

Twelve things to have ready before your bid

For Canadian contractors seeking or renewing a bond line. Current to 10 October 2026.

- ☐ **Confirm the engagement level in writing**
Compilation, review or audit. You cannot upgrade one into another afterwards.
- ☐ **Trial balance tied to your projects**
Every account mapped to the construction work it belongs to.
- ☐ **Job cost ledgers, reconciled monthly**
By project. Monthly reconciliation is what catches errors early.
- ☐ **Holdback receivable schedule by contract**
Money clients hold back. It belongs in current assets with support.
- ☐ **Holdback payable schedule by contract**
What you hold from subcontractors. Not an expense before it is owed.
- ☐ **Work-in-progress schedule**
Costs incurred against amounts billed, tying to the WIP account.
- ☐ **Progress billing records**
Billings compared against work actually completed at each stage.
- ☐ **Accounts receivable and payable aging**
How well you collect, and what is genuinely due in the short term.
- ☐ **Backlog report**
Signed contracts not yet finished. Must agree to the progress billings.
- ☐ **Subcontractor payment summaries**
Matched to the contract payment information return filed with CRA.
- ☐ **Payroll registers and GST/HST filings**
Remittance confirmations showing deductions and filings are current.
- ☐ **Equipment asset register by CRA class**
Class 8, Class 10, Class 50, with available-for-use dates and disposals.

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