

**Invitation for Expressions of Interest in the Provision
of Audit Services for The Camogie Association**

21st July 2022

INVITATION TO TENDER

The Association is now seeking to appoint a new auditor to audit the Association's financial statements. The Association's financial statements are prepared on a calendar year basis. The duration of the appointment will be for four-year period to 31 December 2025.

BACKGROUND INFORMATION

The Camogie Association is the national governing body for camogie in Ireland and internationally (www.camogie.ie).

The Camogie Association has an annual programme of expenditure of approximately €2.5m and has a staff compliment of 20. The Association's core funding is provided through a combination of grants from Sport Ireland, GAA, Affiliations, Gates, and Sponsorship. Please note our financial statements can be viewed online in the Annual Congress Reports from 2010 at www.camogie.ie. A copy of the 2021 Annual Congress Report is attached for your reference. [2021-Congress-Papers-Book1-Web.pdf \(camogie.ie\)](#)

OUR REQUIREMENT

In addition to carrying out the audit, the audit firm will be required to:

Provide a letter to Sport Ireland to confirm funding was expended for the purpose for which it was intended by Sport Ireland.

Review of internal controls

Additional supports and guidance may be required in relation to operational and governance aspects of the Camogie Associations work from time to time

From time to time, non-audit services may be required. These will be under a separate letter of engagement.

Please see below the financial reporting timeframe as set out in our Official Guide.

Timeframe

The timeline for completing the audit and financial statements is as follows:

- 1) Draft Audited Financial Statements must be presented at the Association's Resource Management Committee (RMC) Meeting approximately the third week in January. The Auditor will be required to attend this meeting.
- 2) Approved Draft Financial Statements from RMC will then be ratified and signed off by Ard Chomhairle at a meeting typically held in late January.
- 3) Final Audited Accounts must be forwarded to Congress Delegates in a printed booklet format four weeks prior to Annual Congress scheduled for the first week of April in line with rule 20.5 of our Official Guide.

Information requested from interested parties

Persons and/or firms who consider that they possess the requisite expertise and experience to meet the Association's requirements are invited to provide the following information:

- a) Name, business address, email address and telephone contact details.
- b) A corporate biography including details of previous similar or relevant work undertaken.
References may be requested by the Association.
- c) Composition of the proposed Audit team.
- d) A cost proposal to include:
 - the firm's total fee for the audit of the Association's financial statements including VAT (note VAT separately) and
 - all assumptions used in preparing the cost proposal.

TENDER PROCESS

Expressions of interest, clearly marked '*Quotation – Provision of Audit Services*', should be submitted by **5.00pm on Wednesday, 3rd August** to the contact points set out below:

Mail: Siobhan Cunniffe, Finance Manager, The Camogie Association, Croke Park, Dublin 3

Email: financemanager@camogie.ie

Payment terms and conditions

- a) All fees should be quoted in Euro, including VAT (note VAT separately) at the appropriate rate.
- b) Payment for advice queries not covered in the audit quotation requiring extra work must be agreed in advance.

Audit Firm costs and expenses

The Camogie Association shall not be liable for any costs or expenses howsoever incurred by audit firms in pursuing this invitation

ASSESSMENT OF TENDERS

Conflicts of Interest

Persons/firms for whom a conflict of interest, or in the Association's opinion a perceived conflict of interest, would arise were they to undertake the assignment will be excluded from consideration.

Shortlisting

Depending on the number of expressions of interest received, the Association may consider it necessary to prepare a shortlist. In this event shortlisting will be based solely on the material submitted.

FURTHER INFORMATION & CONTACT INFORMATION

Confidentiality

The audit firm should note that, as the appointee will be a professional adviser to the Association, the audit firm shall be bound by confidentiality obligations with respect to the information provided to the audit firm by The Camogie Association.

Other Information

The Association shall be free to accept any or none of the audit quotations offered.

The audit firm shall maintain strict confidentiality in relation to the services being sought and the quotation process.

The work of the audit firm shall be deemed to be carried out in the Republic of Ireland and shall be governed by the laws of the Republic of Ireland.

Any conflicts of interest or potential conflicts of interest, on the part of an audit firm must be fully disclosed to The Camogie Association without delay. Audit firms should confirm in their tender response that comprehensive searches to identify any conflicts of interest have been completed.

Further information

Relevant information regarding The Camogie Association and its activities can be obtained from the website www.camogie.ie. Please note the Association's financial statements are available in the Annual Congress Reports available on-line from 2010 to 2021.

Appointment of Supplier

The appointment of a new supplier (within reason) will be authorised by the Finance department

All relevant details of the supplier will be entered into the financial system once approval is obtained

Supplier Payment Terms

All supplier payment terms must be a minimum of 30 days.

Any variation to the above must be authorised by the Finance department

All supplier payments are to be reviewed once a year to ensure that payment terms are adhered to.