HARPERco

Charlottetown, PEI · Serving Atlantic Canada

Bookkeeping for *not-for-profits.*

One page for your board. Flat monthly prices, and the same person on your books every month.

WHAT WE DO FOR A NOT-FOR-PROFIT

Grant and program tracking

Each grant and each program is tracked on its own. You can show a funder how their money was spent.

The HST rebate claim

Charities and many not-for-profits can claim back part of the HST they pay. It is called the public service bodies' rebate. If you qualify, we file the claim.

Reports for your board

From Monthly Books up, a monthly report sets your spending beside the budget your board approved. From Monthly Books Bank-Ready up, we present it at your board meeting on request: in person on the Island, online everywhere else.

Payroll for your staff

Pay runs, the deductions you send the CRA, Records of Employment and T4 slips. You can add payroll to any monthly scope.

SCOPES AND PRICES

The full list for each scope is at harperco.ca/bookkeeping

SCOPE	PRICE	WHAT YOU GET	THE SIZE IT FITS
Books Compliance	**$395** a month	Your books kept current. A quarterly close. HST filed. A clean year-end file for your CPA.	Up to 50 transactions a month, 1 bank account and 1 credit card.
Monthly Books	**$625** a month	A monthly close. Reconciled books: every bank and card line matched to your records. Monthly management reports. HST filed. Your questions answered.	Up to 125 transactions a month, 2 bank accounts and 2 credit cards.
Monthly Books Bank-Ready	**$850** a month	Everything in Monthly Books, closed by the 10th of the following month. The Bank-Ready Report every month and a review every quarter: your numbers the way a lender reads them. Aging reports: who owes you and who you owe. Receipt capture. Board meetings attended on request.	Up to 250 transactions a month, 3 bank accounts and 3 credit cards.
Monthly Books Plus	**$1,200** a month	Everything in Monthly Books Bank-Ready. Payroll for up to 10 employees. Bill pay on your approval. Invoicing, with follow-up on what you are owed. A monthly advisory review.	Up to 400 transactions a month.

A close means finishing and checking the books for a month or a quarter. If your board meets every month and you do not borrow, look at Monthly Books first. If you borrow, or want us at your board meetings, look at Monthly Books Bank-Ready.

PAYROLL, IF YOU HAVE STAFF

Payroll is charged on top of your monthly scope price. Biweekly or semi-monthly pay is $150 a month, plus $8 per employee per month. Weekly pay is $225 a month, plus $8 per employee per month. Setup is a one-time $250.

Here is an example. An organisation on Monthly Books pays two part-time staff every two weeks. The scope is $625 a month. Payroll adds $150 a month. Two employees add $16 a month. The total is $791 a month.

THE TERMS

- Month to month, with no setup fee and no exit fee.
- The accounting software is included. We use QuickBooks Online, Xero or Sage.
- A busy month never changes the bill.
- Prices are plus HST.
- If you leave, we hand over your records in good order.

WHAT STAYS WITH YOUR CPA

If your funders or bylaws require an audit, a review, or compiled statements, those come from your CPA. So do income tax returns. We hand your CPA a clean year-end file.

Our reports are prepared from the client's records for management's use. Unaudited. No assurance is provided. This is not a compilation, review or audit engagement, and HarperCo is not a public accounting firm.

Start with a free 30-minute call about your books.

No grades, no pressure, no prep needed. We name your scope on the call.

harperco.ca/free-call · 902-813-8175 · dominic@harperco.ca

The work is done by Dominic Harper, a former commercial banker with almost 10 years reading small-business financials at an Island credit union and two chartered banks. HarperCo is a member of the Greater Charlottetown Area Chamber of Commerce. Prices last reviewed October 2026.