

## **Sphere 17 Regional Youth Service: Invitation to Tender** **(<https://www.activelink.ie/node/115040>)**



### **Tender for the provision of external Financial Audit services to Sphere 17**

The Board of Directors of Sphere 17 Regional Youth Service wish to invite tenders from suitably qualified and competent registered auditors with a high level of knowledge and understanding of the voluntary and community sector and charity accounts, for the function of an external annual audit, over the next 3 years, 2026-2028 inclusive, auditing the annual accounts for 2025, 2026 and 2027.

#### **1. Who we are and what we do:**

Sphere 17 Regional Youth Service (RYS) was established in 2005. The organisation provides a wide range of youth service activities to young people 10-24 years in the region of Dublin 17 and Kilbarrack area, based on their needs, issues and interests.

Our vision is for a future where all young people are valued. We want to see a society where young people have a voice, where young people are respected, and where they feel included, no matter what community they are from. We hope for a society where young people can get high quality support and have a real chance to be the best that they can be.

The service is a community-based not-for-profit, operating primarily from four youth centres in Bonnybrook, Darndale, Kilbarrack and Priorswood. The organisation currently employs 24 core staff in addition to part-time staff, scheme workers and volunteers with an annual income of circa €2m (2023). Sphere 17 RYS is a registered charity (RCN:20063115), and a company limited by guarantee with charitable tax status (CHY17125). The majority of funding now comes from the Department of Education and the Department of Justice, with some alternative income sources secured through fundraising activities, small grant applications, and donations. There is a voluntary Board currently comprising of nine Directors.

For more details on the work and activities of Sphere 17 please refer to our website [www.sphere17.ie](http://www.sphere17.ie) (<http://www.sphere17.ie>)

#### **2. Governance and Financial Oversight**

The Sphere 17 Regional Youth Service (RYS) Board of Directors provide rigorous and appropriate oversight, accountability and governance transparency. The Board ensures that the organisation is delivering youth services in line with agreed work plans, in accordance with the contractual arrangements of funders, and above all, which are consistent with the best interests of young people in the Dublin 17 region. The Board has developed robust financial control procedures, and a Finance & Audit Committee, on behalf of the Board, oversee the implementation of these procedures. This includes the contracting of external accountancy services to provide detailed monthly financial reports. This system results in very little audit adjustment from what we present beyond accrual adjustments, capitalisation of equipment and depreciation.

#### **3. The Task**

The Board of Directors wish to invite tenders from suitably qualified and competent registered auditors with a high level of knowledge and understanding of the voluntary and community sector and charity accounts, for the function of an external annual audit, over the next 3 years, 2026-2028 inclusive. The annual accounts must be prepared in accordance with Charities SORP.

The financial year end is December 31st and draft accounts will be made available to the Auditors by the end of January. The Audit will take place in February and sign-off accounts will be required for the Sphere 17 RYS Finance Committee by mid-March.

## **4. Methodology:**

The proposal from the tendering auditor should include details about the audit approach - how the auditors will:

- Determine audit strategy and undertake audit planning
- Address matters of audit scope and materiality for example, whether they select small numbers of transactions for investigation in depth or do broader tests of accuracy, and what they consider to be critical levels of error warranting changes to the accounts
- Identify and respond to critical audit issues
- Control and co-ordinate the audit process
- Liaise with the organisation
- Ensure appropriate responsibility for decisions on the audit
- Conduct the reporting arrangements.

## **5. Selection of Consultant**

The proposal from the tendering auditor must include details about the auditing firm such as:

- Structure, size and capabilities relevant to Sphere 17 Regional Youth Service
- The firms major/relevant charity clients
- The firms audit philosophy and methods
- Two references of charities audited that can be taken up as required
- The firm's staff:
  - The Partner and manager (senior) who will be assigned to the audit, including details of relevant experience and qualifications
  - The time which the partner and manager identified will devote to the audit
  - How the firm will manage succession planning and staff continuity.

Fees - details of proposed fees for next three years should include:

- Fee for charity audit
- Fee for any additional work.

The fee proposal should include:

- An analysis of hours by grade of staff that will be involved on the audit together with details of hourly charge out rates
- An indication of the basis of charging expenses
- The proposed billing schedule
- How will fees be set and agreed in future years

Applicants may be requested to submit additional information and may be called for interview.

## **6. Terms and Conditions:**

When tendering for this piece of work the following criteria should be adhered to:

- Proposals must include sufficient details to enable Sphere 17 to carry out a comprehensive assessment of the proposal.
- Auditors intending to submit a proposal in response to this Invitation to Tender should ensure that their proposal addresses, in full, the requirements set out in this document and that all information requested is supplied.
- Sphere 17 reserves the right not to award a contract in the event that no proposal is deemed suitable.
- Sphere 17 will not be liable in respect of any costs incurred in the preparation or presentation of tenders.
- It is expected that the successful bidder will be in a position to commence and complete the work in line with the specified time frame.
- Tenders should clearly and individually time/cost each element of the work outlined in the proposal and the sum should include all costs including VAT.

## **7. Criteria for Selection and Award of Contract**

Eligibility will be determined in accordance with the criteria set out below:

- Demonstrable and active understanding of the brief.
- Capacity and resources to deliver the service required, including relevant skills, expertise and experience.
- Independence of approach – capacity to ‘see beyond’ and operate independently and to understand the need to simultaneously work closely/liaise with the Finance Committee.
- Previous experience.
- Ability to deliver within the specified timeframe.
- Response of referees contacted by Sphere 17. The name and contact details of two referees able to vouch for Tenderer’s expertise and quality of service provided are required.
- Overall cost

## 8. Application Deadline:

The deadline for receipt of applications is 5pm, May 26th, 2025.

Tenders are to be submitted by email to [generalmail@sphere17.ie](mailto:generalmail@sphere17.ie) (<mailto:generalmail@sphere17.ie>)

### Region

Dublin

### Date Entered/Updated

11th Apr, 2025

### Expiry Date

26th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/tenders/115040-sphere-17-regional-youth-service-invitation-to-tender>