



## **Bookkeeping Services for Sport New Brunswick Members**

Sport New Brunswick offers a variety of accounting services at a competitive rate for our members. We aim to strengthen and simplify your bookkeeping so that you can focus on the growth of your sport. Services include, but are not limited to:

- Monthly, quarterly or annual transaction recording
- Audit preparation support and year-end review
- GST and HST remittance
- Payroll & payroll remittances
- Accounting software access (Sage 50 only unless the Member has its own QuickBooks subscription)

\*Please note that Members currently using QuickBooks will continue to pay their organization's subscription.

Expanded details on the services can be reviewed below or contact Sport New Brunswick to discuss your organization's specific financial needs. Appendix A provides specific detail by accounting area to help you assess your financial services needs.

### **Monthly Accounting Services**

Accounting services with regular monthly hours supported by Sport New Brunswick for ongoing financial assistance, including processing cheques, recording deposits and payments, online registration program reconciliations, AR invoicing, HST filings, bank reconciliations, payroll, payroll remittance, etc.

### **Audit Preparation Support & Year-End Review**

Assistance at year-end with reviewing financial statements, including journal entries, general ledger, all balance sheet accounts, budget variances, preparation of audit supporting materials. Time would range from an estimated 4-8 hours depending on complexity.

### **GST and HST Remittance**

Assistance reviewing, preparing the supporting files and filing depending on partner needs for both GST and HST taxes according to partners filing requirements.

### **Accounting Software Access**

Sport New Brunswick currently has access to Sage 50 software and we will look to



expand accounting partners with QuickBooks online (QBO) as needed. If you are currently using QuickBooks, you will need to share your login information with our Financial Coordinator to access your books.

Sport New Brunswick has the ability for Members to set up the accounting through our Sage 50 accounting software. Partners who use this service are provided all their accounting reports in excel or PDF and will have no access to the software directly.

### **Bookkeeping Service Rates effective April 2025**

<b>Service Name</b>	<b>Price</b>
Accounting Services – Billed Monthly	\$50.00 per hour plus HST
<b>Accounting Software</b>	<b>Monthly Price</b>
Sage 50 Software – Billed Monthly	\$10 plus HST

\*Pricing for Sage 50 software is subject to increases as announced/implemented by Sage.



## **Bookkeeping Services - Appendix A - Selection of Support Required**

### **Software Subscription / Access**

- Sage 50 (on Sport New Brunswick's subscription, remote Read Only access available include any kind reports access)

### **Accounts Receivable**

- Invoicing (creating and emailing invoices)
- Reconciliation of online registration programs
- Recording and posting of all deposits (Bank deposits, direct deposits, e-transfers)
- Month-end review AR listing and highlight aged invoices for follow up by the partner

### **Accounts Payable**

- Processing and printing cheque requisitions (Association retains responsibility for signing cheques)
- Recording the cheques or e-transfer payments, direct withdrawals
- Set up any amount in AP that have not yet been paid
- Month-end review AP listing and highlight aged payables for follow up
- Recording and reconciling credit card payables

### **Bank Account Reconciliation**

At month end, Sport New Brunswick can do the bank reconciliations (reconciliation of all other balance sheet accounts) and prepare the report for review.

### **General Bookkeeping**

- Entry of requested journal entries or review of journal entries prepared by staff
- Adjustments / review of inventory or supplies listing to the general ledger



## **Budget Preparation**

- Budget Preparation Entry of budget into the accounting software
- Update budget preparation documents with current information

## **Financial Reporting**

Financial Reporting: Sport New Brunswick can prepare whatever supplemental information organization's need (list of cheques written, general ledger transaction reports, etc.) to support the development of their financial statements. Sport New Brunswick provides reports according to the organization's reporting format and timetable.

## **Payroll and Payroll Remittance**

Sport New Brunswick offers comprehensive payroll services, including processing payroll and managing all related remittances in compliance with government regulations.

## **HST/GST Reports**

Sport New Brunswick can file HST/GST returns or rebate applications quarterly or annually as required.

## **Audit Preparations Support**

At year end, Sport New Brunswick will prepare financial statements and all working papers required by external auditors.

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Please contact us to discuss your organization's specific financial needs at [info@sportnb.com](mailto:info@sportnb.com)