

Appointment of Accountancy and External Audit Services
Clarifications & Responses Issue 2

Q1- Can we have a copy of the 2022/23 year end timetable?

- Please see link to the timetable documentation on the link below;
[Accountancy and External Audit Tender](#)

Q2- Can you confirm the organisations that this contract will require to undertake the year end processes

All entities under NMRN in accounts preparation, Audit for all entities under NMRN Operations for External Audit.

Q3- Can you confirm what statutory returns the contractor will be required to make, above the production of the official accounts

- Statutory returns include:-

- Museums and Galleries Exhibitions Tax Relief
- Corporation Tax returns
- Turnover certificates

Q4- Please advise as to the findings within the management letter for the year ending 31 March 2023?

These are not known yet.

Q5- Please advise us as to any adjustments to the numbers within the accounts for the year ending 31 March 2023 arising as part of the prior year audit?

These are not known yet.

Q6- Please advise us as to whether any regularity visits or HMRC visits took place during the last two years?

Can advise the NMRN have received none.

Q7- Please advise us as to whether you have any knowledge of actual or suspected frauds taking place during the last two years?

Minor deposits amounts via payment services these have been resolved.

Q8- Please advise us as to whether there have been any significant changes to the organisation or the way the organisation operates that we should be aware of?

None since the last filing

Q9- Please provide us with a copy of your risk register. #

This can be downloaded from this link; [Accountancy and External Audit Tender](#)

Q10- Please clarify your preferred timetable for the audit process.

May to November maximum.

Q11- Please indicate whether you would prefer an on-site audit, a remote audit or a hybrid audit?

Hybrid Audit is a preferred method for the NMRN as it benefits for example asset verification.

Q12- With reference to the below extract on page 32, please provide further detail as to what is meant by collation, validation and accounting. For example, is assistance required with bookkeeping and trial balance?

The bookkeeping and preparation of the accounts to trial balance is completed by the in-house team. The contractor will transpose the TBs into statutory accounts format, including the consolidation of group accounts.

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Q12- Please confirm if any travel is required to your offices.

Travel to NMRN sites will mainly be to NMRN Portsmouth as that is the main base of the museum, however please provide your daily rates for your team within your submission pack, if further travel is required to other NMRN sites.

Deadline for Submissions is Friday 17th November 2023 at Midday (1200)

These are to be sent to tenders@nmrn.org.uk