



REQUEST FOR PROPOSAL (RFP) - BOOKKEEPER

RFP #: BMHA 2026-003

Title: Bookkeeper

Issue Date: April 17, 2026

Closing Date & Time: Friday, May 8, 2026 at 5pm

Contact Person: Rebecca Chau, Executive Administrator

Email: admin@burnabyminor.com

1. About BMHA

Burnaby Minor Hockey Association (“BMHA” or the “Association”) is a community-based, non-profit minor hockey association serving approximately 700 youth from U5 through U21. The Association operates under a volunteer Executive Board and is supported by contracted administrative and development professionals.

BMHA is a member association of PCAHA, BC Hockey, and Hockey Canada and is committed to providing a safe, inclusive, and positive hockey environment for all participants.

2. Invitation to Proponents

Burnaby Minor Hockey Association invites qualified individuals or organizations (“Proponents”) to submit a proposal for the provision of services as Bookkeeper as detailed below (the “Work”).

This Request for Proposal (“RFP”) outlines the requirements, expectations, and evaluation process for the engagement. The successful Proponent will be required to operate in accordance with BMHA Constitution, Bylaws, Policies, and the rules and regulations of PCAHA, BC Hockey, and Hockey Canada.

3. Purpose of this RFP

BMHA is seeking proposals from qualified individuals or organizations to provide services as Bookkeeper.

Anticipated start date: June 1, 2026

Proposed contract term: One (1) year, with the option, at the sole discretion of BMHA, to extend the initial term for up to two (2) additional one (1) year periods, for a maximum total term of three (3) years.



4. Scope of Work

The successful Proponent will provide services to support the operations of BMHA in the role of Bookkeeper.

The detailed responsibilities are outlined below.

Overview

The Bookkeeper is responsible for maintaining the financial records of Burnaby Minor Hockey Association (BMHA) and supporting the Treasurer and Executive in the administration of the Association's financial operations. This includes maintaining accounting records, processing payments, completing reconciliations, and assisting with financial reporting and year-end review requirements.

The Bookkeeper works closely with the Treasurer to ensure financial records are accurate, payments are processed in a timely manner, and financial information is available to support the Executive's oversight of the Association.

Key Responsibilities

Accounts Payable & Payment Processing

- Ensure that all invoices submitted for processing contain proper authorization in accordance with BMHA financial procedures.
- Process cheque payments, consisting of approximately 500 cheques during the season. Cheque processing primarily occurs from September to April, with the highest volume typically occurring in September. Processing during the off-season period from May to July is minimal.
- Deliver printed cheques on a monthly basis to Board of Directors' meetings for signing. Where a cheque must be issued on an expedited basis, prepare and deliver the cheque directly to the Treasurer for signing.
- Mail signed cheques promptly.
- Follow up on cheques that have been outstanding for more than 30 days to confirm that they were delivered to the correct recipient/address.

Accounting Records, Banking & Reconciliations

- Maintain BMHA's accounting records in QuickBooks, including maintaining both electronic and paper accounting records throughout the year.
- Post any adjusting or reclassifying journal entries provided by BMHA's external accountants.
- Complete monthly bank reconciliations for all BMHA operating and savings accounts.
- Reconcile the RBC Gaming account annually in preparation for the year-end accounting review.
- Monitor the balance in the BMHA operating account according to QuickBooks to ensure that outstanding cheques written are not in excess of funds available in the account.



Financial Reporting & Year-End Support

- Assist in the preparation of T4A reporting each January by compiling and maintaining a list of payments made to contractors identified by the Treasurer as T4A recipients.
- Provide information and respond to questions during the year-end review engagement performed by BMHA's independent accounting firm.
- Provide financial information or documentation as requested by the Treasurer.

Other Responsibilities

- Perform other bookkeeping or financial administration duties as required to support the Treasurer and Executive in managing the Association's financial operations.

Key Deliverables

Deliverables include, but are not limited to, the following:

- Accurate and up-to-date financial records maintained in QuickBooks
- Timely processing of cheque payments
- Monthly bank reconciliations of all BMHA accounts
- Annual reconciliation of the RBC Gaming account
- Compilation of contractor payment records for T4A preparation
- Provision of supporting documentation for the annual accounting review

System & Technology Requirements

The Bookkeeper must be proficient in systems used by the Association, including:

- QuickBooks
- Google Workspace (Drive, Docs, Sheets)

The Proponent is responsible for providing and maintaining their own computer equipment, printer, internet access, and any other tools necessary to perform the Work. BMHA will provide access to the Association's QuickBooks account and maintain the subscription to the software. BMHA will also provide cheque stock and any other financial documents required for the processing of payments.

All financial systems, records, accounts, and data remain the property of BMHA.

Time Commitment Expectations

This is a part-time contract engagement with workload, of approximately 5 hours per month, that varies seasonally based on the Association's financial activity.

The workload is cyclical, with the majority of payment processing occurring during the hockey season from September through April, and the highest volume of cheque peak processing typically occurring in



September. Activity during the off-season period from May through July is typically minimal, though booking tasks such as reconciliations and year-end preparation is required.

The Bookkeeper is expected to manage workload to ensure timely processing of payments, completion of reconciliations, and availability to support financial reporting requirements.

Proponents should outline their availability and capacity to support these peak operational periods in their proposal.

Additional Responsibilities

The successful Proponent may be asked to undertake additional duties reasonably related to the role and consistent with the objectives of the Work, as requested by the BMHA Executive or its designate.

5. Governance Framework

The successful Proponent will operate within the governance structure established by the BMHA Executive, and in accordance with the Association's Constitution, Bylaws and Policies.

The successful Proponent will report to the BMHA Executive Board, or a designate appointed by the Executive.

The Proponent does not hold voting authority within the Association.

Reporting expectations may include meeting attendance, updates, invoicing, and performance reviews. Continued engagement may be contingent upon satisfactory performance.

6. Submission Requirements

Proponents should ensure their submission clearly addresses the requirements outlined in this RFP and provides sufficient detail to allow BMHA to evaluate the proposal. Proponents must submit a complete proposal that includes the following::

- Cover Letter/Executive Summary - a brief introduction and summary of the proposal.
- Experience & Qualifications - relevant professional and/or sport experience.
- Proposed Approach - description of how the Proponent would deliver the Work, including workflow, communication practices, tools or systems used, and any processes they would implement to ensure the responsibilities are completed effectively.
- Availability & Capacity - description of availability to support the role, including ability to support peak operational periods.



- Financial Proposal - include proposed compensation structure (e.g., monthly retainer, hourly rate, or seasonal fee), estimated annual cost, billing frequency, whether billing is personal or corporate, and GST status. Proponents should also clearly outline the basis for their pricing, including any key assumptions (e.g., scope interpretation, estimated time commitment, level of support, systems, any exclusions, etc.).
- References - minimum of two professional references
- Conflict of Interest Disclosure - disclosure of any actual or perceived conflicts of interest

Proposals must remain valid for 60 days from Closing Time.

7. Proposal Evaluation

Proposals will be evaluated based on relevant experience, demonstrated understanding of the role, proposed approach, qualifications, and overall value to the Association.

BMHA reserves the right to shortlist candidates, conduct interviews, request clarifications, negotiate scope, or not award a contract.

8. Independent Contractor Status

The successful Proponent will be engaged as an independent contractor, not as an employee of BMHA. BMHA will issue a T4A where required. The Proponent is responsible for all tax obligations.

9. Confidentiality & Data Protection

The successful Proponent must maintain confidentiality of member, financial, and operational information and return all documents and access credentials upon termination.

10. Transition & Knowledge Transfer

At the conclusion of the contract, the Proponent must participate in a transition process and transfer all relevant documents, passwords, and materials to ensure continuity.

11. General Terms

Right to Reject - BMHA reserves the right to accept or reject any or all proposals, cancel or re-issue the RFP, or negotiate with one or more Proponents. BMHA is not obligated to accept the lowest-cost proposal.

No Binding Obligation - This RFP does not constitute a binding agreement. No contract will exist until a written agreement is executed.



Proponent Costs - All costs associated with preparing and submitting a proposal are the responsibility of the Proponent.

12. Submission Instructions

Submission Method - Proposals must be submitted electronically in PDF format via email to: Rebecca Chau at admin@burnabyminor.com with the subject line "RFP – Bookkeeper – Proponent Name"

Closing Time - Proposals must be received no later than **Friday, May 8, 2026 at 5pm (Pacific Time)**. Late submissions may not be considered.