

# **English PEN**

## **Tender Document for External Financial Audit Services**

### **Structure**

English PEN is a company limited by guarantee (company number 05747142) and is a registered charity (charity number 1125610).

The company is governed by a board of trustees and has a separate finance and audit sub-committee, and a governance sub-committee.

### **About the organisation**

English PEN envisions a world with free expression and equity of opportunity for all readers and writers, where the diversity of literature is celebrated.

With the support of our membership, English PEN works to achieve our vision by:

- Supporting writers at risk and campaigning for freedom of expression nationally and internationally
- Supporting literature in translation into English and developing opportunities for publishers, translators and translated voices in order to encourage diversity in the literary landscape
- Championing international literature, showcasing the diversity of writing, and celebrating literary courage through hosting events, prizes and publications.

### **Our activities**

We have summarized our forthcoming work under five key objectives:

- Objective 1: Support writers at risk and campaign for freedom of expression nationally and internationally
- Objective 2: Champion literature in translation into English and develop opportunities for publishers, translators and translated voices
- Objective 3: Host events and prizes to champion international literature, showcase the diversity of writing, and celebrate literary courage
- Objective 4: Diversity and develop English PEN's audience, membership, staff team and board
- Objective 5: Continue to develop a sustainable and resilient organization

## **Financial information**

Our most recent annual report is available on the Companies House and Charity Commission websites:

<https://find-and-update.company-information.service.gov.uk/company/05747142>

<https://register-of-charities.charitycommission.gov.uk/charity-details/?subid=0&regid=1125610>

English PEN has a 31 March year-end and it is hoped that the accounts will continue to be approved by the trustees in September/October. The audit process should be planned so that the final accounts and trustees' annual report can be presented for approval at this meeting.

The charity is not VAT registered.

## **The contract**

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

## **Scope of services required**

On the basis that you will be provided with the 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 English PEN in accordance with applicable law and international standards on auditing
- reporting on external audit process to management and the outcome to the finance committee/board of trustees including attendance at meetings as appropriate.
- provide advice on technical accounting and financial matters including corporation tax matters as appropriate.
- to liaise and coordinate with the finance manager 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. The anticipated level of experience of the member of staff carrying out the audit. Please indicate where staff are based.

Describe the planned active participation of the partner and manager on the engagement and detail the time 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 English PEN 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.

You will be expected to demonstrate a good working understanding of the activities of English PEN and of its financial structure. You should provide your understanding of the key financial risks that English PEN currently faces.

Please provide a draft timetable for the audit process.

### Quality assurance and independence

Overall approach to quality assurance.

Approach to dealing with emerging accounting issues.

Approach to potential conflicts.

Policies on independence, rotation, and compliance with regulatory and professional bodies.

### Fees

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 English PEN.

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.

English PEN wishes 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 English PEN may request additional services such as grant audits, VAT advice, other taxation compliance and advice and consultancy. Any such service would be subject to a fee quotation being supplied. Please indicate what services you can offer.

### Added value services

Please state if there are any free-of-charge services to support English PEN.

### References

Please also provide details of three 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 English PEN'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. English PEN reserves the right to accept any quotation, whether or not the lowest, or to accept none

## **Intention to participate in the tender process**

We would be grateful if you will confirm your willingness to participate in the selection process and your ability to meet the stated deadline by **30 June 2022** to [finance@englishpen.org](mailto:finance@englishpen.org).

By accepting this invitation to take part in the tender process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the tender process and/or in relation to English PEN's business generally which is not already in the public domain, to use it only for the purposes of this tender and for no other reason and not to disclose any of the said information to any third party.

## **Submission of tender**

The proposal documents should be sent in PDF format to [finance@englishpen.org](mailto:finance@englishpen.org)

The deadline for receipt of the proposal is **5pm on 31 July 2022**. No tender will be opened prior to this deadline so please make all correspondence clearly identifiable.

For further information or clarification please contact Deborah Bourne, Finance Manager at [finance@englishpen.org](mailto:finance@englishpen.org)