

# LINDSAY MINOR HOCKEY ASSOCIATION

P.O. Box 193, Lindsay, Ontario K9V 4S1

E-mail info@lindsayminorhockey.com

**Website:** [**www.lindsayminorhockey.com**](http://www.lindsayminorhockey.com)

Date: March 24, 2021

Title: Lindsay Minor Hockey Association Bookkeeping and Accounting Services

Send Proposal to: James Fagan LMHA Director

Due Date: Midnight April 20, 2021

Contact Email: [james.fagan@ig.ca](mailto:james.fagan@ig.ca)

**Organizational Overview**

LMHA is a local minor hockey organization that currently serves approximately 300 annual members within the Lindsay Community. The budget for LMHA is approximately $220000 and member fees, sponsorship and fundraising generally account for the organizational income.

**General Description of Request**

LMHA seeks to outsource its financial record keeping and reporting, including bookkeeping, accounting and accounts payable/receivable.

**Specific Information for Request Within Proposal**

* Explanation of Experience, preference will be given to vendors who have experience with small non-profit organizations
* Ability to complete scope of Work: Vendors should comment on their ability to complete the scope of work listed below
* Detailed Explanation of Costs: Explain in detail how costs are calculated and what organization can expect to pay for services provided (payment for the position will be made by equal installments throughout the year).
* Level of Collaboration with LMHA Board, generally this position would be working directly with the LMHA President and Treasurer. Clarify if there would be any more required involvement.

**Scope of Work**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **TASK** | **FREQUENCY** | **RESOURCE** |
| **DEPOSITS** | - Pick up mail, prepare checks  - Make Deposit at bank  - Record deposits in QB  - Record daily deposit summary  - Batch Upload to QB  - Record / adjust credit card and e-payments | 1x / week  1x / week  2x / month  1x / week  When deposit is prepared  2x a month  As needed | Board  Board  Outsource  Board  Outsource  Outsource  Outsource |
| **PAYABLES** | - Record and print checks from QB  - Get signatures, prepare for mail  - Record auto-pay amounts in QB | 2x a month  2x a month  1x a month | Board  Board  Outsource |
| **MONTH END** | |  |  |  | | --- | --- | --- | | - Perform Bank reconciliations  - Make non-cash and adjusting entries as required  - Confirm entries have correct account, class and timing |  |  | | - Produce month-end financial statements (balance sheet, income statement) for Board meetings  - Produce month-end P&L by class and P&L v budget  - Produce special events financial reports as requested | | | | 1x a month  1x a month  1x a month  1x a month  1x a month  As Needed | Outsource  Outsource  Outsource  Outsource  Outsource  Board |
| **INVOICING / COLLECTIONS** | - Send misc. invoices (events, sponsorships, other items) | 1x a month | Board |
| **YEAR-END** | - Prepare year-end financial statements for Board | Annually | Outsource |
| **OTHER** | - Annual Budget Process | Annually | Board |

**General Terms and Conditions**

LMHA requests proposals from companies or individuals with providing outsourced bookkeeping and accounting services to nonprofit organizations or minor sports organization

**Delivery of Proposal**

All Proposals must be submitted via the email contact listed above.

**Right to Negotiate**

LMHA reserves the right to negotiate further terms and conditions, including price, with the highest ranked respondent. If the LMHA board cannot reach a mutually beneficial agreement with the first selected respondent, LMHA reserves the right to enter into negotiations with the next highest ranked respondent and continue the process until an agreement is reached.

**Inquires/Information**

Any questions from prospective bidders concerning requirements of this bid should be submitted to LMHA director James Fagan via email listed above