

ALL SAINTS' CATHEDRAL KAMPALA

INVITATION TO TENDER FOR EXTERNAL AUDIT SERVICES

TERMS OF REFERENCE

BACKGROUND

All Saints' Cathedral Kampala (ASCK) is the city Parish of Kampala Diocese and is the seat of the Bishop of the Diocese of Kampala who is also the Archbishop of the Province of the Church of Uganda. The parish was founded in 1912 as a chaplaincy of a European colonial hospital and has grown and attained the status of Cathedral for the Archbishop of Church of Uganda.

The Cathedral is governed by the Canons of Church of Uganda and the ASCK Policies.

OUR VISION

A Model Church in Christ centered ministry

OUR MISSION

To demonstrate the power of the gospel in transforming lives through preaching, teaching, prayer & compassion

OUR CORE VALUES

Guidance of Scriptures (2 Timothy 3:16-17), Dependence on the Holy Spirit (Ephesians 4:11-13), Excellence (Philippians 4:8), Transparent Stewardship (1 Corinthians 4:2), Belonging Together (Act 2:44)

It's upon the above background that All Saints' Cathedral Kampala is seeking a competent and reputable audit firm to conduct an external audit for the period 2024-2026

OBJECTIVES OF THE ASSIGNMENT

The objective of the external audit is to express a professional audit opinion in accordance with International Financial Reporting Standards (IFRS).

AUDITING STANDARDS

The external audit is carried out in accordance with IFRS and auditing procedures as the auditor considers necessary for the assignment.

Scope of Work

The statutory audit of All Saints' Cathedral Kampala covers for the financial period of three years and is not limited in scope but shall be carried out in accordance with International Standards on Auditing promulgated by the International Federation of Accountants (IFAC) and shall include such tests and controls as the Auditors consider necessary under the circumstances.

In order to fulfill the above objectives, the Auditors shall pay particular attention to the following:

1. Review the cash books, general ledger and the subsidiary ledgers in order to determine whether proper records/books of account have consistently been prepared in accordance with the organization's accountability guidelines and in accordance with International Financial Reporting Standards (IFRS).
2. Evaluate whether the ASCK administration has put in place adequate internal controls: both financial and operational.
3. Review the procedures used to control the funds on claims payments.
4. Review whether all necessary supporting documents, records and accounts have been kept in respect of all the Cathedral activities.
5. Examine and verify whether certificates, current assets, related party balances and other liabilities have been accurately recorded, legitimate and are represented by their intrinsic value.
6. Review accruals, provisions and contingent liabilities, including the cut-off procedures and fair statement.
7. Review and ensure that ASCK financial statements as prepared by the management are complete, accurate, timely, reliable and legitimate as relates to the members contributions and expenditures and members payments/withdrawals, and that the same have been prepared in accordance with consistently applied International Financial Reporting Standards and give a true and fair view of organization's financial position as at the end of the financial period under review.
8. The above-defined scope does not in any way restrict the audit procedures or the techniques that the auditor may wish to use in forming an opinion on the Financial Statements being audited.

OUTPUTS/DELIVERABLES

The Auditors will prepare and submit the Final Audit Report in English to All Saints' Cathedral Kampala Council and Annual General Meeting (AGM) for the year ended 31 December of each year under the audit.

PROPOSAL CONTENTS

The Auditor(s) must have undertaken similar work in Uganda and should have the following competencies:

1. The firm has similar audit experience of Christian based audits engagements.
2. The Auditor shall be an Authorized Public Auditor/ Certified Public Accountant having a valid practicing certificate issued by the Institute of Chartered Accountants of Uganda (ICPAU) and a member of the same Association.
3. The team leader in the field should have the necessary qualifications, competencies and experience to deliver a quality audit.
4. Understanding of the accounting and audit requirements of Faith Based Organization

5. An audit methodology that is based on and compliant with International Standards on Auditing.
6. Curriculum vitae of senior members of the engagement team
7. An indication of audit fees and criteria.

All Saints' Cathedral, Kampala will provide the Auditors with office space during the field audit and also ensure full access to the Cathedral's records and documents, contract documents, books of account, correspondences and any other relevant information for the year under review.

Tenders submitted in sealed bids clearly marked 'Statutory Audit for ALL SAINTS' CATHEDRAL KAMPALA should be delivered to the Office of the Provost; Akii Bua Road Nakasero Hill P O BOX, 414 Kampala Uganda by 13th March 2024 at a non-refundable fee of UGX 100,000 at our Accounts Office.

The Chairman

Procurement Committee

All Saints' Cathedral Kampala

PO Box 414, Nakasero Hill Kampala Uganda