

From: council@waterbeach.org.uk
Sent: 31 May 2023 13:46
To: 'Sharon Edwards'; 'Alison Tucker'
Cc: 'michael.williamson@waterbeach.org.uk'; 'AssistantClerk@waterbeach.org.uk'; 'Libby White'
Subject: RE: Internal Auditors - Waterbeach Parish Council - June 2023

Good Day Sharon and Alison,

Waterbeach Parish Council would like to accept your quotation and reserve your services for this financial year, many thanks for your swift response.

I will ask for the Chair and vice Chair to send me their identification documents, and will forward them on to you tomorrow.

Regards, Belinda

From: Sharon Edwards <sedwards@mapus.co.uk>
Sent: Thursday, May 25, 2023 4:17 PM
To: 'council@waterbeach.org.uk' <council@waterbeach.org.uk>
Cc: James Boughen <jboughen@mapus.co.uk>; Alison Tucker <atucker@mapus.co.uk>
Subject: RE: Internal Auditors - Waterbeach Parish Council - June 2023

Dear Belinda

Thank you for your e-mail. My name is Sharon Edwards and I am the audit partner at Mapus-Smith & Lemmon who signs off the internal audits performed.

We would of course be very happy to help. We do a number of internal audits including Parish Councils, Drainage Boards etc. The audit would be managed by Alison Tucker and her team at our Downham Market office (cc'd into this e-mail).

The fee for the audit of your financial statements and completion of the AGAR form would be £750 + VAT. We would ensure this was completed before 30 June 2023. In terms of a review of internal controls, we do undertake a basic review as part of the audit however if you would like us to conduct a more detailed review of your financial regulations, I would budget for an additional £250 + VAT.

I can confirm that no one at our firm has a relationship with Cllr. David Smart, or his wife Sarah Smart.

If you would like us to undertake this service for you, we would need to issue an engagement letter. To do this, I would require ID for yourself, the Chair and the Vice-Chair. A copy passport or driving licence would be ideal.

Please do let me know if you would like to proceed with the above. If you would like to discuss the above further, please do not hesitate to contact me.

Best wishes

Sharon

Sharon Edwards BFP FCA

For and on behalf of
MAPUS-SMITH & LEMMON LLP
48 King Street, King's Lynn
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From: council@waterbeach.org.uk <council@waterbeach.org.uk>

Sent: Tuesday, May 23, 2023 3:43 PM

To: James Boughen <jboughen@mapus.co.uk>

Subject: Internal Auditors - Waterbeach Parish Council - June 2023

Hi James,

Thank you for taking my call.

As discussed, we need to appoint an internal auditor for the current financial year, which means we need to complete our AGAR before the end of June.

We would like to have our accounts audited, but also need an audit of our processes, and feedback on those I am happy to hear that you are able to assist with that.

You have agreed to speak to one of your partners to confirm your availability for this year, and in that light, I look forward to hearing back from you as soon as you are able to confirm with me so I can acknowledge and formally extend the appointment of Mapus-Smith & Lemmon. Could you in acknowledgement give me a quotation for the services for our records?

Also as discussed, if you could clarify the relationship, you or anyone else from your firm might have with Cllr. David Smart, or his wife Sarah Smart so that I may record the interest for our records I would be really grateful as you were referred to me by him, I do need to follow due diligence.

Many thanks in advance, and I look forward to hearing from you at your earliest convenience.

Regards,

Belinda Westwood

Clerk to Waterbeach Parish Council

The Old Pavilion, Recreation Ground, Cambridge Road, Cambridgeshire, CB25 9NJ Tel: 01223 441 338

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