Glenridding Accounting

SERVICE GUIDE · 2026

Bookkeeping, payroll & tax for Edmonton businesses.

Everything you would ask us in a first meeting, written down: what each service covers, how pricing works, what switching involves, and the filing dates that apply to your business.

- WHAT'S INCLUDED
- HOW PRICING WORKS
- SWITCHING PROVIDERS
- THE FILING CALENDAR

Free initial consultation

1326 156 ST SW, EDMONTON, AB · (780) 200-7051

OVERVIEW

What Glenridding Accounting does

We are an Edmonton accounting practice with fifteen years of experience looking after the books, payroll and filings of small and mid-sized businesses. Owners come to us for one of three reasons: they have outgrown doing it themselves, they have fallen behind, or their current provider stopped being responsive.

The work below is deliberately unglamorous. Transactions categorised correctly. Accounts that actually reconcile. Payroll that lands on the same day every cycle. Returns filed before the deadline rather than on it.

THE FOUR SERVICES

Bookkeeping

Monthly reconciliation, AP and AR, catch-up work, and statements you can actually read.

Payroll processing

Direct deposit, source deductions, T4 and T4A slips, and records of employment.

GST / HST filing

Returns built from reconciled books and filed on your period — monthly, quarterly or annual.

Year-end & tax

T2 corporate and T1 personal returns, adjusting entries, and salary-versus-dividend planning.

WHO THIS SUITS

Incorporated and sole-proprietor businesses in the Edmonton area with roughly 1 to 50 staff — trades, professional services, retail, restaurants and property owners. If you are not sure whether you are too small or too complicated, ask us at the consultation.

Bookkeeping and payroll

Bookkeeping

Your books closed on a fixed monthly schedule instead of whenever there is time. Every bank and credit card account reconciled, every transaction coded to an account that means something when you look at it later.

- Bank and credit card reconciliation, monthly
- Accounts payable and accounts receivable tracking
- Catch-up and clean-up work if you are behind
- Profit and loss, balance sheet and cash position each month
- A short plain-English note on what changed

Payroll processing

Payroll is where small mistakes get expensive fastest, because the CRA charges penalties on late remittances regardless of intent. We run it on your cycle and remit on time.

- Weekly, bi-weekly, semi-monthly or monthly cycles
- Direct deposit and digital pay statements
- CPP, EI and income tax calculated and remitted
- T4 and T4A slips prepared and filed each February
- Records of employment when someone leaves
- Vacation, statutory holiday and overtime under Alberta rules

GST, year-end and tax

GST / HST filing

Returns prepared from books that have already been reconciled, so the numbers on the return match the numbers in your accounts. Filed and paid before the deadline.

- Filing on your assigned period — monthly, quarterly or annual
- Input tax credits reviewed line by line
- Registration if your revenue is crossing the $30,000 threshold
- Correction of prior-period errors where needed
- Support if the CRA asks for documentation

Year-end and tax preparation

Because we already hold the books, year-end is a review rather than a reconstruction. No spring scramble to find twelve months of receipts.

- T2 corporate returns and financial statements
- T1 personal returns, including self-employed
- Year-end adjusting and closing entries
- Owner compensation: salary versus dividend
- Instalment planning so the next bill is not a surprise

How switching works

Most people put off changing bookkeepers because it sounds like a project. In practice it is one conversation and a file transfer, and it can happen mid-year.

STEP 01

Free consultation

Thirty minutes, at our office or over video. You show us what exists today — spreadsheets, a shoebox, another provider. We tell you what the work involves and what it costs. There is no obligation to continue.

STEP 02

We take it over

We request the file and trial balance from your current provider, verify the opening balances ourselves rather than assuming they are right, set up software access and payroll, and clear any backlog before we close the first month.

STEP 03

A monthly rhythm

Books reconciled and closed each month, payroll on your cycle, filings on the calendar, and a short report. You approve, we file.

WHAT WE NEED FROM YOU

- Bank and card statements or read-only access
- Receipts and supplier bills
- Payroll hours before each run
- Approval on anything we flag

WHAT YOU GET BACK

- Reconciled books, closed monthly
- Profit and loss and balance sheet
- Filings submitted before the deadline
- A named person who answers the phone

The filing calendar

Most penalties a small business pays are for filing late, not for owing money. These are the recurring dates we track on your behalf.

15TH MONTHLY	**Payroll source deductions**	Regular remitters send CPP, EI and income tax by the 15th of the month after the pay period. Accelerated remitters file more often; quarterly remitters file four times a year.
LAST DAY OF FEBRUARY	**T4 and T4A information returns**	Slips filed with the CRA and given to your staff. If the last day falls on a weekend, the deadline moves to the next business day. Penalties are charged per slip.
YOUR GST PERIOD	**GST / HST return**	Annual, quarterly or monthly depending on your revenue and the period the CRA assigned you. Annual filers with a December year-end generally file by June 15.
APRIL 30	**Personal tax balance owing**	Any balance owing on a T1 is due April 30. If you are self-employed you have until June 15 to file, but the balance is still due April 30.
6 MONTHS AFTER YEAR-END	**T2 corporate return**	The corporate return is due six months after your fiscal year-end. Balance owing is due earlier — generally two or three months after year-end.

General guide only. Your exact dates depend on your remitter type, GST filing period and fiscal year-end. We confirm all of them at your consultation.

Pricing and common questions

HOW PRICING WORKS

A fixed monthly fee, quoted after the free consultation and based on three things: how many transactions run through your accounts, how many people are on payroll, and how much catch-up work the books need first. Catch-up is quoted separately so it does not inflate your ongoing fee. Once the monthly figure is set it does not move without a conversation.

My books are months behind. Is that a problem?

No — it is one of the most common reasons people call. We quote the catch-up work separately, bring the books current, then move you onto the normal monthly schedule.

Can you take over mid-year?

Yes. We request the file and trial balance from your current provider and verify the opening balances ourselves before picking up from the last clean month.

Which software do you work in?

The major cloud accounting packages, and we can usually keep you on whatever you already use. If you are on spreadsheets or desktop software we will tell you honestly whether moving is worth it at your size.

Do we have to meet in person?

Only if you want to. We are at 1326 156 St SW in Edmonton and happy to meet, but most clients send documents digitally and handle everything by email and video.

How much of my time does this take?

Once setup is done, most clients spend under thirty minutes a month: send documents, approve what we flag, sign off on filings.

NEXT STEP

Book the free consultation.

Thirty minutes, no obligation. Tell us roughly where things stand and we will come back with what the work involves and what it costs.

PHONE	(780) 200-7051
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This guide is general information about our services, not accounting or tax advice for your specific situation. Filing dates and thresholds are current at the time of writing and can change; we confirm the ones that apply to you at your consultation.