

**Per Pro Services Ltd**  
**Company number 11906265**  
**Canterbury House, Stoke Ferry, Norfolk PE33 9SQ**

## **Internal Audit Service for Smaller Local Authorities**

### **What we do**

Depending on the size of the parish/town council, and its current specific concerns, we offer a range of support services from a basic Internal Audit as required by the Annual Accountability and Governance Report; a critical review of documentation required, versus that provided, under relevant legislation and regulations; right up to a comprehensive business analysis and recommendation service for larger and more complicated set-ups, including councils which are acting as Custodian or Sole Trustee for a charity.

### **Our offering**

A routine Internal Audit for a small parish council, with no complications or outstanding issues, which is likely to take a modest number of hours.

For those councils which are less confident in their financial procedures, we can provide a half-year 'healthcheck', to pick up any potential problems early on in the process, and provide support in rectifying any lapses in procedure.

For the more complicated situations in which councils find themselves, and for the larger 'smaller' authorities, we offer a bespoke service.

### **Our charges**

We charge £30 per hour (no VAT) for all our clients. In every case, we agree an initial number of hours to be worked, before reverting to council/clerk to agree any further required work.

### **Who we are**

Judith has been a parish council clerk for almost 10 years, and has also been a parish councillor. Her background is admin and human resources.

Doug has been a parish councillor and clerk, but his main occupation is as a specialist in quality assurance within the IT sector.

We have Professional Indemnity Insurance in place and are a member of the Internal Audit Forum.

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