



REQUEST FOR QUOTE PROVISION OF ACCOUNTING SUPPORT SERVICES

SUMMARY

The Shire of Nannup is seeking a request for quote for the provision of financial and accounting support services to assist the Manager Corporate Services/Deputy Chief Executive Officer with the preparation of the following:

- Monthly Financial Statements
- 2022/23 Annual Budget
- 2021/22 Annual Financial Report
- General Accounting Support Services

It is anticipated that much of the work will be able to be provided remotely. An initial site visit and subsequent site visits may be required.

Quotes are to be provided as an hourly rate provided it is to be fully inclusive of administration costs. Any additional costs such as travel must be stipulated in the quote. The Shire of Nannup may be able to provide a room in a shared two bedroom unit suitable for one person free of charge if required. In the event that the room is not available for use the Shire of Nannup will pay for equivalent accommodation for one person at the Nannup Hotel or Nannup Caravan Park. The cost for any additional staff assisting the contractor is to be met by the contractor.

The Shire of Nannup will not accept any submissions where pricing is requested and the response is "At Cost" (with the exception that it might consider an employee/employer arrangement). Any additional hours outside the scope of works outlined in this document will only be those hours agreed to in writing and supported by a purchase order prior to the commencement of any works undertaken.

PROJECT SCOPE

1. PREPARATION OF MONTHLY FINANCIAL STATEMENTS (12 months July 2022 to June 2023)

Pricing is requested for the allocation of 20 hours per month to complete the Month end processing and prepare the monthly financial statements including:

- Reconciling bank, rates, payroll, creditors, debtors and other subsidiary ledgers.
- Monitoring and completion of monthly processes checklist.

- Maintenance of the asset register including additions, disposals and depreciation.
- Processing depreciation journals.
- Preparation of all Australian Taxation Office returns including monthly business activity statement (BAS), annual fringe benefit return (FBT), and PAYG returns.
- Prepare and process journals as required.
- Prepare and balance monthly bank reconciliations for all funds.
- Monitoring and completion of monthly balance sheet and asset reconciliation.
- Preparation of monthly financial statements in the statutory format.
- Independent review/reporting service to the Deputy Chief Executive Officer/Manager Corporate Services.
- Assistance general financial management queries (eg maintain asset register).
- Provide best practice process improvements if identified.

2. PREPARATION OF STATUTORY ANNUAL BUDGET (3 months June – August 2022)

Pricing is requested for the allocation of approximately 120 hours to complete the annual budget process including:

- Development of budget timeline including the implementation of budget processes.
- Create Budget spreadsheets.
- Provide mentoring and support to Manager Corporate Services/Deputy Chief Executive Officer and assist with completion of budget.
- Finalisation of the brought forward surplus/deficit position.
- Attendance onsite for approximately 4 days to assist the Manager Corporate Services/Deputy Chief Executive Officer to compile budget with input from senior management and staff.
- Assist in compilation of budget commentary document for operating statement and capital programs.
- Assistance with review of road program in budget spreadsheets.
- Assistance with review of plant replacement program in budget spreadsheets.
- Review compilation of salaries budget.
- Review calculation of admin allocations, plant operation costs and public works overheads.
- Review other calculations required in preparing the budget document (ie. loan repayments, insurance allocations, etc).
- Assist the Manager Corporate Services/Deputy Chief Executive Officer to prepare for presentation of draft budget at Council workshop.
- Preparation of 2022/2023 annual budget financial statements in the statutory format.
- Assist the Manager Corporate Services/Deputy Chief Executive to input the budget into Synergy Soft.
- Provide best practice process improvements if identified

3. PREPARATION OF ANNUAL FINANCIAL REPORT (3 months July – September 2022)

Pricing is requested for the allocation of approximately 120 hours to complete the annual financial report process including:

- Development of timeline in conjunction with the Manager Corporate Services/Deputy Chief Executive Officer including the implementation of year end processes.
- On site attendance for 2 days at the final audit.
- Assist staff with general audit queries.
- Reconciliation of general ledger & subsidiary ledgers (including rates, debtors, creditors & payroll).
- Finalisation of the brought forward surplus/deficit position.
- Calculation of restricted funds balance.
- Calculation of loan balances.
- Asset reconciliations including calculation of fair values.
- Other reconciliations required in compiling the Annual Financial Report (ie. leave entitlements, etc).
- Preparation of 2021/2022 annual financial report in the statutory format.
- Provide best practice process improvements if identified

4. ACCOUNTING SUPPORT SERVICES

Pricing is requested for the allocation of a further 10 hours per month to assist with general queries. Such requests may include, but not limited, to the following:

- Preparation of all Australian Taxation Office returns including monthly business activity statement (BAS), annual fringe benefit return (FBT), and PAYG returns.
- Assistance with the completion of grant acquittals and review as per funding agreement requirements.
- Assistance with general ledger reconciling and processing journals.
- Assistance general financial management queries.

QUOTE SUBMISSION

Quotes are to be submitted to Mrs Kellie Jenkins, Manager Corporate Services/Deputy Chief Executive Officer, Shire of Nannup at mccs@nannup.wa.gov.au before 9am Monday 30 May 2022.

SELECTION CRITERIA

Other than if the Shire chooses to pursue an employee/employer relationship, the quotes will be assessed on the basis of qualitative and quantitative criteria to determine the most advantageous outcome to the Shire of Nannup. Although price is an important consideration, the submission containing the lowest price will not necessarily be accepted, nor might the submission ranked the highest on the qualitative criteria.

The following scoring system will be used to evaluate quotes against the assessment of the criteria and the aggregate scores will be used in the final assessment of the overall assessment of value for money.

ASSESSMENT CRITERIA

Description of Criteria	Weighting
Demonstrated quality of previous or similar work	20%
Experience and knowledge of Local Government accounting requirements	20%
Availability to provide services between June 2022 to June 2023 as detailed in the project scope	10%
Price (all inclusive)	50%

PRICE BASIS

Quotes are to be provided as an hourly rate provided it is to be fully inclusive of administration costs. Quote prices must include Goods and Services Tax (GST).

Any charge not stated in the submission, as being additional will not be allowed as a charge for any transaction under any resultant contract.

The option of the position being a fixed term part time contracted employee position will be considered.