

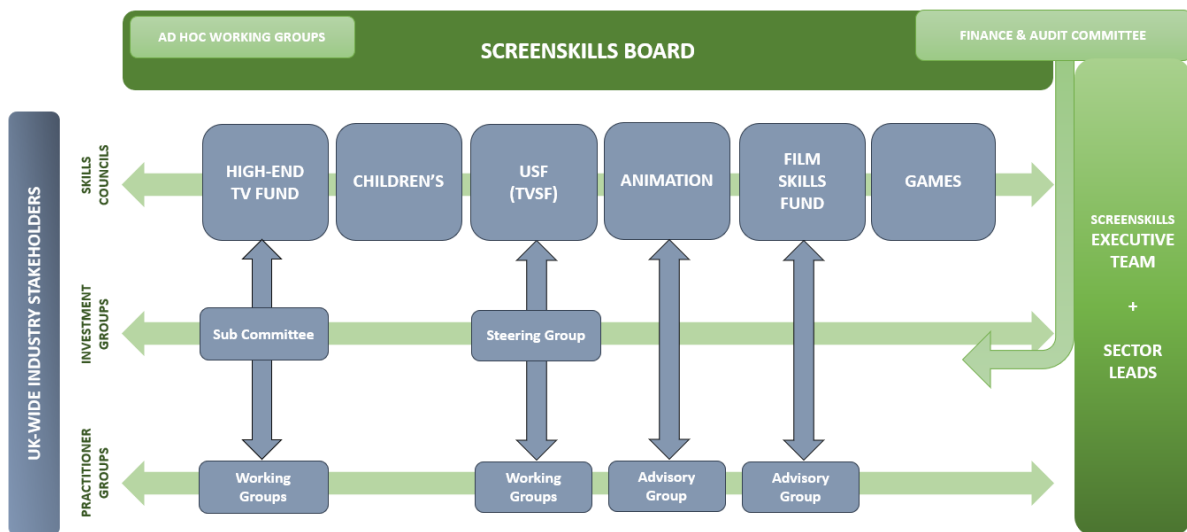
Introduction

The purpose of this letter is to invite eligible audit firms to participate in the tender process for ScreenSkills' external audit services, and to outline the process, timeline, and conditions towards the selection of the audit firm.

ScreenSkills structure

ScreenSkills is a company limited by guarantee (Company number 02576828); a registered charity in England and Wales (Charity number 1015324); and a charity registered in Scotland (Charity number SC039556). The charitable company is governed by Articles of Association which were last amended and updated on 1 December 2021.

The company is governed by a board of trustees and has a separate finance and audit sub-committee. There are also various internal funds for screen sector that have their own governance structure involving councils, sub-committees, steering groups and working groups.



About ScreenSkills

ScreenSkills is the skills body for the UK screen industries. An independent charity, industry-funded and business-led, it helps to train people at every career stage who make UK content which everyone loves and trusts.

We invest industry skills levy contributions and funding secured through bids to deliver targeted skills development programmes and support. We do not raise funds through donations from individuals or charitable foundations.

Our principal objective is to promote, advance and provide training and education opportunities for those working in, or intending to work in, the screen industries - whether as employees or as independent freelancers and contractors. We cover animation, children's television, film, games, high-end television (HETV), unscripted television and visual effects (VFX).

By identifying key skills gaps using industry data and insight, ScreenSkills plays a leading role in the creation of high quality, accessible and standardised training and development programmes that creates and sustains a skilled and inclusive workforce, enabling growth and future innovation, and actively contributing to the future creativity, health and prosperity of the sector.

ScreenSkills is evidence-based and data-informed, a respected thought-leader across the sector, and an agile delivery partner embedded throughout the entire cycle of content production. Our unique position has enabled ScreenSkills to build a much needed unified, cross-industry, strategic approach to training and skills focusing on skills needed today and the likely skills tomorrow.

Find out more at www.screenskills.com.

Financial information

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

Companies House

<https://find-and-update.company-information.service.gov.uk/company/02576828>

Charity Commission

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1015324>

ScreenSkills Ltd has a 31 March year-end and it is hoped that the accounts will continue to be approved by the trustees in July. 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 VAT registered (GB 158 1191 10) and is under standard VAT method. Most of the income is outside the scope of VAT but there are projects that have taxable income.

The contract

The initial appointment will be for three years starting from the audit of the financial year 2024-25. Supervision of the contract will be the responsibility of the Head of Finance and Operations.

Scope of services required

ScreenSkills is looking for an experienced charity auditor with the skills, experience and capacity to complete the audit to the relevant legal and auditing standards.

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 ScreenSkills Ltd in accordance with applicable law and standards on auditing
- provide advice on technical accounting and financial matters including SORP as appropriate.
- to liaise and coordinate with the Head of Finance and Operations to ensure full exchange of information.
- reporting on external audit process to management and the outcome to the Finance and Audit Committee and the Board including attendance at meetings as appropriate.
- providing review of annual report and financial statements

Tenders should include the following information:

The firm

A description of the firm, charity experience and client base. This should include any experience you have of auditing organisations similar to ScreenSkills Ltd and the challenges that brings.

Audit 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 audit team and to provide advice to the board and management of ScreenSkills Ltd as required.

Audit process and approach

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.

Provide the details of the scope of the audit and auditor's responsibilities.

To confirm the basis of calculation of the anticipated level of materiality to be used in the audit.

Describe how you will control and co-ordinate the audit process, whether online platforms will be used to exchange the audit data.

How you will manage the due dates of audit process.

Confirm your reporting procedures including audit clearance meeting.

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 ScreenSkills Ltd and of its governance and financial structure. You should provide your understanding of the key financial risks that ScreenSkills currently faces.

Please provide a draft timetable for the audit process based on signing off accounts at July Board meeting.

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.

Audit 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, reporting and review of annual report for ScreenSkills Ltd.

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

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.

ScreenSkills Ltd would prefer to have an agreed contract and fees for an initial period of three years.

Additional and ad-hoc services

ScreenSkills Ltd may request additional services such as grant audits, income recognition, employment tax advice, VAT advice, other 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 guide and support ScreenSkills Ltd such as online/in-person training and webinars, information newsletters on latest changes in law and regulations.

References

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

Assessment criteria of tender submissions

The assessment will be based on the criteria set out above and to show a clear understanding of the requirements.

Experience of providing comprehensive audit services to the charity sector including:

- The quality and experience of the proposed audit team, the audit approach and provision of providing the full range of services required including audit, taxation and specialist technical accounting and professional advice.
- Value for money, particularly the added value that the audit process will bring to the organisation.

Expression of interest to participate in the tender process

If you wish to participate in the selection process, then please confirm this by sending an email to manjinder.puaar@screenskills.com by 31 October 2024.

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 verbal, in relation to the tender process and/or in relation to ScreenSkills Ltd.'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.

Tender Submission

The tender proposal documents should be sent through an email to manjinder.puaar@screenskills.com

The deadline for receipt of the proposal is cob on 15 November 2024.

The proposal document should address the following areas:

- Details of your firm.
- Expected resourcing including team credentials and reference audits.
- Audit approach – including:
 - o Expected scoping.
 - o Your approach to materiality.
 - o Expected timeline of your services.
- Transition of the audit.
- Quality assurance.
- Independence.
- Proposed Fees

Tender Outcome

Following the shortlist of the applicants, you will be invited to presentations. The decision on the proposal of the auditor will be prepared by the ScreenSkills Management and Finance & Audit Committee and is expected to be considered by the Board following the presentations. It is expected that all participants will be informed on the results of the tender in the first week of February 2025.

Tender Timeline	
Invitation to Tender	22 October 2024
Expression of Interest	31 October 2024
Full Proposal / Application	15 November 2024
Invitation to Presentations	22 November 2024
Presentations	09 December 2024
F&A Review and Board Approval	10 January 2025
Tender Outcome	w/b 13 January 2025

Further information

For further information or clarification please contact

Manjinder Puaar

Head of Finance and Operations

manjinder.puaar@screenskills.com