

Citizens Advice 1066

Financial Audit Contract for the 3 financial years ending 31st March 2026, 2027 and 2028

Introduction

Citizens Advice 1066 is a local Citizens Advice (LCA) service primarily serving the residents of Hastings and Rother. Our two main offices are in Bexhill and St Leonards-on-Sea, with outreach work taking place in a wide range of venues across the area. Through some specific projects, we work further afield, having advisers based in LCAs in Hailsham, Eastbourne and Newhaven. We also undertake advice work (via phone and email) for clients who might be based anywhere in England and Wales. A copy of the last Trustees Annual Report and financial statements is enclosed for information.

We currently have 35 paid staff and approximately 40 volunteers (who typically each work for us one day a week).

Definition of Services

1. Scope of the Audit

The primary objective is to obtain an independent audit opinion on whether the TAR and financial statements give a true and fair view of the state of the organisation's affairs.

Statutory Audit: Examination of the annual accounts in accordance with the Charities SORP (FRS 102).

Compliance: Ensuring the financial statements comply with the Charities Act 2011 and, if applicable, the Companies Act 2006.

Timing: Audit to be completed by the end of July following the financial year end.

2. Audit Deliverables

We expect the following outputs as part of the annual cycle:

Independent Auditor's Report: To be included in the annual trustees' report and financial statements.

Management Letter: A formal report detailing any identified weaknesses in internal controls, with practical recommendations for improvement.

3. Value-Added Services

Beyond the numbers, we are looking for a partner who understands the unique challenges of the third sector:

Technical Updates: Periodic briefings on changes to charity or company accounting legislation, VAT, or accounting standards.

Proactive Advice: General guidance on best practices for financial governance and internal processes.

Contract Period

The contract period will be for 3 years covering the financial years ending 31st March 2026, 2027 and 2028

Information to be returned

- Company details and the name of the proposed audit partner and manager
- Audit Fee (including VAT)
- Relevant experience of your organisation and staff of providing the services identified in this brief to the charity sector
- Summary of key audit delivery risks and how you will mitigate them
- The added value of the services that you have identified in your proposal
- Proposed start date and completion date of audit for the year ending 31st March 2026

Pricing (*Supplier to complete*)

Total Annual Cost	
Pricing Schedule	<i>Please enclose</i>
Company:	
Address:	
Telephone:	
Contact Name:	
Email:	
Signature:	
Date:	

Evaluation Criteria

Item	Weighting
Value for Money	40%
Experience in providing services to similar organisations	40%
Proposal for addressing delivery risks	10%
Added value of engaging your company	10%

Citizens Advice 1066 Contact Details

If you have any queries regarding this quotation, please contact:

Name:	Morgan Oliver
Email:	morgan@citizensadvice1066.co.uk

Return details and timing

Please send completed quotations to Morgan Oliver by 15th May 2026. Contact details as above.

The decision will be notified by 29th May 2026. The contract will commence from Monday, 1st June 2026.