WELCOME TO YOUR ADMIN SYSTEMS STARTER KIT

Clarity isn't a luxury — it's the foundation of a business that runs smoothly.

Whether you're a team of one or growing quickly, strong admin systems are what keep your business organized, your time focused, and your energy where it matters most. This starter kit was created to help you build those foundations with ease and confidence.

Inside, you'll find the essential tools and systems every small business needs — from task management and client onboarding to digital filing and daily workflows — all designed to help you simplify, streamline, and grow without the overwhelm.

It also includes a fillable SOP (Standard Operating Procedure) template to help you document the key processes that keep your business running. SOPs turn chaos into consistency — saving you time, improving efficiency, and creating the structure your business needs to scale with ease.

Use this kit to:

- Streamline repetitive tasks and free up your time
- Create order in your day-to-day operations
- Build a strong foundation you can grow on — without the chaos

You deserve systems that work for you — not against you. And now, you have everything you need to start building them.

QUARTERLY CRA DEADLINES CALENDAR

Quarterly GST/HST filing deadlines

- Q1 - Jan 1 - March 31: File and pay by April 30th
- Q2 - April 1 - June 30: File and pay by July 31
- Q3 - July 1 - Sept 30: File and pay by Oct 31
- Q4 - Oct 1 - Dec 31: File and pay by Jan 31

Payroll and Source Deductions

- Due by the 15^{th} of each month for the previous month's payroll

T4 & T5 Filing Deadlines

- T4 slips in summary: filed by February 28
- T5 slips in summary: file by February 28

Corporate Income Tax Deadlines (Dec 31 Year end)

- Tax payment due by March 31
- T2 corporate return due by June 30

QUARTERLY TAX & ADMIN CALENDAR

Quarterly GST/HST filing deadlines

- Q1 - Jan 1 - March 31: File and pay by April 30th
- Q2 - April 1 - June 30: File and pay by July 31
- Q3 - July 1 - Sept 30: File and pay by Oct 31
- Q4 - Oct 1 - Dec 31: File and pay by Jan 31

Payroll and Source Deductions

- Remit deductions (CPP, EI, Income Tax) by the 15th of each month for the previous month

T4 & T5 Filing Deadlines

- T4 slips in summary: filed by February 28
- T5 slips in summary: file by February 28

Corporate Income Tax Deadlines (Dec 31 Year end)

- Tax payment due by March 31
- T2 corporate return due by June 30

Monthly Admin Reminders

- Send client invoices and follow up on overdue accounts
- Recording, categorize business expenses
- Reconcile bank and credit card accounts
- Review payroll records, and remit sourced deductions
- Back up digital files and update financial reports

SMALL BUSINESS CRA COMPLIANCE CHECKLIST

GST/HST COMPLIANCE

- Register for a GST/HST number once sales exceed $30,000 annually
- Collect 5% GST on taxable goods and services
- File GST returns quarterly April 30 July 31, October 31 and January 31
- Remit GST collected by the same filing dead time
- Keep invoices, receipts, and sales records for at least six years

Payroll Compliance

- open a payroll account with the CRA before first pay run
- withhold CPP, EI, and income tax from employee pay
- remit sourced deductions by the 15th of the following
- issue and filed T4 slips in summary by February 28 each year
- keep payroll records, timesheets in RE for at least 6 years

Subcontractor & Independent Contractor Compliance

- Collect contractor name, address, and Business Number (BN)
- Maintain signed contracts or service agreement
- Issue T5018 statement of contract payments if in constitution (due to 6 months after year-end)
- Keep records of all payments and invoices for at least six years

Corporate Tax Compliance

- File T2 corporate tax return within six months of year end
- Pay corporate tax owing within three months of your end
- File T5 slips if paying dividends or interest by February
- Make installment payments if required(monthly)

Record Keeping & Audit Ready Files

- Keep all invoices, receipts, bank statements, and tax filings for 6 years
- Retain employee records (T fours, ROE, timesheets) for 6 years
- Maintain corporate minute books and shareholder resolutions
- Store sign contracts and service agreement securely

MONTHLY BOOKKEEPING & ADMIN TASKS

Bookkeeping Tasks

- Send out all client invoices and follow up on overdue payments
- Record all business income, and categorize revenue
- Enter and categories all expenses and receipt receipts
- Reconcile bank account and credit card statements
- Track GSTHST collected, and input tax credits (ITCs)
- Review accounts, receivable and accounts payable reports

Payroll & Employee Tasks

- Process payroll and confirm employee hours are accurate
- Remit, CPP, EI and income tax by the 15th of the month
- Issue Records of Employment (ROEs) if needed
- Update, employee information and review vacation/sick balances

Tax & Compliance Tasks

- Review GST/HST liability and set aside funds for remittance
- File and remit GST/HST if on a monthly schedule
- Review payroll source deductions for accuracy
- Double check corporate instalment payments if required

Business Review Tasks

- Review monthly profit and loss statement
- Compare revenue and expenses to budget or forecast
- Monitor key performance indicators (KPI's)
- Plan for upcoming expenses, renewals, or large purchases

Admin & Systems Tasks

- Back up digital files and accounting data
- Review and update standard operating procedures (SOP's)
- Clean up email inbox and file storage
- Schedule or review monthly team or client meetings
- Update CRM or client database with new information

INDEPENDANT CONTRACTOR STARTER PACK

Contractor Information Form

Before work begins, collect essential details from every contractor you hire. This ensures proper record smooth invoicing, and CRA compliance.
Recommended details to collect:

- Full legal name and business name
- Business Number (BN) and GST/HST registration number (if applicable)
- Mailing address, email, and phone number
- Emergency contact (optional)
- Preferred payment method and details (e-transfer, cheque, etc.)

Service Agreement Basics

A written service agreement protects both parties and clarifies expectations. At minimum, include:

- Scope of work – clear description of tasks and deliverables
- Term and schedule – start date, completion date, and milestones
- Payment terms – rate, invoicing schedule, and due dates
- Termination clause – how either party can end the agreement
- Confidentiality clause – if sensitive business information is shared
- Ownership of work – who retains rights to any work produced

Invoice Essentials

Every contractor invoice should include the following details for accuracy and CRA compliance:

- Contractor name and business name
- Address and contact information
- Invoice number and date
- Description of work performed or services rendered
- Hours or quantity and agreed rate
- GST/HST number (if registered) and tax amount charged
- Total amount due and payment due date

Payment Terms & Records

Clear payment terms help prevent disputes and ensure predictable cash flow.
Best practices:

• Confirm invoicing schedule before work begins (weekly, monthly, upon completion)
• Define payment terms (e.g., Net 15, Net 30) in writing
• Keep records of all invoices and payments for at least 6 years
• Provide payment confirmations or receipts to contractors upon payment

Record-Keeping Tips

This guide is for general reference. Always consult legal or tax professionals for advice specific to your business.Strong record-keeping is essential for tax time and potential CRA audits. Make sure to:

• Store signed contracts, invoices, and payment records securely
• Organize contractor information and payment history in a dedicated folder

NEW CONTRACT ONBOARDING CHECKLIST

Client Information & Business Details

- Client full name and business name
- Contact information (email, phone, address)
- Business Number (BN) and GST/HST number
- Website and social media links
- Emergency or alternate contact (if applicable)

Agreements & Documents

- Signed service agreement or contract
- Signed NDA (if required)
- Scope of work and deliverables confirmed
- Project start date and timeline documented

Billing & Payment Setup

- Invoicing contact name and email confirmed
- Payment method agreed upon (e-transfer, credit card, etc.)
- Billing schedule and terms (e.g., net 15, net 30)
- Deposit or retainer collected (if applicable)

Access & Permissions

- Shared folders or project files created (Google Drive, Dropbox, etc.)
- Logins or access provided for necessary software/platforms
- Branding materials, logos, or content received
- Communication platform confirmed (email, Slack, etc.)

Communication Preferences

- Primary point of contact confirmed
- Preferred communication method noted
- Meeting frequency and schedule agreed upon
- Reporting or update expectations defined

Kickoff Preparation

- Welcome email sent and introduction complete
- Onboarding call or meeting scheduled
- Project plan or next steps outlined
- Timeline and milestones shared with client This checklist is a general guide. Adjust as needed for your specific business or industry.

STANDARD OPERATING PROCEDURE (SOP) TEMPLATE

■ SOP Title & Department

SOP Title: ____

Department / Area: ____

Version: _______ Date Created: __________ Last Updated: __________

■ Purpose & Scope

Purpose:

____

____

_____

Scope:

____

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_____

■ Roles & Responsibilities

Role: ___________________________ Responsibility:

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Role: ___________________________ Responsibility:

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Role: ___________________________ Responsibility:

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SOP TEMPLATE CONTINUED

■ Step-by-Step Process

1. ____

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2. ____

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3. ____

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4. ____

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5. ____

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6. ____

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7. ____

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■ Tools & Resources Needed

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■ Review & Revision History

Date: __________ Version: _______ Approved By: ___________________________

Date: __________ Version: _______ Approved By: ___________________________

■ Notes & Improvements

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