

- 2 JUN 2016

HALE JACKSON KNIGHT  
CHARTERED ACCOUNTANTS

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SEA/4

Mrs. K. Mitchell  
Ledbury Town Council  
Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DL

Our Ref: SJL/jms

Date: 20<sup>th</sup> April 2016

Dear Karen

As you know, I have been asked by the Chair of F&GP to provide quotes for the following:

1. A one hour (or part thereof) discussion with Chair of F&GP, following each internal audit visit, to understand and discuss the matters dealt with

A cost of £96/hour + vat (or part thereof)

2. Increased narrative to internal audit report (to enable councilors reading it to have a better understanding of what has been looked at, why, and what the outcomes were).

An estimated cost of an additional hour - £96 + vat

3. Reviewing and checking the financial reporting of the Neighbourhood plan in respect of all expenditure being properly incurred, authorised and paid, and correctly recorded against budgeted spend.

For the year to 31<sup>st</sup> March 2016 an estimated cost, including travelling and report time of £576.00 + vat.

This could then be done with each internal audit visit at an estimated cost of £192 + vat per visit (3 per year).

I have included the increased narrative in my current report and would request approval for the additional charge of £96 + vat in respect of my current report.

I have also spent some considerable time reviewing the background to previous audit reports, the recommendations arising, and the Council's response to these, for which I would also seek approval for a nominal 1 hour's time, £96 +vat.

In addition, 1½ hours was spent in responding to and talking to Councilor Harrison following my recent visit for which I request approval for a charge of a nominal 1 hour's time, £96 + vat.

Yours sincerely,

S. Jackson