



**Tender Specification for:
External Audit & Statutory Accounts Preparation
2022-25**

(March 2022)

1. Introduction

Established in 2017, Galileo is a mixed Multi Academy Trust (MAT) responsible for ten primary schools in Redcar and Cleveland; two of which are Church of England schools in the Diocese of York. We are an inclusive, collaborative community-based Trust serving over 3,000 children from 2 to 11 years old.

All ten schools within the Trust are judged to be good or outstanding by Ofsted.

Although each of the individual schools maintain their own budget, the finance function is run centrally, and all day-to-day banking of the Trust is carried out by the central team. Each School works with the same chart of accounts and nominal structure, inputting information into PS Financials. The central team then prepare consolidated management figures and financial reporting on behalf of the Trust.

We are seeking tenders to perform External audit, Teachers' Pension Return audit, and statutory accounts preparation work, working closely with the CFOO.

2. Requirements

2.1 Liaise with the CFOO to carry out statutory account's preparation work in charity format.

2.2 Perform External Audit and report an opinion each year, on the truth and fairness of the Trust's accounts.

2.3 Complete an audit of the Trust's Teachers' Pension return.

2.4 Provide any ad-hoc support for accounting or VAT queries.

2.5 Working closely with CFOO, establish a realistic timetable to ensure that annual accounts are filed and audited in line with stringent DfE requirements.

3. Procurement timescale

Activity	Date	Lead
Approval by Audit & Risk Committee	03.03.22	Mark Fletcher
Tender documentation published	07.03.22	Sarah Hindmarch
Tender response deadline	23.03.22	Sarah Hindmarch
Shortlisting	25.03.22	Sarah Hindmarch/Mark Fletcher
Panel Interviews / contract award	w/c 11 th April	Sarah Hindmarch/Mark Fletcher/Jane Spence
Contract start	25.04.22	Sarah Hindmarch

4. Duration of contract

The contract will be from April 2022 to March 2025 with an option to renew.

5. Evaluation criteria

Applicants should respond to all criteria below, the weighting for each is assigned.

Criteria		Weighting
1	Outline previous experience of providing similar services including the following information in respect of each example relied on: <ul style="list-style-type: none"> • Organisation Name • Length of contract • Value of contract • Summary of the impact of the service you provided • Reference contact details 	20
2	Please provide details of the Partner, Audit Manager, and team members that will be delegated to work on this contract including: - <ul style="list-style-type: none"> • Name • Job title • Job role in relation to this contract • Relevant qualifications • Relevant experience including experience of Auditing MAT's. What is your approach to continuity of staffing?	20
3	Please outline your proposed approach to service delivery and detail how you will meet the requirements listed in section 2, explaining your audit procedures, including: <ul style="list-style-type: none"> • Your approach to materiality • View on audit risks • Methods of communication • Proposed timetable 	20
4	Please describe the form and frequency of information/updates that the firm will provide to the Trust, to help ensure we are kept up-to-date, especially in respect of sector specific guidance.	15
5	Costings: Please complete the costing schedule in Appendix 1.	25

6. Return of tender

Please submit your tender response by 12pm on 25.03.22 to info@galileotrust.co.uk FAO Sarah Hindmarch

Any queries should be directed to Sarah Hindmarch, CFOO, on 01642 777963/ info@galileotrust.co.uk

Appendix 1

Annual Audit Fee inclusive of:

- Preparation of the statutory accounts
- Statutory and regularity audit
- Preparation and audit of annual accounting return
- Telephone/email support and assistance throughout the year
- Attendance at December Trustee meeting

Annual fee for Teachers Pension Return audit (we do one return for all 10 schools)

Please indicate any fees for any additional services offered

Fee if additional School's join the Trust throughout the contract term.

Please provide details of any additional discount for early payment of invoices & any cost saving payment options if applicable.