



REQUEST FOR QUOTATION

Organisation's Independent External Financial Auditor

Northern Agricultural Catchments Council (NACC) is seeking submissions from suitably licenced and experienced financial auditors, to provide external financial audit services including but not limited to the auditing of the annual financial report of the organisation in accordance with the Australian Auditing Standards.

Submission Due: Friday, 12 October 2018 at 5:00pm

Service Commencement: Late October 2018 in preparation for the FY2018/19 audit.

For any enquires please contact
Tom Maina: Corporate Services Manager
(08) 9938 0111; 0428 660 790
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Catalysing Community Conservation



1.1. INTRODUCTION

Northern Agricultural Catchments Council (NACC) is seeking submissions from suitably licenced and experienced financial auditors, to provide external financial audit services including but not limited to the auditing of the annual financial report of the organisation in accordance with the Australian Auditing Standards (AAS).

The purpose of the annual financial audit is to obtain reasonable assurance about whether the annual financial report as presented to members at the Annual General Meeting as a whole, is free from material misstatement, whether due to fraud or error - and to issue an auditor's report outlining the resulting opinion.

1.2 BACKGROUND INFORMATION

Northern Agricultural Catchments Council (NACC) is an independent community-based organisation leading natural resource management (NRM) in the Northern Agricultural Region (NAR), a region bound from Gingin in the South to Kalbarri in the North, East to Mullewa, Perenjori and Kalannie along the Local Government Area (LGA) boundaries. The organisation operates from its Geraldton office, Western Australia, and covers 7.5 million hectares of WA.

We are a not for profit incorporated association regulated by the Australian Charities and Not for Profit Commission (ACNC) - with Australian Tax Office (ATO) tax concession charity reporting with Special Purpose Financial Statements (SPFS).

Our current predominant source of revenue is through the Australian Commonwealth Departments of Environment and Energy; Agriculture and Water Resources and; Prime Minister and Cabinet.

Our Vision and Mission can be found at this link:

<https://www.nacc.com.au/about-nacc/#sc-tabs-1537328677572>

The foundation of NACC's work is driven by the NAR Regional NRM strategy originally published in 2005 and recently updated as a regional plan through a website with interactive maps and content developed in consultation with our stakeholders. The aim of the regional plan is to identify and prioritise NRM investment in the region. See www.narvis.com.au

NACC is governed by a skills based Board of Directors working to a strategic Plan (currently the 2015-18). The 2018-21 Strategic Plan is currently under review taking into consideration the current funding model and suite of projects to be delivered in the next 5 years. Internally the governance framework is underpinned by a suite of policies and procedures. NACC has a membership base of 500 individuals.

2017 also saw a performance framework audit by the Commonwealth's National Landcare Program – a national roll-out undergoing review of the 56 NRM regional bodies in Australia to evidence demonstrated performance. NACC achieved the highest possible result of 20 out of 20 in expected practices.

Accordingly an existing suite of policies and procedures are in place as control mechanisms for financial accountability.

1.3 SCOPE OF WORK

Northern Agricultural Catchments Council (NACC) has identified the need to go to market for Independent External Financial Auditor. To respond to this submission the provider will be required to complete the following items:

1. Undertake suitable desktop review of NACC to evaluate and prepare a submission for service.
2. Respond with a submission demonstrating supplier attributes including at a minimum:
 - a. Suitable experience in undertaking Auditors responsibilities for the audit of a Financial Report;
 - b. Suitable Industry qualifications including proof of independence from NACC;
 - c. Competitive service fee structure; and
 - d. Offer a wide range of services, including but not limited to those listed in 1.4.
3. Respond with service fee including itemised fee for stand-alone punctuated services e.g. the auditing of individual stand-alone projects.

1.4 SPECIFIC REQUIREMENTS OF CONTRACT

The successful provider will:

- Provide regular informed and relevant industry updates (e.g. updates to SPFS);
- Provide support and advice as needed throughout the service period, such as:
 - Regulatory Compliance (e.g.: changes required to remain compliant with AAS, ACNC and other regulatory bodies' requirements)
 - Contractual compliance (e.g.: review of contractual terms for auditing requirements)
 - Continual Improvement (e.g.: statement inclusions and appropriateness)
- Administer annual audit of financial report for presentation to members and adherence to regulatory requirements.
- Undertake stand-alone punctuated services usually unique project financial acquittals.
- Attend the NACC office to consult as needed.

1.5 IMPLEMENTATION TIMETABLE

- **Submission due:** Friday, 12 October 2018 at 5:00pm
- **Service Commencement:** Late October 2018 in preparation for the FY2018/19 audit.

1.6 CONTACT

To submit a RFQ please email your application to nacc@nacc.com.au with the subject NACC RFQ Submission.

Any enquires can be directed to

- Tom Maina: Corporate Services Manager.
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