



# REQUEST for EXPRESSION of INTEREST (REOI)

Monday, March 16, 2026

## To Provide Bookkeeping and Accounting Services for The Hastings Prince Edward Learning Foundation (HPELF)

The Hastings Prince Edward Learning Foundation (HPELF) is seeking expressions of interest from qualified professional firms or independent contractors to provide comprehensive, full-cycle bookkeeping and accounting services. As a registered charity, we require a partner with a deep understanding of Fund Accounting and the unique compliance requirements of the not-for-profit sector.

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### About the Foundation

**Mission Statement:** The Hastings and Prince Edward Learning Foundation provides programs and resources that enhance student learning, well-being and achievement.

**Expression of Purpose:** The HPELF bridges the gap between needs and resources, ensuring that every student has the tools they require to succeed, regardless of their financial circumstances.

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### Key Financial Context

To assist in your proposal, please note the following operational parameters:

- **Annual Budget:** Approximately \$3.5 million.
- **Fiscal Year:** September to August
- **Revenue Streams:** Multi-channel, including government funding, grants, private donations, and community fundraising.
- **Accounting Method:** Revenues are generally booked upon receipt; expenses are booked upon receipt of invoice.
- **Existing External Support:** \*
  - **Payroll:** Outsourced to an external service provider.
  - **Donor Relations/CRM:** Managed internally via an external platform.
  - **Audit:** Annual adjusting/closing entries, and the T3010 Registered Charity Information Return are completed by the external Auditor.



**Work Location & Infrastructure:** This is a remote engagement. The service provider will use their own professional accounting software and secure digital infrastructure. However, the provider must ensure that the chosen system allows for:

1. Continuous viewer access for designated HPELF staff.
  2. A shared, secure document repository (either integrated into the software or via a shared cloud drive) where all transaction backups are stored and accessible for internal review and annual audit.
  3. Capability to produce batch files of outgoing Electronic Fund Transfers (EFTs), and creation of Pre-Authorized Debit (PAD) batch files. Preferred file format: ISO 222.
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## Scope of Services

Working closely with Foundation staff, the successful partner will manage the Foundation's financial records with a focus on accuracy, internal controls, and transparency. Responsibilities include:

- **Fund Accounting & Ledger Management:** Full-cycle bookkeeping (A/R, A/P, general journal entries) with a specific focus on tracking Restricted vs. Unrestricted funds.
- **Transaction Processing:** Initiation of payments to vendors for approval by Board signatories and issuance of invoices to partners/funders. EFT and paper cheques required.
- **System Integration:** Monthly donation reconciliation between the Foundation's external CRM (Donor platform) and the provider's accounting software.
- **Bank Reconciliations:** Monthly reconciliation of all bank and balance sheet accounts.
- **Compliance & Filings:** Preparation and submission of HST Rebate Applications and supporting the Auditor with workpapers for year-end audit and audit of MCCSS funds for its Fiscal Year end of March 31.
- **Financial Reporting:** Ability to create custom monthly financial summaries for HPELF staff and quarterly reports for the Board, including variance analysis of revenues and expenses.
- **Internal Controls:** Identifying and resolving financial anomalies to ensure the integrity of the Foundation's assets.
- **Ad Hoc Support:** Special projects as required by the Executive Director or Board.

**Estimated Time Commitment:** an average of approximately 15 hours per week



## Submission Requirements

Interested parties are invited to submit a brief Expression of Interest including:

1. **Firm/Individual Profile:** Overview of your practice and experience specifically within the charitable/not-for-profit sector.
2. **Technical Approach:** A description of the accounting software you intend to use and your process for ensuring HPELF has full viewer access to the live data (GL, A/P). Please also specify your proposed method for document sharing and storage (e.g., Google workspace, SharePoint, Sync, or software-integrated attachments) to ensure HPELF has access to all source-document backups.
3. **Qualifications:** Credentials of the lead account manager (e.g., CPA, QBO/Sage Certification).
4. **Fee Structure:** Please outline your general billing model (e.g., flat monthly retainer or hourly rates).
5. **Professional Safeguards:** Confirmation of Professional Liability/Errors & Omissions insurance.
6. **References:** Two professional references from current or former not-for-profit clients.

**For details regarding the REOI Inquiry Protocol please visit [hpelearningfoundation.ca](http://hpelearningfoundation.ca)**

**Deadline for Submission:** Thursday, April 2, 2026.

**Direct all inquiries and submissions to:**

Kellie Brace, Executive Director

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