

10 March 2014

Dear Sir/ Madam,

Spark! Book-keeping Service Specification

Established in 1980, Spark! are a Hounslow-rooted charity and one of the UK's first Education Business Partnerships. Kindly hosted by GSK at their HQ in Brentford Spark! finds inspiring opportunities for young people to gain work experience, understand the labour market and develop confident enterprise and employability skills. We turnover about £350k per annum and employ five staff (4 FTE).


We are currently retesting the market for a number of back office services to ensure we are securing good value. There is an opportunity for prospective book-keepers/ accountants (including our current provider) to pitch to offer their services on Wednesday 19 March 2014, 7.30pm onwards at our offices.

Attached to this letter is a specification setting out our requirements. Service providers will be evaluated on the basis of the following criteria:

	Selection criteria	Weightings %	Score out of 10	Weighted score
1	Demonstrate an understanding of Spark's service requirements	15		
2	Provide a service delivery plan	15		
3	Demonstrate capability and capacity to deliver	50 & Pass/Fail		
4	Propose quality improvements	20		
Total weighted score (out of 100)		100		

If you are interested in pitching your services to the Charity's Finance sub-committee on Wednesday 19 March please email andrew.dakers@sparklondon.org by Monday 17 March. Any queries or questions of clarification can also be sent to me directly.

Yours sincerely,



Andrew Dakers

Director | andrew.dakers@sparklondon.org | 07788 116159



GSK House, Room D2-48, 980 Great West Rd, Brentford TW8 9GS
www.sparklondon.org

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Weekly

- Collect paperwork and cheques from member of Spark! team (GSK House security pick up point) – *usually requires a phone call in advance to confirm a member of the team is available and paperwork ready in envelope*
- Pay any cheques received into bank and ensure necessary cheque detail recorded
- File new finance paperwork as appropriate
- Process bank transaction info received from Charity Director (Balance and Excel downloaded)
- Raise any invoices requested by Spark! team (usually done using Sage template although for Corporate members a bespoke template is used). PDFs of invoices are saved on file server accessible to Spark! team.
- Process “invoices in” and send “Payment run” email to Charity Director for settling online. Bank account info should be supplied for any new suppliers.
- E-mail Sage Back-up to Charity Director.

Monthly

- Generate Management accounts (this is done in Excel) and circulate by email to senior staff team at Spark!
- Management Accounts review meeting with Charity Director – apply any corrections required
- Generate Debtors Report (bespoke Sage report) and circulate by email to senior staff team at Spark!
- Chase debts that are outstanding in close liaison with Charity Director using agreed processes
- Maintain annual accruals log (with Charity Director) and track as appropriate
- Process data from sub-contracted payroll function (“Paycheck”) and oversee charges/ service levels

Quarterly

- Archive paperwork at Spark! GSK House office
- Additional reporting is sometimes required in preparation for quarterly board meeting

Annually

- Maintain asset register (with Charity Director) and plan depreciation policy/ practice
- Provide draft Sage generated annual financial reports (balance sheets / P&L) to charity Director
- Close accounts when complete on Sage and supply to auditors (KnoxCropper) who generate Charity Commission compliant annual report and complete Independent Examination
- Request new budget from charity Director to drive Management Accounts process



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Fees guide

Ranges from £0 per month incl VAT if a retired accountant/ book-keeper was interested in supporting the charity in this area as a volunteer to £1000 per month incl VAT for a professional service.

Number of bank account transactions

Transactions in and out of Spark's bank account can vary considerably, but as a guide in November 2013 there were 35 transactions (20 were payments received) and in January 2014 there were 33 transactions (7 were payments received).



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