



Sundre Municipal Library

403-638-4000 prl.ab.ca/sundre

To Whom It May Concern

RE: Invitation to Quote – Bookkeeping Services

The Sundre Municipal Library is seeking bookkeeping services to support our financial operations. We are requesting quotes from qualified individuals or contractors who are interested in providing ongoing bookkeeping support to the library.

Attached, you will find the information necessary to understand the scope of services required, including:

- Description of bookkeeping duties
- Expected hours and workflow
- Reporting requirements
- Software and documentation expectations
- Health and safety or confidentiality requirements relevant to the role

Quotes must be submitted no later than **5:00 p.m. on Friday, March 27, 2026**. Submissions received after this deadline will not be considered.

All quotes will be reviewed, and the successful contractor will be selected before **April 2, 2026**. Services are expected to begin **April 9, 2026**.

Eligible quotes should include:

- Contractor's company name and full address
- Three written references for similar bookkeeping work previously completed
- A complete breakdown of all costs associated with the contract
- Any additional relevant information the contractor feels is appropriate

For further questions or clarification, please contact the Library Manager at **403-638-4000**, or by email at jwillihnganz@prl.ab.ca.

Sincerely,

Joy Willihnganz
Library Manager
Sundre Municipal Library

OPERATIONAL REQUIREMENTS

1. General Scope of Work and Reporting Requirements

The contractor will provide ongoing bookkeeping services to support the financial operations of the Sundre Municipal Library. Services will include regular monthly tasks, with additional and annual reporting requirements.

Monthly Requirements

The contractor will be responsible for completing the following tasks each month:

- Monthly bank and credit card reconciliations
- Processing of accounts payable and receivable
- Preparation of monthly financial statements (income statement, balance sheet, budget-to-actual) for the Library Manager
- Ensuring all financial records are accurate, organized, and up to date

Annual Requirements

The contractor will support the library's year-end processes, including:

- Year-end financial reconciliation and preparation of audit documentation
- Entering the updated budget figures at the beginning of each new fiscal year
- Support with year-end reporting requirements

2. Work Hours and On-Site Requirements

Bookkeeping services are to be completed on site at the Sundre Municipal Library. Work hours will be scheduled at a mutually agreeable time between the Library Manager and the contracted bookkeeper.

All bookkeeping tasks must be performed during regular library open hours.

Monthly bookkeeping duties are generally expected to be completed within two weeks of the start of each month, with the understanding that timelines may shift slightly when necessary.

3. Materials and Equipment

All bookkeeping work will be completed using the library's **SAGE accounting software**. The library will provide full access to all required systems, records, and materials.

No additional materials or equipment are required from the contractor.

4. Financial Record Management

The contractor is responsible for maintaining the integrity and organization of the library's financial documentation. This includes:

- Maintaining accurate, complete, and well-organized financial records
- Ensuring proper filing and retention of both digital and physical documents
- Following all library policies regarding confidentiality and data handling

5. Communication and Reporting

The contractor is expected to maintain consistent and transparent communication with library administration. Responsibilities include:

- Maintaining regular communication with the Library Manager regarding financial matters
- Promptly reporting discrepancies, errors, or unusual activity
- Special or one time reports or data collection or calculations (as required)

6. Compliance and Professional Standards

The contractor must uphold all regulatory and professional expectations associated with public-sector bookkeeping. Requirements include:

- Adhering to all applicable municipal, provincial, and federal financial regulations
- Maintaining strict confidentiality of all financial information
- Completing all work with accuracy, timeliness, and professional conduct
- Correcting any identified errors promptly

7. Health and Safety

The contractor is required to comply with all applicable Occupational Health and Safety Codes and follow established hazard assessment procedures while performing work under this contract. The contractor must maintain their own Workers' Compensation Board (WCB) coverage or be eligible to be included under the library's WCB coverage for any work performed on-site at the Sundre Municipal Library.