

24th August 2023

Tender Request – Year End Account Audit

Work summary: Full account audit

The following summary provides an outline of the work required, along with brief organisation details.

- **Type of organisation** – Registered charity, not currently VAT registered
- **Audit period** - Full audit of accounts from 1st September 2022 – 31st August 2023.
- **Work to be completed** – Prior to spring AGM – Work completed in January 2024.
- **Software used** - Sage accounting software.
- **Finance controls in place** - Balance sheet reconciled monthly with management accounts currently provided to the board monthly (along with cashflow projections).
- **Number of employees** – 1 - 50
- **Organisation services** - We deliver education, community, and social inclusion provision across Doncaster. Income comes from a mixture of fixed to performance-based contracts with some fundraising and CSR income supporting wider project delivery.
- **Deadline for tender submissions** – 5pm on 20th October 2023 to caroline.wray@clubdoncasterfoundation.co.uk

If you would like any further information, please contact Finance Clerk – Caroline Wray on caroline.wray@clubdoncasterfoundation.co.uk