

LRALC

Supporting Local Councils in Leicestershire & Rutland

Alison Gibson
Tur Langton Parish Council
56 Naseby Way
Great Glen
Leicestershire
LE8 9GS

23rd January 2023

Dear member council,

LRALC Internal Audit Service

Please find enclosed your Internal Audit Service (IAS) invoice for the **2022-23 financial year**. As we have made you aware in previous years, we work on the basis of automatic renewal. If you wish to withdraw from LRALC Internal Audit Service, we need to know by 31st March 2023 for the financial year 2023-2024. Any changes made to your internal audit provision is a decision for your council and should be supported by a reference in your minutes.

This invoice covers internal audit services provided to your council by LRALC for the period 1st April 2022 to 31st March 2023, including provision of the Annual Internal Audit Report (AIAR) which enables proper completion of the council's Annual Governance Statement as part of the forthcoming AGAR process following year end.

We invoice at this stage as we are approaching the end of the financial year for which we are providing your council IAS services, i.e. we have provided your council with IAS services for 9 months (unless you joined mid-year) and there are only 3 months remaining. We know that it can be confusing as internal audit is sometimes seen as a once-a-year activity that takes place in May/June. However, the report we provide in May/June completes the process for the service we have provided over the preceding financial year. As such we are invoicing three quarters of the way through the year the service is provided for, not "in advance" as a couple of councils queried last year. As such our usual payment terms apply and we would appreciate payment within a month wherever possible.

A few parishes have moved into a higher band this year because, as you know, the scale of fees is based on electorate and the growth in these numbers has passed the threshold for the next band. In addition, as communicated to you in our "Budget Setting Information" email of 8th December 2022, for the next year of the service (2023-24) we have had to apply an increase to the fees we charge; £15 per annum for the smallest councils, £40 per annum for the largest). We believe the rates continue to offer excellent value for money as the quality of our IAS service surpasses most other provision out there. We have never aimed to be the cheapest, rather we aim to provide our member councils with a quality benchmarked service which they can rely on to be accurate and thorough.

The fees for the 2023-24 financial year (which will end with the issuing of our internal audit reports in May/June 2024) are copied in the third column of the grid below:

Jubilee Hall, Staddon Road, Anstey, Leics, LE7 7AY
0116 235 3800 | admin@leicestershireandrutlandalc.gov.uk | www.leicestershireandrutlandalc.gov.uk
Registered office as above. Registered in England No. 11323405

Electorate banding (number of electors)	Annual Fee for Internal Audit Service 2022-23 (current)	Annual Fee for Internal Audit Service (from 1st April 2023 – payable January 2024)
0-150	£100	£115
150-500	£180	£200
500-1000	£220	£245
1000-3000	£260	£290
3000-5000	£335	£370
5000-10000	£415	£450
>10000	£455	£495

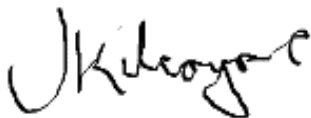
The fees above assume your internal audit will be carried out remotely which is now the preferred option for many of our councils and internal auditors.

You may choose to have a face-to-face audit by agreement with your internal auditor. If this is the case, we will need to issue you with an additional invoice for mileage charged at 45 pence per mile following the conclusion of the audit. This will be sent to you when we receive this information from the relevant internal auditor.

Your internal auditor will contact you towards the end of this financial year to make arrangements to view your documents and complete the internal audit report for your council. Terms of reference for the internal audit are included with this letter for your reference.

Thank you for continuing to choose LRALC for your internal audit.

Regards,



John Kilcoyne
Deputy Chief Executive
LRALC