

Request for Proposals

Bookkeeping & Accounting Services for MCDA

May 17, 2019

Manitoba Conservation Districts Association (MCDA) is a non-profit organization that supports Manitoba's 18 Conservation Districts in protecting Manitoba's soil, water, habitat, and climate.

MCDA is seeking proposals from accounting firms to conduct its bookkeeping and accounting, including:

- Day-to-day bookkeeping using SAGE Simply Accounting software;
- Issue invoices, prepare and mail cheques, meet twice per month with signing authority in Brandon or Winnipeg, follow up on outstanding items in accounts payable and receivable;
- Pick up cheques, invoices, and other mail twice per month from Brandon or Winnipeg office;
- Track transactions via credit card, PayPal, and board/staff expense claims;
- Handle deposits and other financial operations with Westoba Credit Union in Brandon or Winnipeg;
- Process Payworks payroll bi-weekly for 1 - 2 staff members (depending on funding approvals) and employee benefit payments as needed;
- Reconcile monthly credit union statements with SAGE records;
- Prepare and file taxes and GST reports;
- Prepare a monthly income statement, balance sheet, cheque register, and accounts payable/receivable listings for review at Board and Executive Committee meetings; attend the financial portion of these meetings (by phone or in person) to answer any questions;
- Receive, process, and disperse funds from provincial and federal programs according to program requirements and provide financial information to Executive Director and Finance Chair for program reporting (ranges from quarterly to annually);
- Provide documents to auditors if a project is audited by the funder;
- Support the Executive Director, Finance Chair, and Board as they develop and manage an annual budget of between \$200,000 and \$1,000,000 (depending on funding approvals);
- Ensure accounts payable and receivable are cleared and SAGE records are complete for each fiscal year which ends June 30;

- Provide records and answer any questions from the annual financial review and Notice to Reader (done by a separate firm);
- Advise the Finance Chair and Executive Director on financial matters such as reserve funds, investments, improvements to MCDA's accounting procedures, and pursuing charitable status; and
- Other bookkeeping and accounting duties as needed.

MCDA requests these services on an ongoing basis, subject to review and change as needed.

In your proposal, please describe or list:

1. Contact information, location of main office and all branches, and number of employees/partners working at each branch;
2. Names, office locations, designations, and relevant experience of the employee(s) and supervisor(s) that would be working with MCDA;
3. Whether these employee(s) and supervisor(s) are based in Winnipeg and/or Brandon or are able to travel to Winnipeg and/or Brandon twice per month;

Based on the proposals received and internal considerations, the Board will decide whether to keep financial operations based in Brandon or consolidate in Winnipeg where the Executive Director is based;

4. Fee per month including any variable fees, travel fees, and taxes (please list all items explicitly and include fee per hour for reference);
5. Your firm's ability (and any barriers) to making time each week for your work with MCDA, responding to urgent requests on short notice, and handling a fluctuating workload;
6. Transition plan for staff turnover at your firm (training new employees on MCDA's processes and passing along information);
7. Two client references with contact information, your firm's experience working with these references/organizations, and how this work demonstrates your ability to meet MCDA's needs.

Please submit proposals by May 31, 2019 in Word or PDF to:

Sean Goertzen
Executive Director
Manitoba Conservation Districts Association
sean@mcda.ca