

## **Tender Document for External Auditors – 2024**

Community Response is inviting tenders for our annual audit. The successful firm/individual will carry out the audit for an initial four-year period commencing with the financial year ending 31 December 2024.

Name of Organisation: Community Response

Address: 14 Carman's Court, Carman's Hall, Dublin 8

Website: [www.communityresponse.ie](http://www.communityresponse.ie)

Phone: 01 454 9772

Email Address: [info@communityresponse.ie](mailto:info@communityresponse.ie)

Contact name and number: Emma Beatty, Project Administrator, 01 454 9772

Principal Business: Community Response Ltd is a primary alcohol and liver health service established in 1990 in the Liberties in the South Inner City of Dublin. We offer various services, including group and one-on-one support, to help empower our clients to make and maintain healthy lifestyle changes regarding alcohol, poly-drug misuse, and Hepatitis C/liver health.

CRO: 200177

Charities Regulatory Authority Number: 20029548

Charity Number: CHY 11087

### **Principle Funding Sources**

- Canal Communities Drugs Task Force
- South Inner City Drugs Task Force
- Health Service Executive Addiction Services

### **Number of Employees**

Approximately eight employees

Governance: Voluntary Board of seven directors

Community Response offers a variety of different services, including group and 1-1 support, to help empower our clients to make and maintain healthy lifestyle changes in relation to alcohol, poly-drug misuse and Hepatitis C/Liver Health.

Additional information about Community Response can be found at [www.communityresponse.ie](http://www.communityresponse.ie)

### **Request**

Community Response wishes to appoint auditors for the coming years and invites interested parties to tender for its statutory audit.

Work to be carried out by Auditors contracted to conduct the Annual Financial Audit to include:

- The Audit of the Directors (Trustees) Report and Financial Statements in accordance with Charities SORP requirements, Company and Charity Law, Current Accounting and Auditing Standards, Department of Public Expenditure and Reform Circulars, the HSE and other funder requirements

- Preparation of Independent Audit Report
- Preparation of the Financial Statements i.e. balance sheet and profit and loss.
- The Auditors will be expected to present their Audit Report and Management Letter to the Finance and Risk Sub-committee
- Filing of B10 and B1 CRO returns
- The Auditors will be expected to report to statutory funders if and when required.
- The Auditors will be expected to make themselves available to the staff, management and/or Directors of Community Response for advice and information from time to time.
- The Auditors should ideally have expertise and experience in auditing and providing professional advice to the non-profit/charities sector.
- The Auditors should be familiar with the tax implications of being a registered charity and be able to give advice on them.
- Completion of any additional financial reports as required by funders e.g. AMFR

Community Response will provide:

- Draft Annual Report in accordance with Charities SORP
- Management accounts for the year
- Information on prior year comparatives
- Workings for main notes and working papers
- Details of requests from funders regarding the formatting of Financial Statements

Community Response would welcome comments from the Auditor in the following areas:

1. A review of internal financial and governance systems to improve compliance in line with best practice

**Timetable for the audit year:**

- Financial year end is 31st of December each year
- Draft accounts will be available for audit by the end of February each year
- Auditors will present the final draft audit report to the Audit Committee by the end of May
- Audit should be completed and signed off by the Board by mid-June
- The main day-to-day contact with the auditors will be with our administrator

The tender document should:

1. Determine audit strategy and present an audit plan for the Financial Year 2024
2. Detail experience with other charity clients along with public sector funding
3. Fees – details of proposed fees should include:
  - Fee for basic charity audit

- How fees will be set and agreed in future years
- Two references from two previous audit clients

### **Selection Criteria**

Each tender received will be reviewed and evaluated against the agreed criteria, with further clarification sought if required. Shortlisted candidates will then be brought to the Board of Management, who will recommend their preferred tenderer to the Board.

To be successful, there must be a clear demonstration of the following:

- ☑ Understanding the Charity – there must be clear evidence of understanding of the Charity, the issues faced and the emerging industry trends.
- ☑ Organisational & Cultural Fit – The audit firm must be engaging, personable, and credible and demonstrate good organisational fit. A good working relationship with management is crucial.
- ☑ Technical Competency – strong technical knowledge and ability to address technical issues. This should include your approach to resolving accounting and financial reporting issues.
- ☑ Charity Sector Experience – experience supporting not-for-profit organisations is crucial. Please supply details of the current client base.
- ☑ Value for Money – This is a value-for-money exercise, and the lowest bid is not always the one selected. The added value that the audit firm can bring will be considered, so please provide details of other services offered by your firm, including free-of-charge added value services.
- ☑ Time Commitment – This should include the level of input from the audit partner and senior staff, succession planning, and steps to ensure staff continuity for future years.
- ☑ Availability – ability to carry out audit work and attend necessary meetings.
- ☑ Audit Approach, Methodology, & Timescale – details of the audit approach to ensure audit services are customised, responsive and aligned to the Charity's specific needs.
- ☑ Independence, Objectivity & Quality Assurance – details of your procedures to ensure independence and objectivity and the internal procedures used for quality control and continuous improvement.

### **Process**

Should you require further information to complete your application, please email [info@communityresponse.ie](mailto:info@communityresponse.ie)

Please submit your final proposal electronically to the above email address no later than July 31<sup>st</sup> 2024.

