

Tender Document for External Audit Services

Structure

The Race Equality Foundation is a registered charity (No. 1051096) and a company limited by guarantee, registered in England (Reg. No. 03121679).

The charity's board of trustees is chaired by Karin Woodley, CBE.

About the Race Equality Foundation

The Foundation is led by Black, Asian and ethnically minoritised people. We are an evidence-based, policy and practice charity working to tackle racism and racial inequalities. Our vision is a society without racism. Our mission is to tackle racism in UK society and positively transform the lives of people and communities of Black, Asian and minoritised ethnic backgrounds.

Our activities

Our work falls under three workstreams: evidence; influence; and collaboration.

Evidence: We have gathered data and carried out analysis that is subject-focused and experience-led and have shared this through reports, educational activities and good practice guides.

Influence: Led by lived experience, we have engaged policymakers and practitioners in the process of change and used training to embed good practice models and programmes.

Collaboration: Working with Black-led organisations from voluntary, community and social enterprise sectors as well as other networks, we have promoted solutions and exchanged knowledge to amplify our messages.

Further information may be found on our website: www.raceequalityfoundation.org.uk.

Financial information

Our most recent annual report is available on the Charity Commission website:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1051096>

The Foundation has a 31st March year end, and our plan is that the accounts will be approved by the trustees in September, which is the usual date. The audit process should be planned so

that the trustees' annual report including the final accounts can be presented for approval at this meeting.

The charity is VAT registered, and, as its services are primarily classified as educational, it operates with partial exemption.

The charity uses Sage 50 Accounts.

The contract

The initial appointment will be for three years. Supervision of the contract will be the responsibility of the Chief Executive.

Scope of services required

On the basis that the appointed auditors will be provided with the draft annual report and financial statements together with supporting documentation, the audit service required includes but is not necessarily limited to:

- the planning, management and execution of a statutory audit of the Race Equality Foundation in accordance with applicable law and auditing standards. The draft financial statements are currently prepared by a Chartered Accountant who also acts as a mentor to the Admin and Finance Officer.
- reporting on external audit process to management, and the outcome to the board of trustees
- to liaise and coordinate with the Admin and Finance Officer to ensure full exchange of information.

Tenders should include the following information:

The firm

A description of the firm, charity experience and client base.

Resourcing

Details of the experience of the audit partner and manager appointed in performing and managing the audit and the anticipated level of experience of the member of staff carrying out the audit. Please indicate where staff are to be based.

Describe the planned active participation of the partner and manager in the conduct of the audit and detail the time to be spent by all members of the audit team.

Outline the areas of technical expertise within the firm that can be called on to support the examination team and to provide advice to the board and management of the Race Equality Foundation as required.

Please provide details of your firm's Equality and Diversity policy.

Overall approach to audit

Describe the process that your firm will adopt for planning and carrying out the audit from initial planning to presentation of the final accounts at the board of trustees' meeting.

Confirm the scope of the audit and auditor's responsibilities.

Confirm the anticipated level of materiality to be used in the audit.

Describe how you will control and co-ordinate the audit process.

Confirm your reporting procedures.

Assuming that your company is successful, describe how your company will manage the transition process. Include any relevant experience of managing a similar transition process.

Please provide a draft timetable for the audit process.

Quality assurance and independence

Describe your overall approach to quality assurance.

Detail your approach to dealing with emerging accounting issues.

Outline your approach to potential conflicts.

Provide your policies on independence, rotation, and compliance with regulatory and professional bodies.

Fees

Provide an itemised fee quotation broken down by days for staff at each level for the first year of the contract. The fee should cover the audit of and reporting for the Foundation.

Please quote on a VAT-inclusive basis and indicate whether any expenses will be charged.

Explain the basis on which fees will be determined in future years.

Please supply your terms of business including the scheduling and timing of invoicing.

We wish to fix fees for a period of three years, subject only to annual increases by mutual agreement and, as a maximum, no more than inflation as measured by RPI.

Additional services

On an ad-hoc basis the Foundation may request additional services such as grant audits. Any such service would be subject to a fee quotation being supplied.

Added value services

Please state if there are any free-of-charge services to support the Foundation.

References

Please also provide details of two charitable clients that we can contact for references.

Assessment of tenders

The assessment will be based on the criteria set out above and can be summarised as follows:

- A clear understanding of the Foundation's requirements.
- Experience of providing comprehensive audit services to the not-for-profit sector.
- The quality and experience of the proposed audit team
- The suitability of the audit approach
- The ability to provide the full range of services required including audit, taxation and specialist technical accounting advice.
- Value for money, particularly the added value that the audit process will bring to the organisation.

We reserve the right to accept or not any quotation, regardless of whether it is the lowest. .

Submission of tender

The proposal documents should be sent in PDF format to admin@racefound.org.uk.

The deadline for receipt of the proposal is **5pm Friday 25th May 2024**.

For further information or clarification please contact Angela Azubuike, Admin and Finance Officer, by email: angela@racefound.org.uk.