

WEST YORKSHIRE COUNTY SCOUT COUNCIL & WYS TRADING – INVITATION TO TENDER

West Yorkshire County Scout Council and WYS Trading Limited are looking to appoint an accountant and independent examiner (or auditor if financial limits are reached). This function has previously been undertaken by Brosnans Chartered Accountants, Birkby House, Bailiff Bridge, Brighouse HD6 4JJ.

Outlined below are details of Charity and Company functions.

West Yorkshire County Scout Council (WYCSC) is a registered Charity (524829) whose financial year runs from 1st April to 31st March.

The Charity also has a Trading subsidiary called WYS Trading Limited which is registered with Companies House (04639375). The Trading Company operates to the same financial year as the Charity.

Annually the Charity submits to the Charity Commission consolidated accounts to include the Trading Company. The Trading Company is also required to submit small company accounts to Companies House.

The Charity's accounts are required to be prepared annually in line with the Scout Headquarters Guidance; Policy, Organisation and Rules (Section 5) ([here](#)) and Charity Commission Guidance.

The Charity and Trading Company are looking for an accountant to draw up the statutory accounts from the records provided by the Charity and subsidiary Trading Company.

There is an annual requirement for the Charity to undertake an independent examination or audit depending on its annual gross income. We wish to work with the successful firm of accounts to agree the appropriate scrutiny of the accounts. We have in the past undertaken an audit but would wish to reduce this to an independent examination, if appropriate.

The Charity's accounts are collated from four electronic cashbook records (County account, Green Withens, International and Water Team).

The County cashbook undertakes approximately 1300 transactions annually. Green Withens approx. 250 transactions, International approx. 650 transactions and Water Team approx. 200 transactions.

- County undertakes income and expenditure in relation to the administration of the Trustee Board and senior members of the County Scout Team. It collects an annual census payment from 14 Districts within the County which includes funds that are transferred directly to the Scout Headquarters. The remaining income is generated by providing events and activities for members of Scouting. Expenditure relates to senior members expenses, cost associated with the activity or event and general cost insurance, accounts etc.
- Green Withens is a Watersports centre and runs sailing and other water activities from a Centre.

- International supports any international event undertaken by the Charity. i.e. annual international event or a Jamboree every four years.
- The Water Team provides opportunities for canoeing and kayaking across the County.

WYS Trading Limited operates Bradley Wood Campsite and is registered for VAT (859984147) and uses XERO accounting package. It undertakes approximately 2000 transactions annually. WYS Trading provides onsite activities, accommodation and room hire open to Scouts, Guides, Schools and other youth groups.

As well as the company accounts outlined previously, WYS Trading would require the completion of a relevant corporation tax return.

Technical support may also be required in relation to the quarterly VAT returns submitted using Xero.

Timetable

We require the service for the period starting 1st April 2023 - 31st March 2024.

We would require a separate invoice to be raised for the works undertaken for the Charity and those provided to the Trading Company.

We would be looking to present the Charity accounts to the Trustee Board on the following dates:

Thursday 6th June 2024 – Draft yearend accounts available

Thursday 11th July 2024 – Final yearend accounts agreed for AGM

Thursday 19th September 2024 - AGM

This would require us to work closely with the accountant and independent examiner to meet the deadlines. We would require the yearend account at least one week before the deadlines above. Communication is a key function to ensure these can be met.

If you are interested in being considered for this work can you please provide details of your tender quote on the attached document.

We need applicants to a response to our tender request by Monday 19th February 2024. With the successful tender appointment expected by 1st March 2024.

If you require any further information, please contact Sue Caselton the County Treasurer on 07931231077 or email treasurer@wyscouts.org.uk.

Evaluation Criteria

The following criteria will be used to evaluate/score this tender.

Price/Cost – 70%

Relevant Experience & Technical Expertise – 30%

Organisation Profile

Name of the organisation making the application

Contact for enquiries about this application

Name:
Position (Job Title):
Telephone:
Email:

Registered Company name and address

Is the organisation recognised by a professional accounting body? Provide details.

Pass/Fail Answer

Relevant Experience and Technical Expertise

1. Please provide details of any previous experience of working with a Charity and a trading subsidiary (Weighting 8)

2. Please explain how you can add value to working with a volunteer organisation (Weighting 5)

3. Are you able to work within the deadlines/timetable outlined? (Weighting 8)

4. Are you familiar with the Scouting Policy, Organisation and Rules? In what capacity? (Weighting 2)

5. Would there be one main contact in your organisation with the Charity and Trading Subsidiary? If they are unavailable is additional support provided from within the organisation. (Weighting 5)

6. Do you have a client communication policy? For example, could you outline your response time to email and phones queries? (Weighting 2)

Please provide the cost for the provision of the services

For West Yorkshire County Scout Council

- Collation of four cashbook records and trading subsidiary Xero records to produce consolidated accounts
- Undertake an independent examination of the records

For WYS Trading Limited

- Produce accounts for input into the Charity consolidated accounts
- Undertake an independent examination of the records
- Complete the required relevant corporation tax return

I/we certify that the information supplied is accurate and to the best of my/our knowledge and understanding.

Signature:

Full name:

For and on behalf of:

Date:

Scoring and Weighting of Responses

Score	Classification	Definition
0	No response (noncompliance)	You have not answered the question, or your response is noncompliant and does not give the client confidence you can perform the required service. You will be excluded from this procurement process.
1	Unsatisfactory response	Substantially unacceptable submission which fails in several significant areas to answer the question. Little or no detail has been provided to support and demonstrate you are able to provide the service required, or specifically show relevant ability, understanding, expertise, skills and/or resources. Would represent a very high risk for the Client.
2	Partially acceptable response	Weak submission which does not fully address the question. Response may be basic/minimal with little or no detail provided to support the submission and demonstrate you have the required capability and capacity to deliver the requirements of the client.
3	Satisfactory and acceptable response	Submission largely addresses and meets the requirements, with some detail provided to support the submission. There are some minor reservations or weaknesses in the submission
4	Fully compliant response	Submission sets out a comprehensive and robust response which addresses and meets all requirements, with strong evidence provided to support the submission. It provides full confidence of your capability, expertise, and capacity to deliver the requirements of the client.

Weighting Decision Matrix

Criteria	Weighting
Question 1	8
Question 2	5
Question 3	8
Question 4	2
Question 5	5
Question 6	2
Cost	70

The best (lowest) price receives the maximum score available; the remaining tenders receive a score pro rata to the best price.

Lowest bid = maximum points

Lowest Bid divided by Tenderers Bid x maximum points available

Scoring Matrix Worked Example

Criteria	Weighting	Company 1		Company 2	
		Score	Weighting x Score	Score	Weighting x Score
Question 1	8	4	32	3	24
Question 2	5	2	10	1	5
Question 3	8	4	32	4	32
Question 4	2	1	2	1	2
Question 5	5	3	15	3	15
Question 6	2	2	4	3	6
Cost	70	2.7	189	4	280
Total	100		284		364

Company 1

£3000 tender submitted

Company 2

£2000 tender submitted