# HOLBROOK PARISH COUNCIL

Chairman Mr John Ambrose.

Parish Clerk: Mrs J Hazlewood Contact clerk@holbrookparishcouncil.gov.uk or 01473327663

Website: https://holbrookparishcouncil.gov.uk


17th November 2026

Dear Heather,

**Letter of Engagement to Heelis and Lodge: Independent Internal Audit Services**

Following a resolution at the Council meeting held on 17th November 2026, I am pleased to confirm that Holbrook Parish Council would like to appoint you as their Internal Auditor for the financial year ending 31st March 2027. This letter sets out the terms of your engagement and the scope of the internal audit work to be undertaken.

**Scope of Work**
The internal audit will be conducted in accordance with the latest guidance issued by the Joint Panel on Accountability and Governance (JPAG) and will focus on:

- Reviewing the effectiveness of our financial controls and governance arrangements
- Ensuring compliance with relevant legislation and proper practices
- Verifying the accuracy of accounting records and supporting documentation
- Providing assurance that public funds are being managed appropriately

**Reporting**
Following completion of the audit, we ask that you provide a written report outlining your findings, any recommendations for improvement, and confirmation of the completion of the Annual Internal Audit Report section of the Annual Governance and Accountability Return (AGAR).

**Access to Information**
You will be provided with full access to all relevant records, documents, and personnel necessary to carry out the audit effectively.

**Independence:** Holbrook Parish Council confirm that Heelis and Lodge take no part in the day to day activities of the Council

**Fees**
Your fee for this engagement will be payable upon completion of the audit and submission of your report.

**Confidentiality**
All information obtained during the course of your work will be treated as confidential and used solely for the purpose of the internal audit.

Please confirm your acceptance of this engagement

Holbrook Parish Council look forward to working with you again and appreciate your support in helping us maintain high standards of financial governance.

Kind regards,



Jo Hazlewood
Clerk/RFO Holbrook Parish Council