

Without Walls Consortium Ltd - Tender for Accountants' services

Without Walls Consortium is seeking a professional accountancy firm to tender for its Statutory Accounts preparation and Full Audit, starting with the Accounts for April 2021 – March 2022, tax advice and payroll services.

Background

Without Walls Consortium Ltd is a National Portfolio Organisation funded by Arts Council England (ACE) with its admin operations being performed by XTRAX Arts Ltd, based in Hulme, Manchester.

Without Walls is a company limited by guarantee with no share capital. The organisation is VAT registered and can partially reclaim VAT on some of its activities. Only the Chair of the organisation is paid a fee or salary, which will be processed via PAYE for the current year. The administration of the organisation is performed by XTRAX Arts, for which a management fee is charged. Without Walls is exempt from audit although the Board of Directors decided to undergo an Independent Examination for the first time in 2021, with a full audit taking place annually from 2022 onwards.

As a measure of good practice, the Board of Without Walls reviews the organisation's accountants every three years and are inviting organisations to tender for this opportunity, including the current accounting firm.

Scope – Without Walls

Without Walls's income in 2020/21 was £1,237,580 of which £1,222,080 was grant income from Arts Council England and a slight increase is anticipated for the 2021/22 tax year.

In summary, Without Walls:

- Is a Company Limited by Guarantee
- Has annual revenue of £1.3m over the next year, with 2023/24 onwards anticipated to be at similar level (funding dependent)
- Has a revenue that is 95% grant income and 5% earned income through subscription fees
- Has an average 60 bank and credit card transactions per month
- Currently uses Sage Business Cloud Accounting
- Is currently undergoing the process of registering with HMRC for PAYE
- Will have one employee, the Executive Chair, paid quarterly via PAYE
- Is managed by XTRAX, who are VAT registered
- Is VAT registered on a partial reclamation rate (only partly 'in business')
- Is not a charity (though this is in consideration by the Board)
- Produces monthly management accounts with projections and cash flow forecasts used internally and shared with ACE



It is anticipated that the organisation will require further accountancy and VAT advice in future, to assess whether its current model of grant making is still the best means of distributing funds to its partners and artists, or whether a different contractual commissioning arrangement would be more appropriate for the organisation's evolving needs. Further, the Board of Directors may want to investigate the possibility of registering as Charity. It would be welcomed if the accounting firm could provide advice on both matters as well as support in implementing any operational changes required should the Board of Directors decide to pursue charitable registration or other structural change.

Tender Process

To tender for this opportunity, please provide a short proposal including prices for the following services Without Walls.

Essential services:

- Annual accounts preparation and filing
- Annual audits
- Annual Corporation Tax computation and filing
- Payroll services

Additional services that may be requested:

- Tax advice
- Charitable status, VAT and corporation tax advice
- Any costs for additional advice or services

Without Walls's [Procurement Policy](#) can be found here and applicants are invited to comment on how their own policies align with this. Please send your proposal to Annika Edge, General Manager at annika@xtrax.org.uk.

Timeline

Tender Published – 2 December 2021

Deadline for proposals – 14 January 2022

Internal review of proposals – w/c 17 January 2022

Shortlisting of proposals – by 20 January 2022

Invitation for shortlisted parties to meet in person – w/c 24 January 2022

Meeting of the Finance & General Purposes committee – w/c 14 February 2022

Decision – w/c 21 February 2022

First activity – March / April 2022, preparation of Statutory Accounts 2021/22

Contact

For any questions, please contact Annika on the above email or on 0161 227 8383 (Tuesdays – Thursdays).