

Friday, 24 August 2018

## **Equestrian Victoria - Invitation to Tender for Accountancy & Tax Services**

---

Equestrian Victoria (EV) is seeking proposals from appropriate firms of CPA and CA designation to provide general accounting advice, support and taxation services. This letter is to invite you to put forward a proposal for the work outlined below.

### **About Equestrian Victoria**

Equestrian Victoria is a not for profit organisation and is the recognised peak body of horse sports in Victoria with affiliations with relevant Government and Non-Government agencies at State level.

The primary objectives of Equestrian Victoria, in accordance with its Constitution are to:

- Encourage, develop, promote and control horse sports throughout the State of Victoria
- Establish and maintain, throughout Victoria, a uniform code of rules and regulations to govern horse sports under its jurisdiction
- Provide services and support to members, clubs, coaches, judges and administrators, which is second to none
- Encourage community health, welfare, physical education and research through horse sports
- Regulate, supervise, coordinate and promote Horse Sports activities, programs, competitions and events
- Facilitate cooperation between members of the Association and external organisations, bodies and individuals
- Promote membership of the Association and foster the interests of its members
- Affiliate with organisations and any other bodies to further the purposes of the Association
- Provide a means by which Clubs in Victoria can become affiliated to further these purposes

### **Scope of Services Required**

The external accountancy and tax services will primarily relate to the entities financial reporting requirements, governance and compliance and include, but will not be limited to:

- Appointment as tax agent for the entity
- BAS – assistance, review & lodgement
- Preparation of monthly financial reports, departmentalised to report profit centres at various levels
- Quarterly Funds Statement or Statement of Cash Flow
- Projected monthly Profit and Loss Statement to be used to compare monthly performance to actual within Xero
- Projected monthly cash flow forecast to gain an understanding of the future trends in Bank Balances and cash position

*To give everyone the opportunity to live their EQUESTRIAN Dream...*

- Provision of support and assistance to the entity's bookkeeper (EV utilises Xero Accounting Software and as such experience with Xero is required)
- Preparation of year end accounts for presentation at the organisation's annual general meeting and for audit by an independent auditor
- Specific advice, support and assistance as required

Equestrian Victoria is committed to enhancing its in-house accountancy and administrative services and is looking for an external provider who can work with and support our Board and administration team.

### **Period of Appointment**

The initial appointment will be for 3 years and reviewed annually.

### **Timings**

Equestrian Victoria has a 30 June year-end and the following key dates:

- 30 September for preparation of our annual report. This is a financial report made available to external parties and incorporating end of year accounting adjustments.
- Monthly reports required by 2<sup>nd</sup> Tuesday of each month for presentation to the Board.
- Preparation and lodgement of Quarterly BAS reports on behalf of the organisation.

### **Tender Process**

Please submit a written proposal setting out your capabilities, the key elements of your service and firm as well as your proposed fee.

To assist, we invite you to review our website at [www.vic.equestrian.org.au](http://www.vic.equestrian.org.au) or contact the CEO, Matthew Brown via email [matthewbrown@equestrianvictoria.com.au](mailto:matthewbrown@equestrianvictoria.com.au) for further information about Equestrian Victoria and our requirements.

### **Delivered proposal requirements and criteria on which a decision will be made are:**

#### **1. Details of your firm**

- Summary of the potential benefits to Equestrian Victoria of selecting your firm
- Description of your internal processes used for quality assurance and how you will assist Equestrian Victoria with its financial reporting and governance requirements.

#### **2. Understanding of the Equestrian industry and Not-for-Profit Organisations**

- Information regarding relevant sector experience and experience of clients comparable to Equestrian Victoria's organisational status and size

*To give everyone the opportunity to live their EQUESTRIAN Dream...*

### 3. Resourcing

- Names of your core service team and relevant experience
- Information on how involved the partner will be on the engagement
- Time key team members will commit to this appointment and availability to attend meeting of the Board
- Succession planning and steps to ensure staff continuity
- References for the firm and each core team member

### 4. Approach and transition

- Transition plan – how you will get to know Equestrian Victoria’s financial reporting and governance requirements
- Approach for dealing with outstanding matters that may arise from prior periods
- Approach for reporting and presenting to the Board at their monthly meetings

### 5. Fees

- For core & recurring services, a competitive fee quote to provide accountancy service in respect of the 3 financial years ending 30 June 2018 to 2020
- The basis on which fees will be determined for other matters that may arise
- General overview of the schedule and timings of billings
- Detailed explanation of treatment of any out of pocket expenses

### 6. Other

- Details of utilization of technology considering the use of Xero Accounting Software

## Confidentiality

By accepting this invitation to take part in the tender process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the tender process and/or in relation to Equestrian Victoria’s business generally which is not already in the public domain, to use it only for the purposes of this tender and for no other reason and not to disclose any of the said information to any third party.

You will bear any costs and expenses incurred by you in relation to this tender and the said information shall be kept confidential unless it lawfully becomes public knowledge.

## Contact

Matthew Brown, CEO

[matthewbrown@equestrianvictoria.com.au](mailto:matthewbrown@equestrianvictoria.com.au)

*To give everyone the opportunity to live their EQUESTRIAN Dream...*