



# Invitation to Tender

## Annual Accounting & Auditing Services

Closing Date: 30/06/2026

---

### Summary

Let's Grow Together! Infant & Childhood Partnerships CLG trading as Let's Grow Together, invites tender submissions from qualified Accounting and Auditing Services Suppliers to provide accounting, auditing and associated professional services to the organisation, starting with the financial year ending 2026. The contract will encompass statutory auditing responsibilities and advisory services as outlined below.

### Background

Let's Grow Together is a registered charity, based in the Northwest area of Cork City. We aim to share knowledge, skills, and resources within this area, through a relational, strength-based, holistic approach. Many of our activities occur off-site throughout the community, our work includes group programmes for families, individual home visits for families, training programmes for practitioners and professionals, mentoring for professionals in early years settings, and programming in primary schools. We also provide clinical administrative management for the Kidscope Paediatric Clinic.

We are a team of 21 professionals, with an annual turnover of approximately €1.2 million. We maintain our financial and payroll records using QuickBooks accounting software and BrightPay payroll solutions. The core work of Let's Grow Together is funded by Tusla and the HSE.

---

### General Requirements & Responsibilities

Let's Grow Together seeks an experienced Accounting and Auditing Services Supplier to provide accounting and auditing services required to meet its statutory obligations and adhere to relevant accounting and reporting standards and best practices.

The audit must be completed by 31<sup>st</sup> of March each year.

The successful supplier will report to the Board of Directors in accordance with the Companies Act 2014 to confirm that, in their opinion, the financial statements:

- Give a true and fair view of the assets, liabilities, and financial position of LGT as of the financial year-end,



- Are prepared in accordance with the Statement of Recommended Practice (SORP) for charities; and,
- Comply with the Companies Act 2014, Charities Act 2009, and other relevant legislation.

---

### **Annual Auditing Services Required**

The successful supplier will provide services including, but not limited to:

#### **1. Accounting**

- Prepare SORP compliant Annual Accounts, segmented as required by funders.

#### **2. Auditing**

- Conduct the annual financial audit in compliance with relevant Irish and EU standards.
- Identify and assess risks of material misstatements in financial statements.
- Design appropriate audit procedures tailored to internal controls.
- Evaluate the appropriateness of accounting policies and their application.
- Conclude on the use of the going concern basis in preparing accounts.
- Prepare financial statements, incorporating client amendments as required, due to multiple streams of funding each must be separately reported within the audited set of accounts to the satisfaction of funder service level agreements.
- Assess whether non-financial information in annual reports aligns materially with financial statements.

#### **3. Communication**

- Conduct a pre-audit meeting to discuss audit scope and timing.
- Follow up post-audit with a meeting to review significant findings.
- Maintain regular communication regarding accounting, auditing and other matters.
- Present draft audited accounts to Let's Grow Together's Finance, Risk & Audit Committee and



Board.

- Ensure a partner of the firm attends the AGM to present audited accounts to members.

#### **4. Other Services**

- To provide Secretarial Services in respect of the filing of changes to directors, annual returns/accounts to the Companies Registration Office.
- The provision of advice and information to the Board of Directors/staff as required.

---

#### **Duration of Contract**

The contract will commence from the financial year ending 2026 and will run for a period of three years, subject to annual review of satisfactory performance. Either party may terminate the contract with appropriate notice.

---

#### **Additional Considerations**

Applicants must demonstrate familiarity with:

- The Charities Act 2009 and subsequent regulations.
- SORP for Charities.
- Charities Regulator's Code of Governance.
- GDPR compliance.
- LGT's Strategic Plan 2026-2030. – Currently ongoing
- Relevant environmental, social, and governance (ESG) reporting standards.
- Tusla, HSE - Core Funding requirements.

Records accessed during the audit must be handled with strict confidentiality and destroyed after seven years unless otherwise agreed upon for long-term significance.

---



## Tender Requirements

### Proposals should include:

1. **Examples of Work:** Three examples demonstrating:
  - o Range of services provided.
  - o Proven ability to conduct efficient and effective audits.
  - o Communication strategies used to enhance outcomes.
2. **References:** Provide two references with contact names, contact details, and email addresses. References will only be contacted with prior permission.
3. **Approach:** A concise proposal (maximum seven pages) detailing your approach to delivering the listed requirements over three years.
4. **Cost Breakdown:** Include hourly/daily rates for staff and the annual cost. Specify whether VAT is excluded or included.

### Other Regulations:

The successful Tenderer must:

- Hold a valid tax clearance certificate for the contract's duration.
- Possess an auditing practice certificate and professional indemnity insurance.

### Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender.

Tenders received will be marked out of 100 as follows:

Criteria	Marks Available
Approach & understanding of LGT's audit requirements	30
Quality of Audited Accounts & References	15
Value for money	20
Knowledge of the charity sector and added value	20



Capacity of your firm and access to relevant personnel	15
<b>Total</b>	<b>100</b>

Based on the above criteria, shortlisted Auditing Services Suppliers may be asked to meet with Let's Grow Together to discuss their proposal in more detail. Requirements for this meeting will be forwarded on selection.

---

### **Fees**

The fees quoted should be for the three-year period annualised and should be quoted inclusive of VAT.

---

### **Additional Information:**

- Lowest tender is not a guarantee of success.
  - Tender submissions must be received electronically by 6pm on 30<sup>h</sup> June 2026. Please email to [admin@letsgrowtogether.ie](mailto:admin@letsgrowtogether.ie)
  - Informal queries can be directed to [sonya@letsgrowtogether.ie](mailto:sonya@letsgrowtogether.ie)
-