

HELPING HANDS SOCIETY OF COCHRANE & AREA

Statement of Work and Request for Proposal

Fractional Finance Support: Fund Accounting, Grant Tracking and Staff Cost Allocation

Issued by	Helping Hands Society of Cochrane & Area
Date issued	September 18, 2026
Proposals due	October 5, 2026
Submit to	Cam Rollins, treasurer@helpinghandscochrane.ca

1. About Helping Hands

Helping Hands Society of Cochrane & Area is a registered charity that connects volunteers with community members in Cochrane and Western Rocky View, Alberta. Our annual operating budget is approximately \$500,000, funded through:

- ongoing donations
- fundraising events
- corporate and nonprofit contributions
- government and foundation grants

We operate on a calendar fiscal year.

2. Why We Are Doing This

The organization has grown over the past two years, and our funding is now spread across more grants, projects and restricted sources than our current setup was designed for. Our bookkeeping is in good hands, and that support stays in place. What we need is a stronger fund and project accounting layer so that leadership and the Board can answer two questions at any point in the year:

1. How much of each grant or project has been received and spent, and how much remains?
2. How much of each staff member's total cost is covered by grants or projects, and how much falls to unrestricted operating funds?

We refer to the second question as staff cost coverage, or utilization. For this project, utilization means the share of each employee's total employment cost (wages, employer contributions and benefits) that is charged to a specific grant or project. It does not mean billable hours.

3. Current Environment

- QuickBooks Online, maintained by a contracted bookkeeper
- Organizational budget and forecast kept in external spreadsheets
- Five staff, several of whom are funded by more than one source
- Staff time, grant spending and project costs are not yet tracked in a consistent way, and allocations are handled manually
- Year-end financial statements compiled by an external accounting firm

4. Objectives

1. Restructure how funds, grants and projects are segmented in our accounting, so that restricted and unrestricted resources are clearly separated.
2. Track each grant or project from award to close-out: revenue received, spending to date, percent used, and remaining balance against the grant term.
3. Put a practical staff time tracking process in place, allocate staff costs to grants, projects and operations in a way that is defensible to funders, and report coverage by staff member.
4. Track actual results against the annual budget and forecast throughout the year.
5. Leave us with a monthly process our team and bookkeeper can run without ongoing outside support.

5. Scope of Work

A. Fund and project accounting structure

- Review the current chart of accounts, classes, locations, projects and tags in QuickBooks Online
- Design a structure that tracks revenue and expenses by fund (restricted and unrestricted), by grant or project, and by program
- Recommend how to handle multi-year grants, deferred contributions, and grants that span fiscal years
- Work with our bookkeeper to implement the changes and clean up current-year data where practical

B. Grant and project tracking

- Set up a tracking approach for each active grant and project, covering:
 - award amount and term
 - revenue received
 - eligible spending to date
 - percent used
 - remaining balance
- Flag grants that are underspending or overspending relative to their term
- Support funder reporting by making grant-level actuals easy to pull

C. Staff time tracking, cost allocation and utilization

- Design and implement a simple time tracking process for all five staff that links time to grants, projects and general operations, with the Executive Director approving time and allocations
- Define the total cost of each position (wages, employer CPP and EI, benefits and other payroll costs)
- Recommend an allocation method that fits how we work and stands up to funder review
- Build a monthly view of each staff member's cost covered by each grant or project versus unrestricted operating funds

- Identify coverage gaps that need to be funded from unrestricted revenue

D. Budget and forecast tracking

- Connect the organizational budget and forecast to the new structure so that actuals compare directly against them
- Set up a practical monthly budget versus actual and reforecast process
- Have the structure ready to support our 2027 budget cycle (planning in December, approval in April).

E. Reporting

- Produce simple monthly reports for the Executive Director, Finance Committee and Board covering:
 - grant and project status
 - staff cost coverage
 - restricted and unrestricted positions
 - budget versus actual
- Keep reporting tools proportionate to our size. A spreadsheet-based solution is acceptable. Any software proposed must meet Canadian privacy requirements (PIPEDA and Alberta PIPA), and Canadian data residency is preferred.

F. Documentation, training and handoff

- Written monthly procedures for the bookkeeper, Executive Director and staff
- Training for staff and the Treasurer
- A short post-implementation check-in after the first full month-end cycle

6. Out of Scope

- Ongoing bookkeeping or payroll processing
- Year-end compilation or audit
- Grant writing
- Ongoing fractional finance support after handoff (vendors may price this separately as an option)

7. Deliverables

#	Deliverable	Scope area
1	Fund, grant and project accounting structure, implemented in QuickBooks Online	A
2	Grant and project tracking tool	B
3	Staff time tracking process, cost allocation method and monthly coverage report	C
4	Budget versus actual and forecast tracking	D
5	Monthly reporting package for leadership and the Board	E
6	Process documentation, training and post-implementation check-in	F

8. Working Relationship

We expect this to be a fractional role. The consultant will work primarily with the Executive Director and our bookkeeper, with oversight from the Finance Committee through the Treasurer. The Executive Director will approve staff time and allocations under the new process. Helping Hands will provide access to QuickBooks Online, budgets, forecasts, grant agreements and payroll records.

9. Timing

Work is to begin October 23, 2026. The new structure should be in place by December 16, 2026 so that the budget planning in January can be completed.

10. What to Include in Your Proposal

1. Your understanding of our needs and your proposed approach for each scope area
2. Experience with nonprofit fund accounting, grant tracking and staff cost allocation, with examples
3. The person or people who would do the work, and their qualifications
4. Proposed tools, and how they address privacy and data residency
5. Workplan and timeline
6. Estimated hours and fees by phase, hourly rates and payment terms, with optional ongoing support priced separately
7. Two references from comparable nonprofit clients

11. Evaluation

Proposals will be assessed on:

- understanding of our needs
- relevant nonprofit and grant experience
- practicality and sustainability of the approach
- value for cost
- availability to meet our timeline

12. Submission

Please send proposals to Cam Rollins, Treasurer by October 9. Questions are welcome until September 30. This document and any materials shared during the process are confidential.