

Our Ref:
Your Ref:
Date: 22 March 2016
E-mail: town.clerk@berwick-tc.gov.uk

BERWICK-UPON-TWEED TOWN COUNCIL INTERNAL AUDIT/TENDER

EXPRESSION OF INTEREST (EOI)

Dear Sir/Madam

Berwick-upon-Tweed Town Council invite "Expressions of Interest" from registered and interested Accountants for the financial year ending March 31, 2016. The Council have instructed me to obtain proposals from Auditors who may be interested in appointment.

A condition of appointment would be a guarantee by the Auditor that the Audit would be completed on or before June 30, 2016, providing that the Council has supplied the required information in a timely fashion.

The annual internal audit covering arrangements and transactions for the year ending 31 March 2016 should be undertaken in May or June 2016 leading to draft outputs no later than 17 June 2016 and final outputs no later than 30 June 2016.

The annual internal audit covering arrangements and transactions for subsequent financial years should be undertaken in April or May following the end of the financial year leading to draft outputs no later than 15 May and final outputs no later than 31 May.

The contract will cover the internal audit for the year ended 31 March 2016, 2017 and 2018 with an option to extend to cover the years ended 31 March 2019 and 2020.

The application and any accompanying documents should be submitted in a closed and sealed envelope as provided duly inscribed with "Expression of Interest for Internal Audit, Berwick-upon-Tweed Town Council" latest by 15th April 2016 addressed to.

The Town Clerk
Berwick-upon-Tweed Town Council
5 The Chandlery
Quayside

Berwick-upon-Tweed
Northumberland
TD15 1HE

Yours sincerely

Wendy Pattison
Town Clerk