



Woodbridge
Town Council

VAT Audit and Training

Woodbridge Town Council is registered for VAT and therefore charges VAT on some of its transactions whilst others are exempt.

The rules governing VAT for local authorities are complex and significantly different to those governing other organisations. Woodbridge Town Council has never undertaken an audit of its VAT transactions to ensure that the rules are being correctly applied.

There is only one company that undertakes this work for local authorities and is retained and recommended by NALC, SALC and SLCC; this is the Parkinson Partnership.

The Parkinson Partnership has been approached for a quotation to undertake a full VAT audit of Woodbridge Town Council and to deliver training as required to officers. This quote is:

For an on-site VAT review £850 including travel, accommodation and written follow up. The quote is based on a review of normal activities and would include specific advice on any project over £500,000.

I would ask that the Finance and Staffing Committee approve this expenditure to ensure that the Council is and continues to work within the law.

Kate Lacey
Town Clerk