets the independence criteria as set out in JPAG 2024
- Competitive and transparent pricing
- Capability to deliver the service (qualifications and experience)
- Ability to meet the Town Council's requirements
- Flexibility and adaptability to meet any change in requirements

Timetable

13 January 2025 (noon)	responses to be received by the Town Council
20 January 2025	Council to make decision on acceptance of quotation
1 February 2025	Agreement starts

Agreement Duration

North Petherton Town Council intends that the agreement term should initially be for 12 months with an option to extend, by mutual agreement, for further 12 month periods. The maximum cumulative agreement duration will not exceed 3 years.

Payment

Payment will be within 28 days of receipt of invoice subject to agreement of the account by the Town Council.

Quotation Responses

The response must be signed and dated.

FORM OF QUOTATION

Provision of Internal Audit Services for North Petherton Town Council

**The closing date for receipt of the completed quotation form is
12 Noon on 13th January 2025**

To: Miss Joy Norris – Town Clerk
North Petherton Town Council
The Small Hall
Fore Street
North Petherton
Somerset
TA6 6QA

Organisation Name:

(in block letters)

Reference Contact 1:

Contact Name: Company Name:

Address:

Phone No: e-mail address:

Reference Contact 2:

Contact Name: Company Name:

Address:

Phone No: e-mail address:

Having examined the specification for the above-mentioned works, we offer to carry out the provision of internal audit services conforming with the Joint Panel on Accountability and Governance Practitioners Guide March 2024 (and subsequent editions) including but not limited to the services listed on Page 3 of the quotation request form for the sum stated below

Total quotation price per annum £ (excluding VAT)

Hourly rate for any additional work £

I confirm that no person undertaking the provision of the internal audit services has a personal connection to a member or officer of North Petherton Town Council and that there are no conflicts of interest, such as being an external provider of accounting software or the provision of other services to the authority through an associate company, firm or individual.

I confirm that we are able to enter into an agreement starting 1 February 2025 and will be able to undertake the audit pertaining to the 24/25 year.

This quotation, together with written acceptance thereof, shall constitute a binding contract between us.

I understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

Signature: Date:

Name :

Company / Organisation Name :

Address:
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Tel No.: e-mail:

Checklist of information / documents to accompany completed quotation form:

- Professional Liability Insurance
- Full description of how you will undertake the work, methods to be used and work schedule
- Evidence of competency to provide the internal audit service, e.g. letters of recommendation, professional qualification details, information about previous experience
- The name and contact details of the person who will be the primary point of contact between your organisation and the Town Council if different to the person signing this form of quotation