FIELDLINE FINANCIAL

SITE REPORT
JULY 2026

Ridgeline Heating & Cooling Ltd. · Ottawa HVAC · 5 on payroll, 3 subs

Delivered **Fri Aug 14, 2026** SAMPLE

WHAT'S ACTUALLY YOURS

as at July 31, 2026

Bank balance — all accounts	$64,180	
Less HST collected, not remitted	(9,850)	$14,612 collected − $4,762 ITCs
Less Source deductions owing	(6,420)	July payroll · due Aug 17
Less WSIB accrued	(2,310)	Q3 to date · incl. sub labour
Less Income tax set-aside	(8,711)	YTD net @ 12.2% ON small-bus.
THE GOVERNMENT'S MONEY	**$27,291**	

ACTUALLY YOURS

$36,889

This is the number to run your business on.
Not the bank balance.

You have **$64,180** in the bank. **$27,291** of it is not yours.

WHO OWES YOU

Current (0–30 days)	$28,600	
31–60 days	14,200	
61–90 days	6,850	Bayview Property Mgmt · 71d
90+ days	4,900	Corbett Homes · 126d
TOTAL OWED TO YOU	**$54,550**	

WHAT YOU OWE — RECORDED BILLS

Wolseley Canada	$11,880
Master Group	6,210
Delta Mechanical (sub)	3,250
TOTAL PAYABLE	**$21,340**

THE MONTH — JULY 2026

Revenue	$112,400
Direct job cost (materials, equipment, field labour, subs)	68,900
Gross profit	**$43,500**
Overhead	24,800
GROSS MARGIN	**38.7%**
NET — JULY	**$18,700**

Year to date net (Jan–Jul): **$71,400**

DEADLINES — NEXT 90 DAYS

DATE	WHAT	AMOUNT	STATUS
Mon Aug 17	Payroll source deductions — July (15th is a Saturday)	$6,420	✓ Cash is in the account
Tue Sep 15	Payroll source deductions — August	~6,400	On track
Thu Oct 15	Payroll source deductions — September	~6,400	On track
Sat Oct 31	WSIB premium — Q3 (Jul–Sep)	~6,900	Accruing monthly
Mon Nov 2	HST return + payment — Q3 (Oct 31 is a Saturday)	~29,000	⚠ Set-aside short — see #4

NEEDS YOUR ATTENTION

1. **Delta Mechanical invoice #4471 ($8,200) has no labour / materials split.** When your records don't prove the split, WSIB charges premium on **60% of the whole contract** by default. Across your year-to-date sub payments that's roughly **$1,900 a year** in premium you don't owe. *Want me to send all three subs a split-invoice template?*
2. **4 receipts missing over $200** — Wolseley Jul 6 ($412), Home Depot Jul 14 ($268), Noble Trade Jul 22 ($1,140), Petro-Canada Jul 29 ($226). That's **$2,046** of spend with no backup and about **$235** of input tax credits at risk. Photo them into the app and they're gone from this list.
3. **Corbett Homes is 126 days out on $4,900.** That's the oldest money on your books and it hasn't moved in two months. *Want me to draft the reminder for you to send?*
4. **Your HST set-aside account holds $6,200. You'll owe about $29,000 on Nov 2.** Move **$7,600 on the 1st of each month** for the next three months and that bill is fully funded before it lands. *I'll remind you each month.*

Records in by the 5th. Books closed and this page in your hand by the 15th.

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You already know your bank balance.
You don't know how much of it is yours.

That's the whole job. Every month I sort your money into what's yours and what's the government's, close the books, and hand you the page on the front of this document — with the deadlines already on it and the problems already flagged.

THE SYSTEM

STEP 01
CAPTURE
Receipts, sub invoices and job codes leave your truck the day they happen. Photo it, it's filed. The glovebox stops being a filing cabinet.

STEP 02
SEPARATE
Every dollar that hits your account gets sorted into what's **yours** and what's the **government's** — HST, source deductions, WSIB, tax set-aside. This is the step nobody else names, and it's the one that stops the year-end heart attack.

STEP 03
CLOSE
Books reconciled and locked by the 15th. One page in your hand. A filing-ready package to your accountant at year end — in January, not June.

YOUR MONTH, IN FOUR DATES

By the 5th	**You send the month.** Bank and card feeds are already connected; anything paper you photo into the app as it happens.
6th – 14th	**I do the work.** Every account reconciled, every job coded, every sub invoice split labour vs. materials, every dollar of government money separated out.
By the 15th	**Your Site Report lands** — the page on the front — plus a 20-minute walkthrough so you're never reading it alone.
Year end	**Your accountant gets a finished file,** not a shoebox. Which is the difference between a clean $1,500 year-end bill and a $3,000 one.

WHAT LANDS EVERY MONTH

✓ **The 15th Close**	Every account reconciled and the books locked by the 15th. No more "I'll get to it."
✓ **The Site Report**	The one page on the front, plus a 20-minute walkthrough call.
✓ **The Split**	HST, source deductions, WSIB and tax set-aside tracked separately every single month.
✓ **The Deadline Board**	Every CRA and WSIB date calendared and flagged 10 days out, with the dollar figure attached.
✓ **The Glovebox Kill**	Receipt-capture app set up, trained and chased. You photo, I file.
✓ **The Sub Pack**	Every sub payment tagged for T5018, every invoice recorded with the labour / materials split — so WSIB charges the real number, not the 60% default. Crew tier and up.
✓ **The Paper Trail**	A monthly record of what was owed and what was paid — so if it's ever questioned, the answer already exists.

WHAT I GUARANTEE — IN WRITING, IN THE AGREEMENT

1 · The 15th
Your records in by the 5th. Your books closed and this page in your hand by the 15th. **If I miss it, that month is free.**

2 · No Cleanup
When your accountant does your year end, if they bill you for bookkeeping cleanup on any period I handled, **I pay that invoice — up to $1,000.**

Conditions: you gave me the records on time, and the accountant itemizes the cleanup separately.

3 · One Ring
A substantive answer from me inside **one business day**, by the agreed method. **Miss it twice in a month and that month is free.**

Not an auto-reply. Not "I'll look into it." An answer.

AND HERE'S WHAT I DON'T DO — SO NOBODY'S SURPRISED LATER

- × **I don't file your HST or your corporate return.** I hand your accountant a finished file and they file it.
- × **I don't remit your source deductions.** I tell you the exact number and the exact date, and make sure the money is sitting there. You send it.
- × **I don't represent you to CRA.** If a letter shows up, scan it to me — I'll pull every document behind it inside one business day and hand the package to your accountant, who answers it.

I'm a bookkeeper, not a CPA. That line doesn't move, and you should be suspicious of anyone in my seat who says otherwise.

So: **how much of your bank balance is actually yours right now?**

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