



RINGETTE | RINGUETTE
CANADA

REQUEST FOR PROPOSAL

2023

COMPREHENSIVE REVIEW OF FINANCIAL PROCESSES

ORGANIZED BY:
Ringette Canada Board of Directors



2023

About Ringette Canada



Ringette Canada is the National Sport Organization that oversees the sport of Ringette in Canada. As the governing body for ringette, we are passionate about improving and promoting our sport. We strive to provide programs, events and initiatives that allow participants to play ringette at every level.

We work together with coaches, officials and volunteers to make ringette a safe, inclusive and fun sport that all Canadians can enjoy. As world leaders in ringette, we also help elite athletes reach their highest potential so that they can compete nationally and internationally.

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Project Background



Tight budgets require heightened control and oversight: Ringette Canada's current financial forecast is markedly different than planned. A preliminary review was undertaken to manage the trajectory which identified some opportunities for process improvements and control enhancements.

Ringette Canada is interested in proposals to conduct a more in-depth and comprehensive review and documentation of our financial processes, reports and controls in order to identify further areas for improvement and for staff training purposes.



Goals & Objectives

THE REQUIRED PROPOSAL INCLUDES MORE SPECIFICALLY, HOW YOU WILL COMPLETE THE FOLLOWING:



01

Process narrative and/or flowchart of the Commitment of purchase through to receipt of product / service through to payment process

02

Process narrative and/or flowchart of the Revenue (products, services, reimbursements, and grants) through to cash receipts process

03

Process narrative and/or flowchart of the Budgeting and Forecasting process

04

Issues Matrix with recommendations to address & improve control, accountability, & efficiency.

- Suggestions to improve current tools including accounting and reporting systems .

05

Signing Authorities Matrix – describing each role and its financial authorities and responsibilities



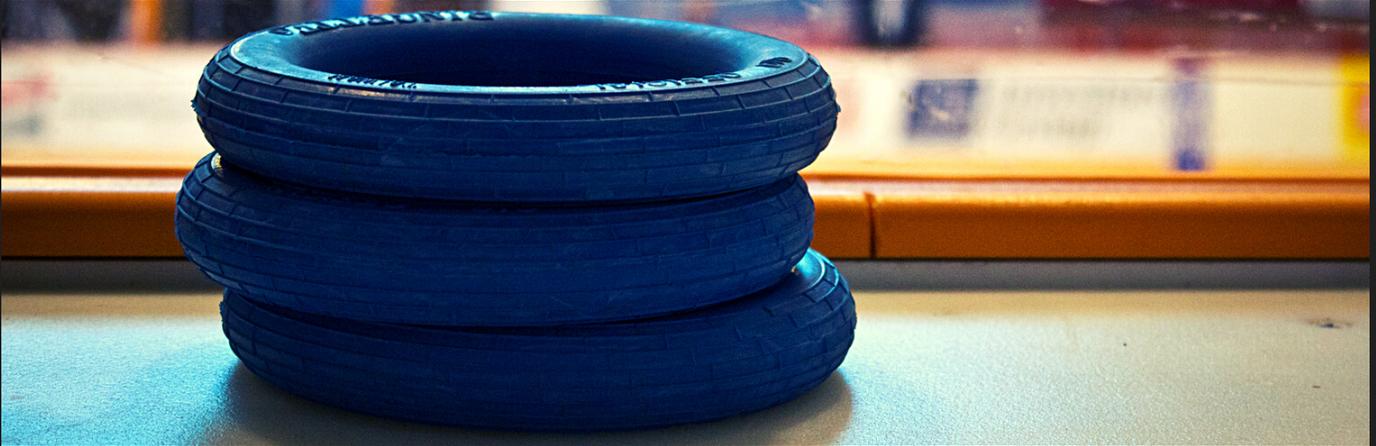
Key Activities



- Conduct staff interviews
 - For #1 - #3 above noted processes
 - Prepare “current state” draft process documentation
 - Validate all with Office Manager & Executive Director
- Prepare issues matrix with recommendations
- Prepare draft “recommended future” process documents
- Prepare supporting recommended Signing Authorities Matrix



Resources Required



The following education, skills, competencies and experiences are sought in a Consultant to conduct this primarily in-person project:

Required

- CPA designation
- Consulting experience in financial process improvement

-Preferred

- CMC designation
- Controller or CFO experience
- Internal or external audit experience
- Financial Management report design and build
- Responsibility centre reporting
- Located in Ottawa area
- Experience with Sage Business Cloud Accounting Plus
- Experience with Quickbooks



Budget & Timeline



Interested firms are asked to submit the following information:

- A list of sport or community organizations for whom they have completed similar work within the last 3 years.
- Contact information for two client references.
- The name/title of the individual from the proponent firm who will be Ringette Canada's principal contact during the engagement.
- Proponent firms should indicate whether they have the competency to support Ringette Canada in Phase 2 (Strategy Development) of the work. Selection for Phase 1 is not dependent on having competency to perform Phase 2, nor does selection for Phase 1 imply that the same proponent will be used for Phase 2.
- Declaration of independence / no Conflict of Interest.
- This project has a budget of up to \$6,000 and is to be completed by March 31, 2023.

Submissions should be sent by email no later than January 31, 2023 to:
Julie Vezina, Executive Director, Ringette Canada - julie@ringette.ca

Thank you

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