

28th April 2017

To whom it may concern

Re: TENDER FOR AUDITING SERVICES

Pecan is a community charity established through local churches in 1989. The charity provides a range of community activities and services such as helping people into work, hosting Southwark Foodbank, supporting women as they leave prison and a community timebank. The charity is also established as a limited company and turns over approximately £600,000 - £700,000 per year.

It is good practice to tender for auditing services every 3 – 5 years. For Pecan this process is slightly delayed, hence now tendering for auditing services for the financial year April 2016 – March 2017.

Proposals need to be no longer than two sides of A4. Our criteria for shortlisting are;

- Suitably qualified auditors
- Experience of working with charities of a similar size to Pecan
- Explanation of Pecan's responsibilities under SORP
- Structure of audit and recommendations for independent examination or full audit
- Cost of the audit and submission to the Charity Commission and Companies House
- Availability for occasional advice during the year
- Ability to complete the audit by July 2017

When appointed it is our intention to re-tender after 3 years.

Tenders need to be emailed to Sylvie Bissileu Finance and Operations Manager

Sylvie.bissileu@pecan.org.uk by 3pm on Monday 22nd May

Interviews for prospective auditors will take place at Pecan on Tuesday 30th May.

If you require further information or want to have a conversation with either Sylvie or myself in advance of submitting a tender, please do get in touch.

Yours sincerely,



Chris Price
Executive Director

020 7732 0007

07931 717897

chris.price@pecan.org.uk

Pecan | 121a Peckham High Street, London, SE15 5SE | 020 7732 0007

www.pecan.org.uk | info@pecan.org.uk

Reg Charity No. 801819