



## Hexham BID

### Contract for accountancy work 22<sup>nd</sup> March 2017

Hexham Business Improvement District (BID) is business led and business funded, and works in Hexham to invest collectively in new projects and services that businesses have prioritised. We are led by a team of 11 voluntary Directors and a BID Manager, structured as a Company limited by guarantee, not for private profit. Further general information is available on our website at [www.hexhambid.co.uk](http://www.hexhambid.co.uk), or by speaking to the BID Manager, Helen Grayshan, on 01434 607 962.

Commencing in October 2016, the BID is coming to the end of its first financial year and requires an accountancy partner to support the organisation in the preparation of accounts. This will be for 1 year in the first instance.

The scope of the work is as follows:

- Preparation of statutory financial statements
- Discussions with regards the draft financial statements
- Dealing with HM Revenue and Customs with regards the company's tax affairs
- Preparation and submission of quarterly VAT Returns to HM Revenue and Customs
- General ad-hoc advice as required

We are using Quickbooks software.

Please send a proposal addressing how you meet the specification for the work, by Monday 3<sup>rd</sup> April 2017 at 12 noon, to our Treasurer Tony Bullock, [Tony.Bullock@armstrongwatson.co.uk](mailto:Tony.Bullock@armstrongwatson.co.uk)

We may ask shortlisted organisations to a discussion. Please include in your proposal:

- Your price for delivering the service and how this has been calculated
- Your availability
- Names and business address of Principal contact
- Confirmation of appropriate insurances