DRCC
Dublin Rape Crisis Centre

McGonnell House
70 Lower Leeson Street, Dublin 2, DE02 VW13
Telephone 01 661 4911
e-mail: info@rcc.ie website: www.drcc.ie
National 24 Hour Helpline: 1800 77 88 88

29/06/26 Request for Tender: Annual Statutory Audit

1. Introduction & Background

The Dublin Rape Crisis Centre (DRCC) is a mid-sized registered charity and a company limited by guarantee with no share capital, dedicated to healing and preventing the harm from sexual violence. We offer therapy and accompaniment services to clients who have experienced sexual violence. We operate the National Helpline and we provide training and education to various professional bodies and individuals.

The financial statements, which cover the calendar year, are prepared in accordance with FRS 102 and the Statement of Recommended Practice (SORP) for charities. Our annual income is approximately €5.8M derived from four primary streams:

Statutory Funding (75%): Core funding received from Cuan (The Domestic, Sexual and Gender-Based Violence Agency).
Other Grant Income (15%): Non-statutory grants from various philanthropic trusts and foundations.
Fundraised Income (8%) Made up of public donations and fundraising events.
Therapy and training Income (3%): Non-statutory grants from various philanthropic trusts and foundations.

Expenditure is primarily payroll-related, with headcount costs accounting for 70% of total budgeted expenditure. Our payroll is processed monthly in house using Sage payroll with the majority of our headcount on fixed salaries. We will be exploring options to move the payroll to an external provider in Q4 2026.

The organisation operates three bank accounts, two with PTSB and one with AIB.

- An operational account for day-to-day expenditure and receipt of statutory funding
- A fundraising income account used exclusively for fundraising income
- An AIB account

The organisation holds one credit card with a limit of €5,000.

The organisation is required to comply with public procurement guidelines due to the level of statutory funding received. The accounting system in use is Sage 50. Options are being explored to introduce a new accounting system to include a procurement approval system with implementation planned for Q1 2027.

All information provided in this Request for Tender and subsequent responses shall be treated as strictly **confidential**. By submitting a quotation, the supplier confirms that any personal data shared is processed in full compliance with **General Data Protection Regulation (GDPR)** and will be used solely for the purpose of evaluating this request.

We have included our 2025 audited accounts for your information.

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2. Scope of Work and Annual Audit Schedule

The successful firm will provide independent external audit services in compliance with statutory requirements and best practice guidelines. Drafts accounts and audit file will be available from the end of February each year. Field work must begin by the 2nd week March at the latest with draft accounts available for review by the end of March and presentation to the Finance Audit and Risk committee by Mid-April at the latest. This is to meet our statutory funder's reporting schedule and ensure audited accounts are ready for our annual report launch in Mid-May each year.

Core Audit Services

Annual Statutory Audit: Examination of financial statements, notes and disclosures prepared under the Charities SORP (FRS 102), the Companies Act 2014, DPER Circular 13/2014 and specific funder requirements in accordance with International Standards on Auditing (ISAs) Ireland.
Grant Verification: Audit and certification of Cuan funded expenditure.
Management Letter: Provision of a detailed report highlighting internal control weaknesses and recommendations.
Finance Audit & Risk committee attendance: Presentation of draft audited accounts and management letter to the committee in advance of board approval.
AGM Attendance: Presentation of the audited financial statements to the Board of Directors/Trustees at the Annual General Meeting.

Compulsory Add-On Service: Filing of the Annual B1 Return to the CRO to meet the required deadline.

3. Contract Duration

Initial Term: Three years, covering the financial Years-Ending 31 December [2026, 2027, 2028] subject to satisfactory performance.
Extension Option: Subject to continued annual performance reviews and Board approval, the contract may be extended for up to an additional four years.
Maximum Term: Seven years in total to meet our statutory funders' requirements.

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4. Proposal Requirements

Tendering firms must submit their proposal, which should not be more than 10 pages long (excluding CVs), containing the following information:

Firm Profile & Experience

- Details of the firm's experience of auditing mid-sized charities.
- Demonstrated expertise in Charities SORP (FRS 102) financial statements preferably with a client reference.
- Experience dealing with state funding agencies, specifically Cuan or similar statutory bodies.
- Profiles and qualifications of the partner, manager, and details regarding the size and stability of the proposed audit team. audit.
- Details of value added services and supports including technical updates that the firm can offer DRCC.
- Information about the culture of the firm, including corporate social responsibility and how that culture aligns with that of DRCC.

Methodology & Timeline

- Proposed audit approach including:
    - determination of audit scope, key risk areas and proposed audit approach
    - risk assessment strategy
    - quality control procedures
    - determination of materiality
    - use of AI in the audit process
- Indicative timeline for planning, fieldwork, draft reporting, and final sign-off.
- First year audit processes including transition
- Reporting arrangements including content
- Arrangements for the resolution of disputes and handling of complaints
- Approach to independence and conflicts of interest.

Fees & Pricing Structure

Firms must provide a fixed-fee quotation using the table below. All prices must be in Euro and clearly show ex VAT prices. The relevant VAT rate must be stated as the charity is not registered for VAT. Please provide indicative fees (or the likely key drivers for fee changes) from years 4-7 if the arrangement is extended to the maximum allowable contract length.

Service Item	Year 1 (€)	Year 2 (€)	Year 3 (€)
Annual Statutory Audit			
Annual Return Form B1 Filing to CRO			

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5. Evaluation Criteria

Proposals will be evaluated based on the following weighting system:

40% Firm profile and relevant experience
30% Proposed Methodology, Team Allocation, and ability to meet our audit deadlines.
30% Value for Money and Fee Structure

All DRCC suppliers must have and maintain a valid Revenue Commissioners tax clearance certificate and invoice in euro. They must also confirm the absence of conflicts of interest or related party interests. Depending on final costs submitted, DRCC reserves the right to enter into contract with the successful supplier for some or all of the quoted services.

6. Submission Process

E Tenders Portal

Other FAQs

DRCC finance department comprises Head of Finance, Finance manager and finance officer.
DRCC will have detailed audit file prepared as per auditor requirements and schedule.
Draft financial statements will be prepared by DRCC.
DRCC are happy to support a remote audit process with site visits as requested by the audit team.
DRCC will respond to typical audit queries within a maximum of 2 days.
DRCC is a paperless / zero cash on site organisation.
Prior year auditors will facilitate the handover as required.
DRCC has had clean audits with no adjustments.
All DRCC prior year audited accounts are on our website.
DRCC ARD with CRO 31st October 2026.