

TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS

FROM: Carter Scott, Controller

DATE: March 22, 2018

SUBJECT: YEAR END DEADLINES

The University's year end is **Monday, April 30, 2018**. All transactions occurring before year end must be dated **April 30, 2018** or earlier to be included in the 2017/2018 budget year. **It is the responsibility of each department to submit its accounting records before the deadlines listed below.** The transactions received before these deadlines will be included in the 2017/2018 budget year.

CASH RECEIPTS

All cheques and cash must be deposited by the central cashier on or before **Monday, April 30, 2018** in order to be processed with an April date. All deposits made after April 30 will be May dated. In order to accommodate year end processing, **the cashier hours will be extended as follows: April 27 & 30 9:00 a.m. – 12:00 p.m. and 12:30 p.m. – 3:30 p.m.**

PETTY CASH

Expenses incurred prior to **April 30, 2018** must be submitted through the central cashier no later than **Wednesday May 2, 2018** to be processed with an April date. It is strongly encouraged that petty cash claims be submitted prior to April 30 where possible to ensure your claim will be processed in the 2017/2018 budget year. **The cashier will be accepting petty cash reimbursements up to and including May 2, 2018.**

ACCOUNTS RECEIVABLE INVOICES

All April dated invoices for external customers must be finalized and printed **by 3:00 p.m. on April 30, 2018.**

INVENTORIES

The last day for submission of the physical inventory sheets is **Wednesday, May 2, 2018.**

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered on or before **April 30, 2018** must be dated (and approved if Mustang Market forms/journals) **April 30, 2018** or prior and journaled no later than **Tuesday, May 1, 2018.** Ensure the Accounting Date on the Journal Entry Header Panel is changed to **April 30, 2018.**

TRAVEL EXPENSES/TRAVEL ADVANCES

Paper travel claims for expenses incurred prior to **April 30, 2018** must be submitted no later than **Monday, April 23, 2018** for processing. Online expense reports must be approved by the final approver no later than **Monday, April 30, 2018** to be included in the 2017/2018 budget year. Expense claims related to outstanding travel advances must be submitted and approved no later than **Monday, April 30, 2018.**

PAYROLL INSTRUCTIONS

Regular and vacation pay for part-time employees and any overtime owed to employees should be paid in April. Financial Services will accrue payroll from April 15 to 21, 2018.

PROCUREMENT & PCARD INSTRUCTIONS

Purchase orders for goods and services received in the 2017/2018 budget year and invoiced before **May 1, 2018** must be approved and released in Mustang Market by **April 30, 2018** to be processed in the 2017/2018 budget year. Purchase orders for goods and services shipped, received and invoiced after **April 30, 2018** will be committed against the 2018/2019 budget year.

PCard transactions from **April 16 to 30, 2018** will be available for reconciliation on **May 1, 2018** and must be submitted and approved by **May 2, 2018 at 5:00 p.m.** to be included in the 2017/18 budget year.

Suppliers' invoices must be in Accounts Payable, apinvoice@uwo.ca or SSB 6100, no later than **May 1, 2018.** Invoices received after this date will be processed in the 2018/2019 budget year.