

FREE Bookkeeping Workshop - Call for Applications

Workshop Dates: June 26th and 27th, 2017

Deadline for Applications: June 16th, 2017

Nishnawbe Aski Development Fund (NADF) has developed workshops in relation to bookkeeping and will be providing these workshops to eligible participants for FREE. This workshop will cover **Employees & Payroll** utilizing Sage 50 software. Participants will learn how to maintain the books of a business in a hands-on classroom setting for payroll functions.

NADF is now accepting applications for this FREE bookkeeping workshop. The deadline to submit an application is **June 16th, 2017**. Available spots are a maximum of 10; therefore, the first 10 eligible applications will be accepted for the workshop. If required, successful applicants will be responsible to cover their own meal, transportation, and accommodation costs for this two (2) day workshop. The bookkeeping workshop is FREE.

WORKSHOP OVERVIEW:

Location: Nishnawbe Aski Development Fund
106 Centennial Square, 2nd Floor
Thunder Bay, ON P7E 1H3
Telephone: (807) 623-5397

Time: June 26, 2017	June 27, 2017
9:00 a.m. – 4:15 p.m.	9:00 a.m. – 4:15 p.m.

Over the two (2) day period the workshop covers the following:

Sage 50 - Employees & Payroll Module - Hands-on training

It is expected that participants who wish to take part in the workshop have some understanding and experience in terms of bookkeeping (not a requirement) and are familiar with payroll. For example, understanding debits and credits, knowing terms such as accruals and deferrals (not a requirement), and some payroll terms.

Sage 50 accounting software will be utilized to train the participants on the selected module Employees & Payroll for this workshop. You will learn how to set-up payroll defaults, link accounts with payroll, create and modify employee accounts, record payroll transactions, reverse a payroll cheque, record payroll loans, record payroll remittances, record vacation pay, and how to create payroll reports.

WHO CAN APPLY:

Qualifying participants will be First Nation entities and Aboriginal owned businesses/owners who are located within NADF's catchment area, i.e. Treaties 5, 9, 3, and Robinson Superior. If the business and/or organization is Aboriginal owned the person delegated to be trained can be any person who works for the business and who is responsible for bookkeeping.

HOW TO APPLY:

Please complete the attached Bookkeeping Workshop Application. Our goal is to contact successful applicants within five (5) business days from the date of submission to confirm attendance. Applications can be submitted at any time prior to the deadline.

Workshop Facilitators: Lloyd Wabigwan, CPA, CMA
Susan King
Phone: (807) 623-5397
Toll Free: 1-800-465-6821

Please submit applications by fax or email attention to Lloyd Wabigwan.

Email: financialservices@nadf.org Fax: (807) 622-8271

APPLICATION CRITERIA:

Applicants are required to submit the following along with the completed application:

- 1) Proof that 51% of the business is owned by Aboriginal people, for example, proof of Aboriginal identity (Status Card), articles of incorporation and share register, a BCR supporting the applicant.
- 2) Examples of proof of business existence will include any one of the following or other similar documentation:
 - a. A Master Business License;
 - b. Articles of Incorporation;
 - c. A BCR;
 - d. Bank Statement; and
 - e. HST registration number.