



## Auditor Tender - Kensington & Chelsea Social Council

This contract is for the provision of external audit / audit-related services for the period of five years, including the current financial year, which ends on the 31st March 2025.

**Tenders to be submitted to Vicki at [vicki@kcsc.org.uk](mailto:vicki@kcsc.org.uk) by 5pm, Friday 15 November 2024.**

### About KCSC

Kensington and Chelsea Social Council (KCSC), is the recognised voluntary sector 'infrastructure' organisation, also known as a Council for the Voluntary Sector (CVS), for the borough.

Formed in April 2002 we are the result of a merger of the Chelsea and Notting Hill Social Councils. The former was established in 1968 to meet local needs in areas that now make up the south of the borough, while the latter was founded in the late 1950's in the aftermath of the social disturbances in the area.

Our mission is Strengthening and promoting local communities and our voluntary and community sector. We seek to deliver on our mission supporting frontline voluntary and community organisations (VCOs) through a programme of capacity building, support, information, partnership and consortium development, campaigning and lobbying, developing new services, networking and representation; and targeting residents and community members through a programme of support for community-led social action and voice.

On a day-to-day basis we deliver our services through various workstreams which are:

**Organisational Development:** providing advice, training, resources, and signposting to help build an effective, resilient, and representative VCS; supporting

and improving the skills, thinking and approaches of staff and volunteers; creating a well-networked and informed sector which works collaboratively.

**Health and Wellbeing:** co-ordinating VCS and statutory clinical/social care relationships; managing Health and Wellbeing grants and contracts on behalf of funders (NHS and Public Health); and working to ensure that grants and commissioning processes are fair, accessible and designed in partnership with the VCS.

**Community Development:** supporting community-led social action and voice through advice, training, and facilitating community meetings on local issues that matter, co-ordinating meetings with decision-makers, and building and harnessing community alliances.

**Voice and Influence:** shaping and influencing policy in areas relevant to the VCS by attending and hosting strategic meetings with key decision-makers in the Council and commissioners; building capacity and knowledge to help VCOs prepare for strategic meetings; representing and advocating for local participation at a strategic level.

KCSC's governing document is its Articles of Association and Memorandum. [This can be viewed on our website here.](#)

REGISTERED ADDRESS: 111-117 Lancaster Road, London W11 1QT

REGISTERED CHARITY NO. 1087457

COMPANIES HOUSE NO. 4146375

## Our Accounts

The Charity prepares two sets of accounts. One for KCSC (Charity number: 1087457) and one for our Community Interest Company (Kensington and Chelsea Community Enterprises (KCCE) (Company number 07966499). Currently, KCCE does not deliver any activities and is dormant).

The audited 2023-24 Annual Report and Accounts can be found on our website here and the 2023-23 accounts filed at Companies House, with the 2023-24 accounts to be filed before the end of the calendar year.

## Key People with Financial Responsibilities within KCSC

| <b>Role</b>            | <b>Responsibility</b>   |
|------------------------|---|
| CEO                    | Company Secretary for KCSC<br>Director for KCCE   |
| Director of Operations | Oversees finance administration and works closely with the Office Co-ordinator, Accountant, Bookkeeper and auditor to maintain oversight of day to day financial management, production of quarterly accounts, annual budget and the annual audit |
| Accountant             | This service is outsourced  |
| Bookkeeper             | This service is outsourced  |
| Office Co-ordinator    | Processing invoices, basic bookkeeping  |
| Treasurer              | Trustee Strategic oversight & Chair of the Finance & Personnel Sub Committee  |

## Financial Management

KCSC uses QuickBooks as its accounting system. Our financial year runs from April to March. Management accounts are prepared each quarter for the Board with a more detailed version prepared for the Finance & Personnel Sub Committee. The annual audit takes place in July each year.

## Response to Tender

1. Background information on who you are and where you operate from
2. Experience of working with voluntary and community organisations of various types and income size
3. Your understanding of the difference between charity accounting and that of private company accounting
4. How the audit process will be carried out i.e, the approach and who will be involved on your side

5. Costings for the first year of our financial year April 2025 – March 2026 and what might you be future costs for subsequent years

## Process and Next Steps

Assessment of Tenders will be against:

- Experience of providing comprehensive external audit services to the charity sector and demonstrable expertise in accounting for charities.
- Experience advising charitable bodies with similar needs within the last three years and evidence of understanding the challenges and constraints within the sector.
- The audit approach
- The ability to provide the full range of services required for audit.
- Value for money, particularly the added value the audit process will bring the organisation.

Shortlisted applications will be invited to an interview and to deliver a presentation based on their tender.

**Interviews are likely to be held on Monday 25th November.**

Please submit tenders to Vicki Harrison-Carr, Director of Operations, KCSC at [vicki@kcsc.org.uk](mailto:vicki@kcsc.org.uk)