



The Belleville Downtown District BIA is seeking proposals to supply bookkeeping services to begin July 5, 2021. Our financial procedures call for a monthly accounting of all transactions using an external service. This approach ensures independent oversight.

SCOPE OF WORK

To provide services and support for the day-to-day accounting & bookkeeping procedures of the Belleville Downtown District BIA.

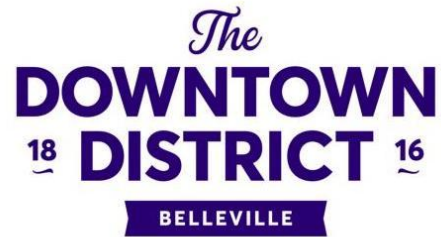
The services required include the following:

Weekly

- Complete **data** entry of all financial activities
 - Enter all revenues and expenses to the appropriate account codes as assigned by staff. Please note that the volume of these entries can vary dramatically on a week to week and month to month basis
 - Produce invoices
 - Produce cheques for all approved invoices

Monthly:

- Prepare monthly financial statements for review by the ED and Board Treasurer within the first seven business days of each month. Statements to include:
 - Balance Sheet
 - Statement of revenues and expenses/Operations
 - Project reports (change monthly based on events)
 - monthly bank and credit card reconciliations
 - Payroll
- BIA staff will provide the following list of financial documents to support this requirement:
 - Bank Deposit slips
 - Bank merchant statements
 - Bank Statements
 - Credit Card statements
 - Payroll info
- Onsite meeting with ED to review reports



Yearly:

- Assist with the preparation of annual financial statements
- Work on new budget amounts
- Provide documentation as required for annual financial review

As required:

- Provide assistance with explanations of variances from budget for both revenues and expenses
- Assist staff with accounting questions

Your response should include pricing for each service described above and include hourly pricing as well as monthly and yearly fees. An explanation of your approach, years of experience, sample client (type of organization) list will also assist with the consideration of your proposal.

Please submit your response to Luisa Sorrentino at lsorrentino@downtownbelleville.ca.