



Bowls Scotland Invitation to Tender – Accountant Services

Bowls Scotland are seeking a person or company for the provision of Accountant Services, commencing for the financial year ending 31st August 2022.

About Bowls Scotland

Bowls Scotland was incorporated in October 2010 and is a company limited by Guarantee with no share capital. Bowls Scotland is the national governing body for outdoor lawn bowls in Scotland and was formed following the unification of the Scottish Bowling Association and the Scottish Women's Bowling Association.

Our Mission:

- To continue to support the development of clubs and competitions.
- To encourage women in bowls
- To support excellence in governance being implemented at all levels of bowls in Scotland.
- To support players in achieving their full potential
- To promote a more positive and modern image of our sport

Our Vision: *'Bowls – at the heart of your community, active, modern and accessible to all'*

Our core values are important in helping us achieve our vision, with clubs at the heart of

- Collaboration
- Inclusivity
- Integrity and
- Clarity

Bowls Scotland currently has 831 member clubs and over 50,000 members. Our main areas of work include club development; coach and volunteer development; high performance; membership services; competitions and events.

We are forming partnerships with sponsors, commercial partners and government agencies to ensure that we maximise support for our clubs and volunteers as they bid to promote bowls throughout Scotland.

Bowls Scotland receives funding from **sportscotland** to support the costs of our infrastructure and player pathway. Much of this funding is ring-fenced for specific posts and programmes with conditions outlining the criteria that each of the investment awarded is based on.

The organisation is run by Board of Directors, 16 staff and a large workforce of dedicated volunteers.

Bowls Scotland's Strategy can be found here: <https://www.bowlsscotland.com/about-us/bowls-scotland-strategy>

Accountant Services

The main duties of the Accountant would be to prepare the Director's Report and Unaudited Financial Statements for the company's Annual Report from the organisation's financial

records; prepare and file the abbreviated accounts at Companies' House; and prepare and submit the company's Corporation Tax liabilities return to HMRC.

Bowls Scotland currently utilises Sage software in respect of its accounting record system, with payroll being outsourced to **sportscotland**. It is anticipated that turnover to the financial year end 2022 will be circa £960k. Bowls Scotland are a not-for-profit organisation and are partially exempt VAT registered. However, we are required to pay Corporation Tax and would expect our appointed Accountant to complete the calculation and file the appropriate returns.

We are in the process of reviewing our financial year end date and considering changing this to 31st March, possibly from March 2023. We are also in the process of reviewing our financial procedures and systems.

Timeframe

The successful company will be put forward for appointment at the AGM in November 2021 with work commencing the following year for the financial year ending the 31st of August 2022.

Bowls Scotland's financial preparation and reporting timelines are detailed below. As a Governing Body for Sport we have a number of constitutional requirements, the dates given below are indicative based on this year's process and should be considered for information only with the actual dates being agreed nearer the time.

Our constitutional requirements state that the members will receive a copy of the constitutional documents 21 days prior to the Annual General Meeting therefore the audit and preparation of accounts would need to be completed no later than the 5th of October 2022.

A condition of the appointment would be a guarantee by the Accountant that the preparation of draft Financial Accounts would be completed on or before 30th of September 2022.

Any proposal should be based on a new agreement for a three-year period to be approved annually by our members at the AGM.

Key Dates:

9 August 2021	Closing date for receipt of applications
1 October 2021	Complete contract with successful tender company
24 November 2021	AGM approval of successful tender company
31 August 2022	Financial year end
16 September 2022	Bowls Scotland books prepared & ready for accounts preparation by the Accountant
30 September 2022	Full draft financial accounts completed and provided to Bowls Scotland
5 October 2022	Accountant's preparation of accounts complete
10 October 2022	Finalised accounts issued to Board
November 2022	Financial accounts presented at the Annual General Meeting
To Be Confirmed	Preparation of abbreviated accounts and filing with Companies House
To Be Confirmed	Preparation of corporation tax return and submission to HMRC

Application Process

In your proposal you should highlight the following, based on the Accountant Services required as detailed above:

- Brief description of your business.
- Approach to the support you will provide.
- Proposed annual fee for each of the 3 years including VAT.
- Examples of recent work (preferably in the world of sport) and a brief CV of the member of your organisation who will lead the work.

Applications should be sent to info@bowlsscotland.com marked Accountant Services Invitation to Tender - Private and Confidential.

Closing date: 12.00 Noon Monday 9th August 2021.

Late submissions will not be accepted and canvassing of Board Members directly or indirectly will disqualify your tender application.

If you require further information, please contact Alan McMillan, Chief Executive Officer on info@bowlsscotland.com or 01292 294623.

All conversations will be informal and confidential.