

**PLACE112 Bus Stop and Bus Shelter Associated Works**

**Appendix E - Financial Standing Questionnaire**

**Company/Organisation:**  Enter Tenderer's Name

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Information** | | | |
| 1 | The financial documentation required depends upon your organisation’s circumstances.  Please comply with either (a), (b), (c), (d) or (e) below.  Internet access to the accounts will be acceptable: you must provide a direct link to the actual web page containing the information. It is your responsibility to ensure that there are no missing pages on this link.  We will also accept electronic versions of the required documentation via disk or email. Please note that if we are unable to access the link or electronic information your application will be deemed non-compliant as detailed below.  All documents must be submitted in English and presented in a format acceptable under International Financial Reporting Standards.  It is essential that you provide everything that has been requested; any missing documents or pages will result in your application being deemed non-compliant for financial vetting and you will fail financial vetting.  Where applications are acceptable from Consortiums, Joint Venture Companies (JVCs) or Special Purchase Vehicles (SPVs) the requested accounts are required for every member of the Consortium, JVC or SPV.  Please indicate your answer with an ‘X’ in the relevant box. | | |
| **Please indicate how long your organisation has been trading:** (Please select one) | | |
| (i) 3 Years Or More |  | |
| (ii) Between 2 and 3 Years |  | |
| (iii) Between 1 and 2 Years |  | |
| (iv) Less Than 1 Year |  | |
| Please confirm that you have provided the supporting documents as detailed below (appropriate to your organisation):  (**a) For Organisations Trading for 3 Years Or More**  Full copies of the two most recent sets of approved and signed audited accounts that cover the last three years of trading. In all cases these must include a Balance Sheet, detailed Profit and Loss or Income & Expenditure Account and all other reports and notes to the accounts. Unaudited accounts will only be accepted if the company is exempt from the statutory requirement for an audit, and no audit has been carried out.  Organisations not regulated by Companies House must submit approved and signed audited accounts if an audit has been carried out, or their turnover exceeds the Companies House threshold for auditing. For group members, and where the accounts are required to be consolidated under accounting standards, the accounts must be consolidated to the level of the applicant.  Unaudited Management Accounts will only be accepted if the full accounts have not yet been completed and the statutory time limit for filing has not yet passed. These must include a Balance Sheet, together with a detailed Profit & Loss or Income & Expenditure Account, and any other documents available at the time of the application.  **(b) For Organisations Trading for Between 2 and 3 Years**  Full copies of the two most recent sets of approved and signed audited accounts. In all cases these must include a Balance Sheet, detailed Profit & Loss or Income & Expenditure Account, and all other reports and notes to the accounts. Unaudited accounts will only be accepted if the company is exempt from the statutory requirement for an audit, and no audit has been carried out.  Organisations not regulated by Companies House must submit approved and signed audited accounts if an audit has been carried out, or their turnover exceeds the Companies House threshold for auditing. For group members, and where the accounts are required to be consolidated under accounting standards, the accounts must be consolidated to the level of the applicant.  Unaudited Management Accounts will only be accepted if the full accounts have not yet been completed and the statutory time limit for filing has not yet passed. These must include a Balance Sheet, together with a detailed Profit & Loss or Income & Expenditure Account, and any other documents available at the time of the application.  **(c) For Organisations Trading for Between 1 and 2 Years**  A full copy of the approved and signed audited accounts for the first year of trading. This must include a Balance Sheet, detailed Profit and Loss or Income & Expenditure Account, and all other reports and notes to the accounts. Unaudited accounts will only be accepted if the company is exempt from the statutory requirement for an audit, and no audit has been carried out.  Organisations not regulated by Companies House must submit approved and signed audited accounts if an audit has been carried out, or their turnover exceeds the Companies House threshold for auditing. We also require a current (no more than 3 months old) Balance Sheet together with a detailed profit & loss or income & expenditure account for the current year (no more than 3 months old), a detailed Profit & Loss projection or Income & Expenditure projection for the current year together with any relevant documentation to support the projection. For group members, and where the accounts are required to be consolidated under accounting standards, the first year accounts must be consolidated to the level of the applicant.  Unaudited Management Accounts will only be accepted if the full accounts have not yet been completed and the statutory time limit for filing has not yet passed. These must include a Balance Sheet, together with a detailed Profit & Loss or Income & Expenditure Account, and any other documents available at the time of the application.  **(d) For Organisations Trading for Less Than 1 Year**  We require a current Balance Sheet (no more than 3 months old) together with a detailed profit & loss or income & expenditure account for the current year (no more than 3 months old), a detailed Profit & Loss projection or Income & Expenditure projection for the current year together with any relevant documentation to support the projection.  Companies/Organisation in this category can submit alternative means of demonstrating financial status if they think it appropriate, but such information should be comprehensive and include supporting evidence.  **(e) For Organisations who cannot supply conventional accounts e.g. voluntary organisation**  Provide details of alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank etc.) Please also clarify why the above options (a) – (d) are not applicable. |  | |
|  | | |
| 2 | Please provide details of any subsequent circumstances or events since the latest annual accounts which have had, or may have, a material impact on the understanding of your financial status:  This includes, but is not limited to:   * change of ownership/control * corporate re-financing * substantial acquisitions or disposals * potentially significant litigation or threatened litigation * and (if part of a wider corporate group) circumstances having a material impact on the understanding of the financial position of the group as a whole.   (Maximum 250 words) | | |
|  | | |
| 3 | Please provide any other information that you consider may be useful to enable a proper understanding of your organisations financial status:  (Maximum 250 words) | | |
|  | | |
| 4 | Has your organisation met the terms of its banking facilities during the past year?  If **no**, please provide details including what steps your organisation took in consequence of this:  (Maximum 250 words) | | Yes  No |
|  | | |
| 5 | Has your organisation met the terms of its loan agreements (if any) during the past year?  If **no**, please provide details including what steps your organisation took in consequence of this:  (Maximum 250 words) | | Yes  No |
|  | | |
| 6 | Has your organisation met all its obligations to pay its creditors and staff during the past year?  If **no**, please provide details including what steps your organisation took in consequence of this:  (Maximum 250 words) | | Yes  No |
|  | | |