



**CYMDEITHAS Y MERLOD A'R  
COBIAU CYMREIG  
THE WELSH PONY AND COB  
SOCIETY**

**INVITATION TO TENDER**

An invitation to tender for the Accountancy and Auditor Services contract at the Welsh Pony and Cob Society

**Location of WPCS:** Bronaeron, Felinfach, Lampeter, Ceredigion SA48 8AG

**Contact:** Gemma Bassett Burr - 01570 471754 or [gemma@wpcs.uk.com](mailto:gemma@wpcs.uk.com)

**Introduction**

The WPCS is seeking proposals from qualified accountancy firms to provide a range of financial services. These services are to include the construction of year-end accounts, corporation tax returns, VAT returns, and monthly support with accounts across both the WPCS, the charitable organisation, and its trading subsidiary which is to be established. As a registered charity, the Welsh Pony and Cob Society requires these services to be tailored to comply with the relevant charity regulations and standards. Our accounts are audited by a third party, and payroll services are excluded from this tender.

**Background**

The Society, which is based in Ceredigion in West Wales, was founded in 1901 and is the largest equine native breed society in the UK. As such it is responsible for the publication of the Welsh Pony and Cob stud book, the promotion of the breed, the assessment of approved Judges and for the issuing of equine passports through its role as a Passport Issuing Organisation. It is a registered charity and a company limited by guarantee.

The WPCS has a membership of approximately 5,000 both in the UK and worldwide. There are also daughter societies around the world. More information about the Society and the services it provides can be found on [www.wpcs.uk.com](http://www.wpcs.uk.com)

## **Requirements of the service provider.**

- Preparation and audit of the annual statutory accounts in accordance with Charities Act Regulations and Auditing Standards.
- Presentation of the annual accounts in accordance with the Companies Act 2006 and Charities Act 2022 to the Members of Council for approval.
- Attendance at the annual AGM.
- Preparation of the annual VAT return together with partial exemption calculations.
- Submitting the annual VAT return to HMRC and responsibility for all correspondence relating to this.
- Detailed commentary on the annual accounts for the Trustees.
- Attendance at Finance committee or Council meetings if required.
- Dormant annual accounts in respect of WPCS Trading Limited.
- Scrutineering services in respect of the election of Members to serve on Council
- Monitoring of proxy votes received for AGM.
- Preparation of the Annual Return for the Charity Commission.
- Preparation of reply to Trustees' queries and comments via the Company Secretary or Finance Officer.
- Ad hoc assistance and advice to the Society's Finance Officer and Company Secretary when required.
- Assistance with budgets.
- Any other Accounting-related queries and services as and when they may arise.

## **Scope of the work**

This is a contract for accountancy and auditor services for the Welsh Pony and Cob Society. This contract will be effective from the completion of the 2024 accounts with the current service provider.

The requirements set out above in this document are not exhaustive but should be used as a measure for submission of a comprehensive tender that outlines required costs and requested information.

## **Information to be supplied.**

Potential suppliers are requested to respond to this tender by addressing and commenting on all points within this document. In addition, tender submissions should include the following information:

- An outline of how the company would approach the preparation of the Society's annual accounts, listing timescales and any quality assurance processes. It is worth noting that there is limited time to prepare the Society accounts from the close of financial year (31st December) until presentation to

members at AGM (usually held in early April). The accounts will need to be submitted to the Society's Council for approval by mid-February.

- A brief background to the company and its experience in providing similar services to other organisations, in particular similar work undertaken for third sector organisations / charities.
- Specify key personnel within the organization who will be carrying out the work. Please outline their role within the company, their level of seniority and hourly charges, and any relevant personal qualifications and/ or experience.
- Include full contact details of three clients that can be contacted for references.
- A detailed Pricing Table should be submitted, noting annual and hourly costs, and identifying total anticipated costs for the service requested and whether VAT applicable.
- Details of the company's current Professional Indemnity Insurance and Professional accreditations should also be submitted.

All Proposals must be submitted by **25<sup>th</sup> April 2025** either addressed to

Gemma Bassett-Burr  
WPCS  
Bronaeron  
Felinfach  
Lampeter  
SA48 8AG

**Marked (Accountancy and Auditor Services Tender)**

**Or by email to [gemma@wpcs.uk.com](mailto:gemma@wpcs.uk.com)**

Please provide a contact number, email address and business address

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*Gemma Bassett-Burr*

Company Secretary

All information provided in relation to this tender document is confidential and must not be disclosed to third parties without the prior written consent of the Welsh Pony and Cob Society