

Tender for Book-keeping Services

Open Date	7 th August 2020
Closing Date	28 th August 2020
Decision Date	14 th September 2020
Contract Start	1 st October 2020

The Music Industries Association (MIA) wishes to appoint a financial services company to provide outsourced book-keeping services to the MIA. MIA is a company limited by guarantee but not a registered charity.

The initial term will be for 12 months, following a 3-month trial period.

General Information

- General book-keeping services for a company limited by guarantee with revenue of c. £225,000 per annum
- There are currently c. 500 sage transactions per month including bank payments, bank receipts, sales invoices, purchase invoices, journal debits/credits, etc.
- Existing accounting package is Sage but new services must be transferred to an online provider e.g. Xero, Quickbooks, Sage Online
- Weekly book-keeping and bank reconciliations
- Monthly management reports including profit & loss and balance sheet, reporting v. budget
- Preparing the monthly accruals, pre-payments and deferred income schedule for membership subscriptions
- Managing and reconciling the membership direct debit system
- Sending monthly statements to membership debtors
- Submit quarterly VAT returns
- Working in conjunction with the MIA's Independent Examiner to prepare the year end statutory accounts to start with Year Ending 31st March 2021
- Year End is 31st March, so data transfer from 1st April 2020 – 30th September 2020 expected
- Payroll services for up to 5 staff including HMRC submissions online

Assessment Criteria

The MIA Audit Committee will make the decision to appoint based on these 5 criteria:

- Value for Money
- Experience of providing online book-keeping services
- Experience of working with SMEs
- Use of technology and automation to minimise manual processing
- Client references

Quotation Requirements

1. Please provide a fixed fee monthly cost for a 12-month contract for book-keeping services
2. Please detail any additional monthly software costs including any extra 'apps' which you recommend
3. Please include any additional one-off charge for transferring the data from Sage into a new online system (expected from 1st April 2020 – 30th September 2020 data)

For more information please contact Steven Greenall (Chair, MIA Audit Committee) on 07887 708981 or email steven@warwickmusic.com

Please submit your quotation via email to arrive no later than 12noon on Friday, 28th August 2020 by email to steven@warwickmusic.com