
26/05/2025

Parish Clerk
The Public Hall
216 Main Street
Billinge
Merseyside
WN5 7PE

Dear Karen

LETTER OF ENGAGEMENT

Thank you for inviting me to act as internal auditor for the financial year ending 31st March 2025. The internal audit is scheduled for completion within 7 days of receiving the information required.

The fee for this service is £300, provided all necessary information is supplied promptly and in a straightforward manner. Should any unforeseen circumstances arise that require additional work, I will inform you in advance of any extra charges.

Please note that additional information requested that is not included in the initial submission (as outlined in the internal audit checklist) will be subject to an additional fee of £25 per document due to the extra time and work involved.

An invoice will be sent along with the internal audit report, and payment will be due within 28 days.

If you have any queries do give me a call.

Yours sincerely



Jo O'Donoghue (PSLCC)
07539 196166
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