

## THROUGHOUT THE MONTH

- Track all payments made from your FMHC bank account as they occur
- Collect signed timesheets (employees) or invoices (contractors/agencies)
- Confirm invoices do not exceed your approved hourly rate or Schedule B care plan limits
- Collect receipts for all eligible administrative expenses (postage, printing, bank fees, bookkeeping)
- Flag any expenses that require pre-approval before spending - training, medical supplies, and diagnostic services
- Confirm each active provider still meets the minimum qualifications under Schedule C
- Monitor your account balance - if your surplus exceeds two months of funding, your next deposit will be withheld without notice

## AT MONTH END

- Download your FMHC bank statement as a PDF
- Confirm every transaction in the account is reflected in your Schedule G&H report
- Enter all bank clearing dates (withdrawal and deposit dates) to reconcile the report
- Enter the statement end date and ending bank balance
- Ensure all entries show "Approved" - red entries must be corrected or recorded as ineligible

## BY THE 10TH OF THE FOLLOWING MONTH

- Completed Schedule G&H Monthly Financial Report - edited live in Sync, not offline
- PDF bank statement
- Signed timesheets (employees) or invoices (contractors/agencies) for all service provider payments
- Invoices and receipts for all eligible expenses
- Proof of payment for all transactions

## IF YOU HIRED A NEW PROVIDER

- Confirm provider meets Schedule C minimum qualifications before services begin
- PVSC results disclosed before services begin, or application confirmed with disclosure to follow
- Written agreement signed, including all Schedule D provisions
- Provider insurance confirmed (\$2M CGL + \$25K Abuse Liability)

## IF YOU HAVE AN INELIGIBLE AMOUNT

- Adjust the entered amount to the max allowable limit
- Enter the ineligible portion on a separate row with a comment explaining it
- Repay the ineligible amount to your FMHC bank account within 30 days
- Record the repayment deposit date in the report

## REMINDERS

- Report deadline: 10th of each month
- Next funding deposit: within 14 calendar days of a complete, approved submission
- Ineligible amounts must be repaid within 30 days
- Notify your Care Coordinator within 48 hours of any hospitalization, ER visit, or significant health change
- Keep all records for 7 years - do not rely on Sync as your only copy

## Need Help?

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

 [hello@tabber.ca](mailto:hello@tabber.ca)

 (647) 872-0394

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

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

This checklist is for informational purposes only and does not constitute financial or legal advice.  
Families are responsible for ensuring compliance with their FMHC Program Agreement.