

# **Invitation to Tender For External Audit of Sussex Enterprise Limited and Sussex Chamber of Commerce & Enterprise**

## **Structure**

### Sussex Chamber of Commerce & Enterprise

The holding company Sussex Chamber of Commerce & Enterprise has a wholly owned trading subsidiary as follows:

### Sussex Enterprise Limited

The company provides membership and commercial services, policy and representational activities and central services to both companies.

The company employs 13 staff. All finance support services (Bookkeeping and Management Accounts) are outsourced.

Also enclosed is a copy of the recently audited accounts for Sussex Chamber of Commerce & Enterprise.

## **Principal Activities**

Sussex Chamber is the largest business membership organisation in Sussex. Representing more than 1,000 businesses with around 70,000 employees across all sectors, we work at local, national, and international level to support businesses from sole traders to multinational corporations. We are accredited by the British Chambers of Commerce. Our mission is to help business "*Grow, Develop, Discover and Influence.*"

### **Our Vision:**

To support business growth, champion key issues and drive sustainable economic growth in Sussex

### **Our Mission:**

To support and develop the growth of the Sussex economy.

- **Grow** - open the door to new business opportunities and business growth
- **Develop** - increase skills and knowledge to develop a brighter and better future
- **Discover** - unearth export and import prospects as well as local and global growth
- **Influence** - our campaigns and have a voice at local and national events

## **Requirement**

It is our practice to tender our audit service.

If your firm is interested in tendering for the contract, please submit a short proposal (*no more than 4 A4 pages long*) demonstrating how you would meet the criteria below and provide an outline plan to deliver the external audit service.

### Outline Process and timetable

- ❖ Audit Tender Invitation to be sent out Monday 3<sup>rd</sup> July 2023
- ❖ Interested firms to submit proposal by Wednesday 9<sup>th</sup> August 2023
- ❖ Shortlist of firms to present drawn up and all firms notified by Monday 21<sup>st</sup> August 2023
- ❖ Presentations to Selection Panel on Friday 1<sup>st</sup> September 2023. Presentations to be a maximum of 20 minutes, followed by maximum 30 minutes questions and discussion.

- ❖ Formal Board approval of appointment by Friday 29<sup>th</sup> September 2023 – via email.
- ❖ New Auditors to be confirmed at AGM on 10<sup>th</sup> October 2023

#### Criteria for Selection

- ❖ Value for money
- ❖ Knowledge of sector in the firm and within the audit team
- ❖ Experience and capability of key individuals
- ❖ Credibility and chemistry between the audit team and the Audit Committee and Management Team
- ❖ Added value through a pro-active and challenging approach
- ❖ A rounded service, to include Corporation Tax preparation and submission, preparation and filing of Audited Accounts, access to Tax and VAT advice etc.

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