

# Invitation to Tender for Annual Auditing services Closing date for receipt of tender: 8th August 2025 at 2pm

## Introduction

## The WRDATF is a company limited by guarantee and not having share capital. It has no employees.

The Western Region Drug & Alcohol Task Force (WRDATF) mission is to provide a mechanism for all stakeholder’s people who use drugs and alcohol, families, local communities, service providers, community and voluntary organizations to work together to address drug and alcohol issues in the Western Region.

The WRDATF vision is for healthy and safe communities in Galway, Mayo and Roscommon where everyone affected by substance misuse is treated with equality and respect and has access to all the supports, they require.

## Requirements and other considerations

The WRDATF is seeking to engage an experienced **Auditing Services Supplier** who will provide the full range of auditing services required to fulfil its statutory obligations, to comply with relevant accounting and reporting standards and best practice. The organisation’s year-end is 31st December and would be envisaged to have sign-off no later than 21st March of the following financial year.

Your responsibility will be to report to the WRDATF Board of Directors on the below- listed matters, in accordance with the Companies Act 2014, whether, in your expert opinion the financial statements:

* Give a true and fair view of the assets, liabilities and financial position of the company as of 31 December in the relevant year and of the net movement in funds for the financial year then ended; and
* Have been properly prepared in accordance with generally accepted accounting practice in Ireland, specifically the Statement of Recommended Practice (SORP) for charities; and
* Have been properly prepared in accordance with the requirements of the Companies Act 2014, Charities Act 2009, Charities Regulatory Authority (CRA) guidance and any other relevant legislation.

In addition, based on the work undertaken in the course of the audit, you will have a statutory duty to report whether, in your opinion.

* The information given in the directors’ report is consistent with the financial statements; and
* The directors’ report has been prepared in accordance with the Companies Act 2014.

## Annual Auditing Services required:

The range of services for which the successful supplier may be responsible include, but are not restricted to:

## Auditing

* Conduct an annual financial audit of the WRDATF in accordance with the relevant standards applicable in Ireland and applicable law.
* Identify and assess the risks of material misstatement of the financial statements.
* Design audit procedures that are appropriate to the internal controls relevant to the audit.
* Evaluate the appropriateness of accounting policies used.
* Conclude on the appropriateness of the directors’ use of the going concern basis for the preparation of the accounts.
* Evaluate and advise on the overall presentation, structure and content of the financial statements.
* Identify if other information (non-financial) included in the annual report is materially consistent with the financial statements.

## Communication

* Promote effective two-way communication between the WRDATF Board and auditor representatives.
* Provide an overview of the planned scope and timing of the audit.
* Conduct a follow-up meeting, post audit, to discuss any significant findings.
* Confirm, in writing, matters discussed and any agreed actions.
* Maintain frequent communication regarding both auditing and other matters.
* Present/review draft audited accounts with the WRDATF board, including any audit findings, as and when required.

**Duration of contract:** The contract will commence for year ended 31 December 2025 for a three-year period, subject to the services being satisfactorily delivered each year, and the option for the WRDATF to end the contract should this not be the case.

**Geographic location:**  Galway, Mayo and Roscommon

## Expressions of Interest

Expressions of interest should be submitted and contain the following information:

* Name, address, telephone number, and email address of the organization and the main contact.
* Outline the approach and methodology to undertake the assignment.
* An outline of the proposed approach to conduct the audit.
* Detailed experience in this field as noted in the tender requirements.
* Examples of services provided in this area and your ability to effectively manage the review process.
* A detailed breakdown of the proposed fee. Max €4500 (including VAT).
* Details of two relevant references for contracts undertaken within the last three years in this area (We will not contact your references without prior knowledge).

## Closing date for receipt of proposals:

Proposals should be submitted by Friday 8th August 2025 at 2pm to [info@wrdatf.ie](mailto:info@wrdatf.ie)

# Tender Evaluation Process

In addition, based on the work undertaken in the course of the audit, you will have a statutory duty to report whether, in your opinion.

* The information given in the directors’ report is consistent with the financial statements; and
* The directors’ report has been prepared in accordance with the Companies Act 2014.

## General tendering information Software packages used by the WRDATF

WRDATF currently uses both Excel and SAGE for its day-to-day accounting records for all transactions.

## General Data Protection Regulation

In your role as the WRDATF auditing services supplier you may need to obtain, use, process, or, in certain circumstances, disclose personal data belonging to the WRDATF. The successful applicant will be expected to sign a data processing agreement with the WRDATF and manage any data shared in a manner that is compliant with the GDPR.

## Retention of access to WRDATF records

During the course of your work with the WRDATF you will have access to various documentation. You will be required to only take away copies of any documentation required for audit purposes and any such documentation must be destroyed after 7 years, with the exception of documentation that is agreed to be of continuing significance.

## Conflict of Interest

Tenders must disclose in their submission’s details of any circumstances, including personal, financial, and business activities that will, or might, give rise to any conflict of interest associated with this proposal.

## Costs

The WRDATF will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders.

## Tax Clearance

The successful tenderer must provide a valid Tax Clearance issued by the Irish Revenue Commissioners for the duration of the contract.