



Invitation to Tender: Audit Services

1. Presentation

Theatr Cymru¹ is the national Welsh-language theatre company. We create a place of connection for the well-known and the unexpected, for Welshness and the world, for the big conversations and the joyful moments. Established in 2003, the organisation is a registered charity (Charity Number: 1106032) and a company limited by guarantee (Company Number: 04784488).

The company's income is derived from a number of sources, including multi-year revenue funding from the Arts Council of Wales. The company's head office is based in Carmarthen and employs 14 permanent employees, as well as freelancers on our productions and projects throughout the year.

2. Part One – The Specification

Theatr Cymru invites tender bids from eligible accountancy firms to provide External Audit services for a period of three financial years, from **1 April 2025 to 31 March 2028**, with the option of extending the contract for up to a further two years.

The audit will need to comply with relevant auditing standards, including International (UK) Auditing Standards, and the statutory requirements of the Charity Commission and Companies House.

3. Service Requirements

The service should include:

- Auditing of Theatr Cymru's annual accounts.
- Preparation of annual statements of accounts in accordance with charity standards.
- Attending an annual meeting of the Finance and Executive Affairs Committee to present the findings.
- Providing appropriate reports to the Committee, the Board, and the statutory authorities.
- Supporting officers with financial reporting requirements to Companies House and the Charity Commission.
- Assisting with Theatre Tax Relief claims to HMRC.
- Responding to relevant queries within a reasonable timeframe (usually 5–10 working days)
- Complying with GDPR and appropriate measures to ensure data protection.

4. Information to Include in the Proposal

Each tender should include:

4.1 Professional Experience

- The company's experience and expertise in the third sector or arts sector.

¹ Theatr Cymru is the trading name of Theatr Genedlaethol Cymru

- Details of the proposed partner(s), manager and team.
- Evidence of professional qualifications (e.g. ICAEW, ACCA).
- Copy of professional indemnity insurance evidence (minimum: £2 million).
- Details of the company's resources and capacity to undertake the work.

4.2 Method and Methodology

- A clear description of the inspection method, timescales and any days on site.
- Details of the approach to risk management and quality assurance.

4.3 Fees

- Proposed fee for the year 2025/26.
- Price charging principles for subsequent years.
- Analysis of additional costs (travel, extra time etc).

4.4 Welsh Language Ability

- Evidence of the team's ability to work through the medium of Welsh.
- Confirmation that all final documents will be available in Welsh.

4.5 Additional Services

- A description of any additional services that may be offered.

5. Value for Money

The company is expected to deliver value for money by making effective use of time, expertise and quality of service. It should be clearly shown how the fee corresponds to the quality and breadth of the work.

6. Administrative and Practical Details

- Theatr Cymru uses **Xero** for accounts; **Zahara** for creating and authorising orders and invoices; and **Sage Online Payroll** for payroll.
- Between **50 and 100 freelance professionals** (actors, stage staff etc) are processed through payroll each year, depending on the programme of activities.
- The organisation is registered for **VAT**.
- Financial year deadline: **31 March**.
- Draft accounts to be completed by: **July 31**.
- Final accounts by: **30 September**.

7. Timetable of the Tendering Process

Step	Date
Tender deadline	23 March 2026 (17:00)
Interviews (if appropriate)	Week commencing 30 March 2026
Commencement of contract	As soon as possible – for the 2025/26 audit
End of contract	When the 2027/28 audited accounts have been completed (with an option to extend the contract for another 2 years)

8. Assessment Criteria

The panel will assess applications on the basis of the following allocation:

Field	
Quality of method and methodology	30%
Experience and ability of the team	25%
Value for money	25%
Ability to work through the Welsh language	10%
Resources and operational capacity	10%

Interviews will build on the above criteria.

Part Two – Tender Terms and Conditions

9. Contents of the Invitation to Tender

All tenders must comply in full with this document and any additions published by Theatr Cymru.

10. Enquiries

Enquiries must be sent to: angharad.leefe@theatr.com. Responses will be shared with all tenderers without revealing who asked.

11. Independent Tender

By submitting a tender, the company confirms that the prices have not been agreed or shared with any other competitor.

12. Revisions

Any revision to this document will be sent at least 7 days before the deadline.

13. Preparation Costs

Theatr Cymru is not responsible for any preparation or presentation costs.

14. Currency

All prices must be quoted in **sterling (GBP)**.

15. Submit Tender

The documents should be submitted electronically to angharad.leefe@theatr.com with the email title:

"CONFIDENTIAL – AUDIT TENDER DOCUMENTS"

Failure to follow the instructions may result in the cancellation of the tender.

16. Handling the Tender

- Theatr Cymru is not bound to accept the lowest tender or any tender.
- No documents will be returned.
- A final decision will be communicated in writing to all applicants.