

INVITATION TO TENDER FOR AUDIT OF FACULTY OF PUBLIC HEALTH (FPH)



**FACULTY OF
PUBLIC HEALTH**

Introduction

FPH (www.fph.org.uk) is a membership organisation (charity number 263894) for nearly 4,000 public health professionals across the UK and around the world. We employ 23 full and part-time staff and operate from offices near Regents Park.

The 2017 trustees report and accounts can be accessed at https://www.fph.org.uk/media/1771/fph_annual_report_and_accounts_2017_final_.pdf.

We are seeking tenders for the audit of our accounts for the year ended 31 December 2018.

Finance function and preparation of year end accounts

The finance department is staffed by a part-time (Chartered) Accountant and full-time Financial Administrator overseen by the Director of Business Services.

Membership subscriptions and associated income streams are processed through a bespoke CRM system. The accounts package used is Sage 50 (not integrated with CRM) and the payroll is produced in-house.

The organisation is VAT-registered although only a small proportion of outputs are VATable and partial exemption rules apply.

Management accounts comparing actuals with budgets are produced bi-monthly.

Statutory year end accounts are produced by the Accountant using excel from the Sage data along with supporting schedules and reconciliations. The accounts and audit papers for the financial year 2018 will be available from Mid- February and it is envisaged that the audit should be completed by the end of April.

Tender process and timetable

Interested parties are invited to complete the questionnaire attached and return by e-mail to Bruce Burford at bruceburford@fph.org.uk by **12th October**. Any questions regarding the tender should also be addressed here.

Completed questionnaires will be evaluated by the Senior Management Team and Treasurer and all tenderers will be informed of our decision in the week commencing 22nd October.

Working to improve the public's health

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Registered Charity No: 263894

INVITATION TO TENDER FOR AUDIT OF FACULTY OF PUBLIC HEALTH- QUESTIONNAIRE



**FACULTY OF
PUBLIC HEALTH**

Name of organisation _____

Website address _____

Contact details

Name _____

Phone _____

E-mail address _____

Please send replies to the 4 sections listed below. Each response will be attributed a % as detailed and responses to each will be scored 1-5 to arrive at a final weighted score.

1. Price (40%)

Provide your price for audit services (with and without VAT) with details of what this fee will include. It would be helpful to have a breakdown of the fee showing expected hours of staff time with applicable rates.

2. Experience of similar organisations and relevant specialist knowledge (20%)

Provide details of experience auditing similar organisations and evidence of your ability to advise on specialised areas affecting the organisation (for example, Gift Aid and VAT).

3. Ability to conduct audit in timely and efficient manner (20%)

Provide evidence that you will be able to conduct the audit to the timescale detailed - give details of staffing levels to which FPH will have access.

4. Provision of non-audit services (20%)

Provide evidence of ways you have pro-actively helped clients- for example, income generation and cost and efficiency savings.

Conflicts of interest

Finally, please provide details of any potential conflicts of interest you may have identified should you be chosen- if none, state here-

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