



Ms S Eden
Clerk to Ashington Town Council
Town Hall
65 Station Road
Ashington

15th June 2022

Dear Sarah

Thank you for considering me as your internal auditor for Ashington Town Council.

I have been AAT qualified as a Licensed Accountant for over 10 years and have approximately 25 clients where I undertake preparation of accounts, self-assessment submission, payroll and VAT returns.

I am also clerk to four councils one of which is Haltwhistle Town Council (precept £142,500). The others are smaller parish councils with precepts under £10k.

I have undertaken a couple of small internal audits for local parish councils and am looking to add internal auditing to my services. I believe the AAT may be creating a list of internal auditors. I have contacted them to ask for more information and, if I would need to do any training, to be included. If so, I would envisage undertaking this asap.

Should you wish to appoint me, I suggest a 6-9 month review which would give me time to undertake the bulk of the audit. Another one towards, or after, the year end would then complete the audit.

As this would be my first venture into internal auditing for councils, I do not know what the rates generally are so, leave it you to discuss with the council. I would need AAT to recognise this service in order to charge you anyway as the work would then be covered under my professional public liability.

If you have any more questions, please do not hesitate to contact me.

Regards

Susan



Licensed and Regulated by AAT to provide services in accordance with licence number 1000496

Mrs Susan Saunders BSc PGCSE MAAT CiLCA / [REDACTED]