



Audit Service

BACKGROUND

The Anguilla Community College is requesting proposals from an independent licensed Certified Public Accounting firm to provide an audit opinion on its Statement of Financial Position, and the related Statements of Comprehensive Income, Changes in Net Assets and Statement of Cash Flows for the year ending December 31, 2016, with the option of auditing its financial statements for the subsequent fiscal year.

The Anguilla Community College (the College) is an Agency of the Government of Anguilla. The ACC commenced operations on September 1, 2008 and now operates under the provisions of the Anguilla Community College Act 2009. It is housed in the Rogers Office Building in George Hill.

The principal activities of the College are to:

- a) Provide full and part-time education and training to persons of ages 16 years and over, except that persons below this age may be admitted to the College in such special circumstances approved by the Board;
- b) Provide educational services, including teaching and research, relevant to the needs of Anguilla and of the highest standards required and expected of an institution at this level;
- c) Grant degrees, diplomas, certificates and other awards;
- d) Enter into association or affiliation with universities, colleges and other relevant institution within or outside Anguilla for the fulfillment of its functions; and
- e) Perform such other functions which for the time being are conferred by the Anguilla Community College Act.

SCOPE OF SERVICES REQUIRED

The auditor is to:

1. Carry out such work as is necessary to form an opinion as to whether:
 - a) The accounts are properly maintained; and



- b) The annual financial statements:
 - i. Are prepared in accordance with the financial records
 - ii. Represent fairly the results of the operations and the financial position of the College at 31 December in accordance with the International Auditing and Assurance standard and other mandatory professional reporting requirements
2. Give an opinion in the audit report on:
 - a) The financial position of the College; and
 - b) The results of the operation of the College.
3. Include in the audit report:
 - a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the College;
 - b) any irregularities in the College's accounting practices or in the management of the financial affairs identified during the course of the audit
 - c) A view on the adequacy of the depreciation charge for the year. This is after due consideration of the assessment of the consistency of the accounting principles applied.
4. In addition, and separately to the audit report, the auditor should express his or her view on the adequacy of the internal controls in operation, in particular those in the critical areas listed below.
5. Critical Matters to be audited:
 - a) Revenue
 - Government Grants
 - Tuition Fees
 - Zenaida Revenue
 - Other Income
 - b) Expenses
 - Salaries & Benefits
 - Depreciation
 - Other Expenses
 - c) Current Assets
 - Cash and Cash equivalents
 - Receivables
 - Prepayments
 - d) Non-Current Assets



- Property, Furniture and Equipment
 - Depreciation
 - Other receivables
- e) Liabilities
- Accounts Payables
 - Provisions
 - Other liabilities

CONTENT OF PROPOSALS

1. Proposals should include a brief history and introduction of the company or firm and its understanding of the services to be performed.
2. Detailed Audit Plan
3. Fee for completing the Audit
4. A proposed time schedule including the number and description of the meetings to be held at the College should be specified
5. The proposal should also address the implementation of the findings of the final report including time frames.

QUALIFICATIONS OF THE AUDITOR

All proposals should include names of references from other institutions for which comparable services have been rendered. Resumes summarizing the qualifications of the individuals who will be conducting the study must also be provided.

The appointment may be subject to the approval of the Chief Auditor as stipulated by the Financial Administration and Audit Act.

PROPOSED DEADLINE

The deadline date for receiving proposals is July 28, 2017.

Proposals should be signed by an authorized individual to bind the firm, and must be valid for at least 1 year.

Please submit 3 copies of the proposal to:



Anguilla Community College
203 The Rogers Office Building
Edwin Wallace Rey Drive
George Hill, Anguilla
Tel: (264)-498-8395
Fax: (264)-497-3033

CORRESPONDENCE REGARDING THE RFP

All questions or requests for information should be directed to:

LeRoy Hill, PhD.
Acting President
Anguilla Community College
203 The Rogers Office Building
Edwin Wallace Rey Drive
George Hill, Anguilla
Tel: (264)-498-8395
Fax: (264)-497-3033
Email: leroy.hill@acc.edu.ai

The College reserves the right to reject any or all proposals. The College will not be liable for, nor pay any cost incurred by responding firms relating to the preparation of proposals or the making of presentations.

AWARD CRITERIA

The proposals will be evaluated on various criteria including and not limited to:

1. A detailed work plan outlining how you would propose to complete all assignments and satisfy the College expectations.
2. Understanding of scope of work.
3. Demonstrated professional skills and credentials of the staff to be assigned to the study.
4. Quality of work assignments in similar organisations.
5. Approach to the performance of the study.
6. Overall costs and fees to be charged.



7. A schedule for various elements of the work plan and proposed completion date.

PROPOSAL EVALUATION AND SELECTION

Proposals must be submitted to The Chairman, Finance Committee by July 28, 2017. Proposals may be opened and reviewed prior to the closing date. Proposals will not be disclosed to competing firms or to the public until after the award of the contract. The award of the contract will not necessarily be based on the lowest maximum fee proposed. The College reserves the right to select portions of one proposal based on the fee quoted for each component.