

**BRIDGNORTH TOWN COUNCIL  
TOWN COUNCIL MEETING  
TUESDAY 16 AUGUST 2022**

RF/2022

TC/11/2223

28 JULY 2022

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 10 – APPOINTMENT OF INTERNAL AUDITOR FOR 2022/2023

AIM

To appoint an Internal Auditor for Financial Year 2022/2023

BACKGROUND

1. There is a statutory requirement for the Town Council to appoint an Internal Auditor. There are two key principles that should be followed in sourcing an internal audit provider: independence and competence.

DISCUSSION/ COMMENT

2. JDH Business Services Ltd have been employed for financial years 2019/2020, 2020/2021 and 2021/2022.
3. The service received from JDH Business Services has been both extremely professional and beneficial.
4. The RFO has been in contact with neighbouring Town and Parish Councils to obtain information about which Internal Auditors they use.
5. It may be prudent to continue with the current Internal Auditor to ensure continuity with regards to the areas that have been identified but not yet completed.
6. A 3-year appointment would be favourable.
7. As per Financial Regulation 11.1h, where the value is above £1,000 but below £5,000 the RFO or Clerk should strive to obtain 3 estimates.
8. The following companies were contacted: Auding Solutions Ltd, Internal Audit Services and JDH Business Services Ltd. These are companies which we have used before and found to provide an acceptable level of service.

FINANCIALS

9. Two quotes have been provided, exclusive of VAT and based on three visits:  
JDH Business Services Ltd: £1,292 (additional work charged at £45 per hour),  
IAC Audit & Consultancy Ltd: £1,155 (additional work and costs will be notified before being undertaken)

RECOMMENDATION(s)

10. It is recommended that the Town Council RESOLVES:

To accept the quotation from JDH Business Services Ltd in the sum of £1,292 plus VAT and appoint them as the Internal Auditor for financial years 2022/2023, 2023/2024 and 2024/2025.

Rachel Follette  
Interim Responsible Financial Officer