



Tees Valley Rural Action Tender Specification for Audit/Accountancy Services

Background

“By **Raising the Rural Voice**, we aim to enable and encourage people to develop their rural communities, working towards a sustainable future”

Tees Valley Rural Action, (TVRA) is a registered charity and company limited by guarantee; Formerly known as Tees Valley Rural Community Council, we are a well-established charity that has been providing support to communities across the Tees Valley since 1999.

TVRA currently has a Board of 9 volunteer Trustee Directors, 3 core members of staff and 1 funded through the Heritage Lottery. All of whom are highly qualified and bring a depth and wealth of experience to the Charity. As well as keeping the organisation alive, our staff deliver several projects and services that are of direct relevance to those in our area of benefit. More details on these projects can be found at www.teesvalleyruralaction.co.uk

Our Mission

Our mission is to promote inclusion and equality by working towards improving the social, economic and environmental well-being of rural communities within the Tees Valley, from Advice and Information, Community Action and Community Transport. We particularly attempt to identify and address rural disadvantage through:

- Working with local people to enable them to identify and respond to local needs;
- Providing accurate and appropriate information, advice, guidance and support to voluntary and community groups;
- Informing and influencing the plans and policies of statutory and other organisations;
- Campaigning and lobbying on rural issues, including the securing of financial and other resources;
- Undertaking and commissioning relevant research and development, and
- Developing and actively participating in appropriate partnerships

Key strands or themes of our work

TVRA undertakes activities that directly support individuals and groups within rural communities and, where appropriate, Tees Valley as a whole. These activities fall within the key areas of:

- Advice and Information
- Community Action, and
- Community Transport

Scope of Services

Tees Valley Rural Action, (TVRA) is seeking to appoint an Audit/Accountancy service for a 3-year period commencing 1st April 2020 on a rolling annual renewal. The scope of this brief is in two parts and are as follows:

Part 1 – Accountancy/Book-keeping

- Provide accountancy advice throughout each of the 3 years
- Bank reconciliation 1 day per month
- Support the Chief Executive with preparing bi-monthly management account and cashflow reports for the Board of Trustees

Part 2 - Audit

- Planning meetings in preparation for Audit
- Financial statements for the 3 years beginning with the year ended **31st March 2020**
- Presentation of draft and final financial statements to the Board of Trustees
- Availability for accountancy/audit advice throughout each of the 3 years
- Support with the timely preparation and filing of appropriate returns to Companies House, Charity Commission and HMRC

If you intend to submit a proposal and/or require any clarification, please contact Rita Lawson, Chief Executive on (01642) 213852 or rlawson@teesvalleyruralaction.co.uk the following documents will be made available to you:

- Latest audited accounts;
- Organisational Chart, and
- Any other appropriate documents requested for the preparation of a proposal.

Proposal Specification

Please provide the following information in your proposal:

- A description of the Company.
- Evidence of the knowledge and expertise of working within and for the Charity sector. This should include examples of similar Charities to TVRA that you believe are comparable in size, mission focus and complexity. If partners or other employees serve in an advisory/consultative capacity within a Charity, please list such positions as well.
- Evidence of the level of experience of the individuals who would be assigned to TVRA.
- Explain your Company's basic approach to carrying out an audit, ensuring audit quality and the resulting advantages that would accrue to TVRA.
- Describe the extent to which TVRA's staff would be expected to contribute.
- Explanation of any existing or potential relationship between the Company and TVRA, and/or any relationship with an employee or Trustee of TVRA that could affect the independence and objectivity because of an actual or perceived conflict of interest.
- A minimum of 3 references.

Scheduling and Staffing

- Identify the team/individual that would be carrying out the annual audit;
- Identify the team/individual that would be providing the monthly accounts service;
- How would the Company engage with TVRA and plan for both Parts 1 and 2 of this brief?

Fees

- A breakdown of the fees attributed to both Parts 1 and 2 of this brief for each of the 3 years of this commission. This should include the estimated number of hours to be spent by each person and the expected rate per hour of each. Any out of pocket expenses should also be included and an explanation of how these are calculated.
- TVRA is a small Charity, managing its finances extremely tightly and will be commissioning these services on a fixed price basis. How will you identify any cost overruns and manage these so that TVRA is assured there will be no “surprise” billings?

Other Information

- If preferred, organisations do not need to submit a fee proposal for both Parts of this specification. It is acceptable to submit for Part 1 or Part 2. You must make this clear on your submission.
- Please provide any additional information, not specifically requested but considered essential to your proposal.
- It should be noted that either party may cancel the services for the second or third year by written notice to the other party and no later than six months after the commencement of the financial year.

Submission Deadline

The deadline for receipt of your fee proposal submission is **5pm Friday 6th December 2019** Documents can either be posted to TVRA, marked ‘Strictly Private and Confidential’ and for the attention of the Chief Executive 33-35 Cadcam Centre, High Force Road, Middlesbrough TS2 1RH, or emailed to rlawson@teesvalleyruralaction.co.uk

Any submissions received after this date will not be considered. All submissions will be responded to once a decision has been reached by the Board of Trustee Directors.

Other Proposal Instructions

Proposers are expected to examine the specification and all instructions contained in this invitation. The final proposal submitted must be signed by a duly authorised individual within the Company.

Upon request, you must be willing to provide any additional information concerning your fee proposal submission.

TVRA is not responsible for any costs incurred in the preparation of your fee proposal.