



FINANCIAL MANAGEMENT FOR Station to Station BID – Invitation to Tender

Station to Station is the Business Improvement District (BID) for West Norwood and Tulse Hill. It commenced its activities in autumn 2016 after a successful BID ballot in July. Its turnover will be approximately £150,000 per annum. It is seeking to outsource its financial management function and requires quotations for the following service:

1. BOOKKEEPING

- Update and maintain bank, cash and credit card records in hard copy and electronically
- Operate a Purchase Order system to agreed financial procedures
- Collect, code and post on Sage purchase invoices
- Produce creditors reports for authorisation, make payments as per agreed financial procedures
- Sales ledger management and credit control
- Create, issue, code and post on Sage sales invoices
- Receive reports on BID Levy collectable and collection figures and action accordingly
- Maintain fixed asset register
- Filing and general accounts related admin
- Main point of contact for finance related queries internally, with suppliers and with customers

2. REPORTING

- Review creditors reports & propose payments
- Regular review of transaction history, ongoing corrections and amendments to nominal ledger
- Monthly cash flow report / forecast
- Theme-based and global monthly actual vs budget report
- Assist with developing and setting annual budgets
- Annual management accounts to include income/expenditure and asset/liability report
- Qualitative/quantitative performance reporting
- Make recommendations and adjustments to budgets based upon income and expenditure performance
- Six weekly financial reports to the Board
- Six weekly financial reports to the Finance and General Purposes Committee
- Attending six-weekly board meetings to present figures and reports

3. COMPLIANCE

- VAT: Monthly VAT returns (represent the Company at any meeting with HMRC officials)
- Statutory accounts to trial balance
- Assist auditors with provision on supporting documentation



- Payroll (where required, currently the BID has no direct employees) Monthly payroll, RTI reporting, annual payroll returns, P11Ds, pensions etc (represent the Company at any meeting with HMRC officials)

4. ONE-OFF SERVICES

- Advice on control procedures
- Assistance with current year budget and financial plan

Should you have any specific questions about the brief, please direct them to Susie Barlow, email info@stationtostation.london, 07803503974

Please include the following in your proposal:

- How you would resource each part of the management function – i.e. which staff would be involved and for how long each week/month, with hourly rates
- Recommended software package – Sage or alternative
- Whether you offer other services that may be of use to the BID such as HR functions
- Two referees for whom you are offering roughly comparable services
- Annual/monthly cost and proposed invoicing arrangements

Please send your proposal by email to info@stationtostation.london by **17:00 Monday 5th June**, with the intention of providing services from 12th June 2017 if appointed.