



REQUEST FOR PROPOSAL

Provision of accountancy services including preparation of comprehensive un-audited financial statements for the Public Relations Society of Kenya

June 2017

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Request for Proposal

Provision of accountancy services including preparation of comprehensive un-audited financial statements for Public Relations Society of Kenya

1. OVERVIEW OF PUBLIC RELATIONS SOCIETY OF KENYA

a. Background

Public Relations Society of Kenya is a duly registered Society under the Societies Act Cap 108 Registration No. 5802. The Society was registered on 19th April 1971. The membership of the Society is mainly drawn from public relations practitioners (public and private sector). Currently, the Society has over five hundred members. Its area of operation is in Kenya and the registered office is Liaison House, State House Avenue.

The objective of the Society is

- a) To establish and promote a high standard of professional ethics and learning in Public Relations and Communication Management.
- b) To educate and inform the public as to the purpose and practice of Public Relations and Communication management.
- c) To promote research, publication and education in the area of public relations and communication.
- d) To be the institution charged with accreditation of Public Relations and Communication Practitioners and to establish a professional qualification framework.
- e) To engage in advocacy in the area of public relations and communication.
- f) To advice on matters of national interest related to public relations and communication for both the public and private sector.
- g) To lobby for the enactment of relevant laws for the promotion of Public Relations and Communication as a profession.
- h) To be the internationally recognized institution in matters of public relations and communication.
- i) To resolve any disputes between members of the society or between a member and their employer.
- j) To nurture and mentor young professionals in the field in public relations and communication.
- k) To contribute to the improvement of professionalism through education and training in Public Relations and Communication management
- l) To affiliate or co-operate with or subscribe to any association, society or corporation in any part of the world whose objects are in general respects similar to the objects of this society.
- m) To apply petition for or promote any Act of Parliament or of any other authority with a view to the attainment of the above objects or any of them.

b. Organization Structure

The Society has a Council made up of nine (9) members. The Council has currently five (5) Committees namely:

1. Executive Committee
2. Governance, Integrity and Compliance
3. Partnerships, Fundraising and Consultancy
4. Education, Training and Research
5. Membership and Events

However, the Society has no internal audit function to compliance and internal control oversight.

Currently, the Society has 2 employees who are responsible for day to day operations of the Secretariat.

c. Financial Management System

The Society sources of funds include:

- A minimum annual subscription of Kshs 5,000/= from members through the check-off system, direct deposits and standing/bank orders
- Membership fee of Kshs 5,000/=
- Training fees from workshops and conferences

The financial year runs from 1 January to 31 December. All accounts and accounting reports are tracked by Excel spreadsheets. All bank receipts are captured on receipt books. These receipts are pre-numbered and are completed after a deposit slip is presented. Cash receipts are not accepted.

Payments are captured in payment vouchers which are manually pre-numbered and completed at the point of the transaction. Payment transactions are written up by a clerk. The Treasurer and Vice President verifies and signs off on the payment voucher.

The Society also maintains an Ms Access membership database which has a membership register and member personal ledger.

2. THE ASSIGNMENT - NEED FOR ACCOUNTANCY SERVICES

The need for the accountancy services arises due to lack of staff with accountancy knowledge and experience. The accounting firm would fill this gap by providing accountancy services.

3. OVERALL PURPOSE OF THE ASSIGNMENT

The overall purpose of the external accountant is to update Public Relations Society of Kenya accounting records on a monthly basis to ensure correct use of funds received from members and the transparency of the disclosed accounting and financial

information.

4. SCOPE OF THE ASSIGNMENT

The accounting services are expected to cover all aspects related to finance and accounting, including - but not limited to - the following aspects:

- **On a monthly basis**, preparation and/or updating the following accounting records:
 - Cash book
 - Bank reconciliations where applicable
 - Accounting ledgers
 - Personal ledgers for each member showing his transactions with the Society
 - Ledger showing all revenues from members
 - Build capacity of secretariat staff on use of QuickBooks.

- **Quarterly as required**, to prepare comprehensive un-audited financial statements and reports in accordance with International Financial Reporting Standards which will include the following:
 - Statement of financial position as at 31 December 2017
 - Statement of comprehensive income for the period ended 31 December 2017
 - Statement of cash flows for the period ended 31 December 2017
 - Significant accounting policies and Notes to the accounts
 - Other relevant supporting schedules
 - Non-financial information

5. EXPECTED OUTPUT AND PERIOD OF ASSIGNMENT

Completed accounting records have to be submitted to the Treasurer of Public Relations Society of Kenya in English every 15th day of the month. The comprehensive un-audited financial statements and reports will be submitted by 15th of January of the subsequent financial year. Financial statements and reports required on ad-hoc basis will be submitted as agreed with management.

The financial statements and reports must meet the requirements of International Financial Reporting Standards and must take into consideration the uniqueness of a professional membership body.

6. RESOURCES TO BE MADE AVAILABLE

The consulting firm/individual will be given access to all documents, correspondence, and any other information relating to the financials deemed necessary by the firm for the proper discharge of their responsibilities. The firm should become familiar with and stay updated on the Society, its policies and the Societies Act, 2004 and other relevant legislation (including those relating to taxation and financial management and reporting)]. The firm would be provided copies of the Society's By-laws/Constitution.

The following facilities will be provided by Public Relations Society of Kenya:

- a. Office accommodation: The work will be carried out at the premises of Public

Relations Society of Kenya

- b. Member database, cashbook, bank statements, receipt books and vouchers.
- c. Providing clarification to any accounting queries that are relevant to completing financial statements and reports.
- d. Stationery & other office consumables.
- e. Hardware, Computers & its supporting accessories as required by the firm to carry out work.

7. DEPLOYMENT OF STAFF

The personnel required to carry out the assignment with qualification prescribed is furnished at Annexure-A.

8. PROPOSALS

The proposals must include a description of the scope of work, timing of the assignment, as well as detailed composition of the team, breakdown of the fees and charges. Proposals (technical and financial) should be received on or before **21st June, 2017 at 12.00pm.**

The President
Public Relations Society of Kenya
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Annexure – A: Deployment of staff for the Assignment

Staff	Qualification & Experience
I. Senior Partner of the accountancy firm/Individual	<ul style="list-style-type: none">▪ Minimum 5 years’ experience in handling accountancy or audit services for Societies/Professional Associations▪ A Certified Public Accountant and registered with ICPAK
I. Accounting Staff	<ul style="list-style-type: none">▪ 2 – 3 years of accounting experience in handling accounting work▪ Certified Public Accountant Finalist▪ Computer skills especially handling spreadsheets and databases▪ Conversant with QuickBooks

In addition, the accountancy firm/individual must be registered and in good standing with the Institute of Certified Public Accountants of Kenya.