

THEATRE

Hullabaloo



THEATRE HULLABALOO
INVITATION TO TENDER

WELCOME



Theatre Hullabaloo are inviting local accountancy firms with significant experience working with charities to bid for this invitation of tender. Theatre Hullabaloo are looking for an organisation who can carry out the annual audit and provide support in payroll, pension, VAT, Theatre Tax Relief, Gift Aid and general support in the day to day financial systems of Theatre Hullabaloo.

Theatre Hullabaloo is one of the UK's leading children's arts organisations and a registered charity. We make, produce, promote and programme world-class theatre for young audiences. In December 2017, we opened The Hullabaloo, a purpose-designed venue for children and families in Darlington, which is where we are based.

Theatre Hullabaloo is a small team fired with passion and commitment to impact the lives of our local audiences and also to contribute to national and international conversations about the role of the arts and creativity in children's lives. We are a friendly and inclusive organisation who work hard to support and meet the varying needs of people who work with us to ensure we employ the best people to do the job and that they represent the communities we serve.

Over the next financial year, Theatre Hullabaloo are predicted to have significant financial growth following successful bidding on a number of projects and we are looking for an accountancy firm who will support us on this journey of growth.

If you would like to discuss the invitation to tender further, please email me at bendickenson@theatrehullabaloo.org.uk or call us on 01325 405680.

We look forward to hearing from you.



Ben Dickenson Chief Executive

ABOUT THEATRE HULLABALOO

Theatre Hullabaloo believes that creativity should be part of everyone's childhood. We are a pioneering organisation that makes, tours and promotes theatre for children and young people because we believe that they are the most important audience of all. Established as Cleveland Independent Theatre Company, a general regional touring theatre company in 1979, the organisation became a specialist young people's company in 1994 (CTC Theatre) and was then reimagined as Theatre Hullabaloo in 2009.

Theatre Hullabaloo is a National Portfolio Organisation (NPO) of Arts Council England, a registered charity and one of the leading specialist children's theatre organisations in the UK. We make and commission new work for audiences from birth to 16 years which tours regionally, nationally and internationally to a mixture of theatres, venues, schools, nurseries and community settings. We also deliver a busy artist and sector development programme, believing that our audiences deserve work made by the most brilliant of artists and we work with a range of partners and stakeholders to produce research into the value of creativity in the lives of children which impacts on national policy in this area.

*'If this was weekly, I
would bring my
child every week!'*

*- Audience
member (Lullabub)*



THE HULLABALOO



'I feel lucky that we have such an exciting arts facility so close to home as my daughter grows up'

- Audience member

In December 2017, Theatre Hullabaloo realised the dream of opening a purpose-built venue for children and families in Darlington. The Hullabaloo presents a year-round programme of world-class performances, free creative play installations, family-focussed activities, and participatory work with particular emphasis on early years creativity.

The venue has already welcomed over 80,000 children and their grown-ups through its doors to see wonderful theatre specially made for them, engage them in magical play installations and much more. The venue was named 'Best Family Venue 2019' in the national Fantastic for Families awards.

OUR VISION

A world where art and creativity for children is as brilliant and inspiring as they are and is a fundamental part of everybody's childhood

OUR MISSION

Theatre Hullabaloo champions the rights of children to art and creativity as an irreducible part of child development. We do this by making, presenting and advocating an inspiring and ambitious programme of theatre and play which is accessible to all children and families and speaks to all stakeholders in childhood

OUR VALUES

Theatre Hullabaloo is:

BOLD

We are artistically ambitious for our audiences and take risks in the ideas, stories and forms that we use to make meaning of our world

CHILD CENTRED



IMAGINATIVE

We celebrate the power of the imagination to make positive change. Imagination is magical, it stimulates creativity and innovation

COLLABORATIVE

We believe that we can achieve more when we develop ideas collaboratively, engage with a broad range of voices and make space for everyone to contribute

ACCESSIBLE

We are passionate about the rights of all children and families to have the best possible experience of our work, to feel invited and able to participate and to be fully represented in that work

BACKGROUND

Theatre Hullabaloo is an arts charity committed to ensuring that creativity is part of everybody's childhood. Based in Darlington at The Hullabaloo, a purpose-designed theatre for children, we produce, programme and present world-class performance, creative play installations and events targeted specifically at young audiences and their families. We have a particular specialism in creativity in early years.

Over the next financial year Theatre Hullabaloo is anticipating income growth from £394k to £1.4 million, following successful bidding on a number of projects. Included in our Board approved budget we have a number of projects such as: Hullabaloo Programme, Hullabaloo in the Park, Artist Development, New Show Development, Practise & Influence, Creative Play installations, Creative Play museums, Place to Play, TVCEP project management and TVFN Network Management.

The staffing structure in the organisation has also changed significantly over the last year to support the growth of the new structure. Theatre Hullabaloo's staff team has also grown from 8 core team members and 4 hosts in 2022-23 to a staff team of 14 core team members and 11 hosts in 2024-2025. We also contract a number of temporary and freelance staff members throughout the year, expected to be around 100 in 2024-2025.

Theatre Hullabaloo is a company registered in England and a UK registered charity and is governed by a Board of Trustees. Board meetings are held quarterly involving Trustees and the Senior Management team. Management accounts are produced every quarter and presented to a Finance Sub-group which oversees all financial activities, before presentation to the full Board.

Our current Board members are: Anne Besford Chair - Chief Executive National Youth Choirs of Great Britain, Simon James Vice Chair - Professor of English, Durham University & Lead for Durham Commission on Creativity & Education, Michael Costelloe Access & Inclusion Champion - Solicitor, EMG Solicitors Ltd, Terry Courtney Chair of the Finance Subgroup - Retired Finance Director, Kerami Roberts Access & Inclusion Champion - Disability and Access Advocate & Qualified Music Teacher and Supriya Nagarajan Access & Inclusion Champion - Artistic Director of Manasamitra, a UK based arts charity.

KEY FINANCIAL RESPONSIBILITIES WITHIN THE ORGANISATION:

Chief Executive Officer:

- Prepare and report on annual budgets for the organisation and its programme of work with support from the General Manager and Artistic Producer.
- Writing, developing, leading and reporting on the income generation strategy.
- Cultivating new revenue funding relationships with corporate partners, donors and trusts and foundations.
- Development of new funding relationships and maximising and diversifying commercial income streams.
- Monitoring and reporting against financial risk and return on investment to the Board on a regular basis.

General Manager:

- Maintain financial and management accounting systems, banking, and payroll with assistance from external accountants and the Finance and Administration Officer.
- In conjunction with the CEO and Artistic Producer, prepare annual budgets for monitoring and approval by Trustees.
- Have oversight of delegated budgets across the organisation, supporting the team to manage these, and provide regular monthly reporting to the Senior Management Team.
- Monitor and report against sales targets
- Prepare and sign off monthly payroll and make pensions returns.
- Play a key role in the annual audit and associated statutory returns.
- Manage and support staff, including the Finance and Administration Assistant and other members of the staff team as allocated by the CEO.

Finance and Administration Officer:

- Carry out all day-to-day finance procedures; input financial transactions into Sage, chase payments and raise invoices, paying invoices, reconcile petty cash, process expenses claims, monitor cash donations, perform bank reconciliations and any other bookkeeping as required.
- Liaise with accountants regarding payroll, gift aid and tax queries
- Alongside the General manager manage payroll / pensions submissions and administration of new starters
- Supply information to the Pensions Regulator as required
- Support the General Manager, accountants and audit process as required
- Drafting and posting of journals onto Sage
- Performing daily checks on transactions submitted by the core team, including checking coding against budgets in collaboration with the General Manager.

TENDER SPECIFICATION

Theatre Hullabaloo are looking for an accountancy firm which can demonstrate the following applied criteria:

| Criteria: | Essential: | Desirable: |
|---|------------|------------|
| Must have a minimum of 3 years trading history under current trading name | • | |
| Must be a UK registered auditor | • | |
| Experience working with charities | • | |
| Expert knowledge of Theatre Tax Relief | • | |
| Knowledge of Arts Council | | • |
| Knowledge of Arts Organisations | | • |

Theatre Hullabaloo are looking for an accountancy firm to provide support in the following:

| Criteria: | Essential: | Desirable: |
|--|------------|------------|
| Monthly payroll | • | |
| Pension administration | | • |
| Taxation services specifically TTR, MEGTR, Gift Aid & VAT | • | |
| Accounting advice and guidance | • | |
| Completion of filing with HMRC, Companies House and Charities commission | • | |

We need the successful candidate to be reliable, prompt in their responses and clear in their financial guidance. The accountancy firm selected, will work closely with our General Manager and Finance and Administration Officer supporting the day to day running of Theatre Hullabaloo. Our aim is to have a new accountancy firm in place in order to complete the 2023-2024 audit.

Please send your response to this Invitation to Tender to Ben Dickenson, including 3 client references within the last 2 years, by the **9am on Monday 10th June 2024**.

Ben Dickenson email: bendickenson@theatrehullabaloo.org.uk

| Deadline for tender responses: | |
|----------------------------------|---|
| Invitation to tender: | 9am Monday 10 th June 2024 |
| Interviews: | Week commencing 17 th June, meeting by arrangement |
| Appointment of Accountancy Firm: | 1 st July 2024 |
| Agreement terms: | 1 year initial term, to be reviewed annually |

PRIVACY NOTICE

Tendering is required by Theatre Hullabaloo's procurement processes that ensure that NML is adhering to the spending of public funds from Arts Council UK. The responding organisation is requested to propose a solution that will meet the current and future requirements of Theatre Hullabaloo, as detailed within this tender pack.

Theatre Hullabaloo reserves the right, without prior notice, to change, modify, or withdraw the basis of its request and/or to reject all proposals and terminate negotiations at any time. In no circumstance will Theatre Hullabaloo incur any liability in respect of time, effort or costs incurred in regard to either discussions, meetings or time spent in respect of reviewing and/or responding to this document or any subsequent material.

The information contained in this tender (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

Theatre Hullabaloo will collect and maintain some personal information about you throughout the recruitment and selection process. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The full applicant privacy policy is on our website alongside the application pack.



The Hullabaloo, Borough Road,
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www.theatrehullabaloo.org.uk



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**ARTS COUNCIL
ENGLAND**

Theatre Hullabaloo is a trading name of Cleveland Independent Theatre Company
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