



WALDEN CROSS COUNTRY
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January 19, 2024

Request for Proposal - Part-time Bookkeeping Services

Interested vendors are invited to submit a proposal for providing part-time bookkeeping services to our small cross country skiing club. As a non-profit organization, we have been relying on a volunteer treasurer to handle all our financial transactions. However, due to the increasing complexity of our operations, it has become overwhelming for a single volunteer to manage all financial responsibilities effectively.

Our club is seeking a qualified bookkeeper to support our day-to-day financial operations and provide higher level data and analysis to our treasurer and board. We anticipate that this arrangement will require approximately 3 hours per week for 30 weeks per year, as our operations are seasonal. There may be additional hours at the “front end” to integrate records and set up the books.

Scope of Work:

1. **Bookkeeping and Accounting:** The bookkeeper handles day-to-day bookkeeping tasks, such as recording transactions, maintaining general ledgers, and managing accounts payable and receivable.
2. **Payroll Processing:** They oversee payroll activities, including calculating employee salaries, processing tax withholdings, and ensuring timely payments.
3. **Financial Analysis:** The bookkeeper analysis of financial data, prepares financial statements, and provides insights to support decision-making.
4. **Financial Operations:** They manage cash flow, handle banking transactions, monitor financial systems, and maintain financial records.
5. **Compliance and Taxation:** The bookkeeper ensures compliance with financial regulations, prepares tax returns, and coordinates with auditors during external audits/reviews
6. **Collaborate with the Treasurer and Board members** to address financial queries and provide insightful data to inform decision making.

Proposal Requirements:

Interested parties are requested to submit a comprehensive proposal that includes the following information:

1. **Introduction:** Briefly introduce yourself or organization and provide an overview of your experience in bookkeeping services for non-profit organizations.
2. **Methodology:** Outline your approach to managing bookkeeping tasks and ensuring accuracy and compliance.
3. **Team:** Provide details about the qualifications and experience of the team members who will be involved in providing the services.
4. **Schedule:** Present a proposed schedule detailing the expected timeline for completing

various tasks throughout the year.

5. Pricing: Clearly state your proposed fee structure for the part-time bookkeeping services, including any additional costs or hourly rates.

6. References: Include references from previous clients, preferably non-profit organizations, who can attest to the quality and reliability of your services.

Deadline for Questions:

All questions regarding the RFP must be submitted in writing by **February 15, 2024**. Answers to these questions will be compiled and shared with all potential bidders

Proposal Submission:

Please submit your proposal electronically in PDF format to Patricia Montpetit, Treasurer Board of Directors at treasurer@waldenxc.ca no later than **March 15, 2024**. Late submissions will not be accepted.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and expertise in bookkeeping for non-profit organizations.
2. Demonstrated ability to manage financial records accurately and efficiently.
3. Clarity and comprehensiveness of the proposed methodology and schedule.
4. Competitive pricing and value for the services provided.
5. Positive references from previous clients.

The start date for our new bookkeeper is **May 1, 2024**. We appreciate your interest in supporting our cross country skiing club. If you have any questions or require further information, please do not hesitate to contact the Treasurer at treasurer@waldenxc.ca.

We look forward to receiving your proposal and potentially working with you to enhance our financial operations.

Walden Cross Country Ski Club
Board of Directors