

### MONTHLY FINANCIAL RECORDS

- Bank statements for dedicated FMHC account
- All invoices from care providers
- Employee timesheets (signed and dated)
- Receipts for reimbursable expenses
- Payroll records and proof of payment
- Tax withholding documents (if applicable)

### RECORD KEEPING

- Store all records for minimum 7 years
- Organize documents by month and category
- Use digital backups (cloud storage recommended)
- Keep audit trail for all financial transactions
- Document any deviations from care plan
- Maintain communication logs with Ontario Health

### MONTHLY REPORTING REQUIREMENTS

- Submit financial report by deadline
- Reconcile funding received vs. expenses paid
- Categorize all transactions
- Attach supporting documentation (invoices, timesheets)
- Verify remaining budget balance

### PAYROLL MANAGEMENT (if directly employing)

- Register for CRA payroll account
- Calculate and withhold CPP, EI, and income tax
- Issue pay stubs and remit deductions on time
- Maintain T4 records for year-end filing
- Track vacation pay and statutory holiday pay

### QUARTERLY & ANNUAL TASKS

#### Quarterly

- Review budget vs. actual
- Update contracts
- Review insurance

#### Annual

- File T4 slips (by Feb 28)
- Renew FMHC contract
- Archive records

### COMMON ISSUES TO WATCH FOR

- ✗ Mixing personal and FMHC funds
- ✗ Missing reporting deadlines
- ✗ Paying expenses that aren't FMHC-eligible
- ✗ Missing required tax withholdings (if applicable)
- ✗ Incomplete or disorganized records
- ✗ Spending outside the approved budget

### ELIGIBLE VS INELIGIBLE

#### Eligible

- ✓ Care Providers/Therapists
- ✓ Payroll costs (CPP, EI)
- ✓ Admin/bookkeeping fees
- ✓ Approved mileage

#### Ineligible

- ✗ Rent or mortgage
- ✗ Groceries
- ✗ Personal entertainment
- ✗ Non-care costs

### INSURANCE & COMPLIANCE

- Maintain WSIB coverage (if employing workers)
- Keep liability insurance current
- Store employment contracts securely
- Ensure care providers have valid credentials
- Update care plan changes with Ontario Health

### Need Help?

Bookkeeping is covered through FMHC funding — at no cost to you.

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 [tabber.ca/fmhc](https://tabber.ca/fmhc)

Serving families across Ontario | Professional services provided by Faysal El Masri, CPA

This checklist highlights common requirements and may not apply to all arrangements, as responsibilities vary depending on how care is delivered. It is for informational purposes only and does not constitute financial or legal advice.