



AUDITING SOLUTIONS LTD

Internal Audit quotation enquiry form

Please complete this form and return it, via e-mail to anne@councilaudit.co.uk attaching additional pages if required.

Name of Council (delete type as appropriate)	Parish/Town/Community
Annual precept	
Other sources of income (p.a.):	
Cemetery	£
Allotments	£
Town / Village Hall	£
Playing fields	£
Grants	£
Bank interest	£
Other sources (specify)	

Accounting records	Handwritten cashbook/Spreadsheet/Accounting software package (delete those not applicable and, if the last case applies, identify the software)
Nos. of bank accounts	
Average no. of cheques/ standing orders/direct debits payable each month	
Nos. of staff employed	
Is tax/NI deducted?	
Manual payroll or software package? (Specify package)	
Insurance company	
Nos. of standing committees and frequency of meetings p.a.	
Have risk assessments been carried out?	
Is an asset register in place?	
Does the Council have any outstanding loans to repay?	
Are any outstanding loans repayable to the Council?	
Have there been any formal questions/objections raised by electors in recent years?	
Detail of any relevant information that may complicate the audit	Please detail overleaf

Clerk's name	
Address	
Office hours	
Telephone	
E-mail	
Financial year relevant to quote	

Clackerbrook Farm, 46 The Common, Bromham, Chippenham, Wiltshire SN15 2JJ

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