



Parry Sound Hockey Club Inc.

Audit & Bookkeeping Services Tender

The Parry Sound Hockey Club Inc. is a non-profit organization that provides recreational and representative hockey to children of the Parry Sound area. The total annual revenue for the Club is approximately \$191,417 (2017) of which \$145,465 (2017) is related to membership fees. The accounts receivable are minimal due to the payment policy and accounts payable are minimal due to the timing of the year-end in relation to the Club's actual functions (seasons are completed no later than late March/early April). The Club writes approximately 200-245 cheques throughout the year. The Club does not operate with any employees but with a volunteer executive of 13 elected members.

The fiscal year end of the Club is June 30th and the books are normally ready for audit by end of July to August due to the limited amount of transactions needing to occur during this time. It is expected that all statements and documents will be received no later than December 31, 2018 to be available to assist with the next season's budget preparation which begins January to early February.

This services tender will cover a period of approximately **three years** at which time the Executive will again review and possibly tender for the services based on the Supply and Tendering Policy in place at the time.

You are invited to submit quotation to:

BOOKKEEPING:

- Supply bookkeeping services to the Club beginning with the year end June 30, 2018
- Provide associated information arising from the bookkeeping as required (usually quarterly financials submitted to Treasurer for review with Executive)
- Availability to answer questions throughout the entire year
- Availability to liaise with the Auditing firm

AUDIT:

- Audit the books of the Club beginning with the year end June 30, 2018
- Preparation of management letter
- Prepare NPO and any other tax related documents/returns
- Provide associated information arising from the audit as required
- Presentation of the final audited financial statements and management letter to the Executive with required attendance at AGM in April to present financials and answer any questions from the membership in regards to the financials
- Availability to liaise with the Bookkeeper

(Due to the Club not having a specific office space, the information will be dropped off to the successful auditor by the bookkeeper.)

DUE DATE:

Interested candidates are welcome to submit a tender for *either* bookkeeping services, audit services or both services. Please submit the required documentation by email to Kelly Thompson at kellyt@parrysoundhockeyclub.com with the subject line clearly marked either “**BOOKKEEPING TENDER**”, “**AUDIT TENDER**” or “**BOOKKEEPING/AUDIT TENDER**” by October 2, 2017 at 4:30 p.m. local time. Any questions regarding the scope of the tender can be directed to Kelly Thompson at the above email address.

We thank all those interested but note that the lowest or any quote not necessarily accepted.

BOOKKEEPING & AUDIT TENDER FOR THE PARRY SOUND HOCKEY CLUB INC.

FROM: _____

(Business Name)

(Business Address)

(Mailing Address – if different from above)

(Contact Name)

(Phone Number)

(Email address)

1. I/We agree that this quotation price shall be for the bookkeeping, audit or both services for the June 30, 2018 fiscal year and financials and will be open for acceptance for thirty (30) days after the closing date of this tender.
2. I/We agree that the Parry Sound Hockey Club Inc. may not accept the lowest quote or any quote.
3. I/We certify that I/We have signing authority for the company and submit in Canadian dollars, inclusive of all taxes a price of:
 - Bookkeeping fee only \$ _____
 - Audit fee only \$ _____
 - Bookkeeping & Audit fee \$ _____ (if submitting a quotation for both services combined, please indicate what portion of the fee will cover bookkeeping services _____ and audit services _____)

Signature

Printed Name

Company Position