

**TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS**  
**FROM: Ryan Palmer, Controller**  
**DATE: March 28, 2022**  
**SUBJECT: YEAR END DEADLINES**

The University's year-end is **Saturday, April 30, 2022**. All transactions occurring before year end must be dated **April 30, 2022** or earlier to be included in the 2021/2022 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 2021/2022 budget year.

### **CASH RECEIPTS**

Cheques should be sent to the Cashier's Office and must be received by **Thursday April 28<sup>th</sup>** in order to guarantee April processing. Cash deposits will be accepted by appointment only. Please contact [cashier@uwo.ca](mailto:cashier@uwo.ca) to book an appointment. The cut off will be **Friday April 29, 2022 at noon**.

### **PETTY CASH**

The Central Cashier will continue to operate by appointment only for petty cash reimbursements prior to year-end. Please contact [cashier@uwo.ca](mailto:cashier@uwo.ca) to book an appointment. The cut off will be **April 29, 2022 at noon**.

### **ACCOUNTS RECEIVABLE INVOICES**

All April dated invoices for external customers must be finalized and printed **by 3:00 p.m. on April 29, 2022**.

### **INVENTORIES**

The last day for submission of the physical inventory sheets is **Tuesday, May 3, 2022**.

### **INTERDEPARTMENTAL CHARGES**

Interdepartmental charges for goods received or services rendered on or before **April 30, 2022** must be dated (and approved if Mustang Market forms/journals) **April 30, 2022** or prior and journaled no later than **Monday, May 2, 2022**. Ensure the Accounting Date on the Journal Entry Header Panel is changed to **April 30, 2022**.

### **EXPENSE REIMBURSEMENT & ADVANCES**

Paper Non-employee claims for expenses incurred prior to **April 22, 2022** must be in [reimburse@uwo.ca](mailto:reimburse@uwo.ca) or SSB 6100 no later than **Friday, April 22, 2022** for processing. Electronic Non-Employee claim forms must be submitted and approved by **Friday, April 29, 2022** for expenses incurred up until that date.

Online employee expense reports must be approved by the final approver no later than **Friday, April 29, 2022** to be included in the 2021/2022 budget year. Expense claims related to outstanding advances must be submitted and approved no later than **Friday, April 29, 2022**.

### **PAYROLL INSTRUCTIONS**

Regular and vacation pay for part-time employees and any overtime owed to employees should be paid in April. The payroll from April 10 to 16, 2022 will be processed April 25, 2022. Financial Services will **NOT** be processing a payroll accrual.

### **PROCUREMENT & PCARD INSTRUCTIONS**

Purchase orders for goods and services received in the 2021/2022 budget year and invoiced before **May 1, 2022** must be approved and released in Mustang Market by **April 30, 2022** to be processed in the 2021/2022 budget year.

Purchase orders for goods and services shipped, received and invoiced after **April 30, 2022** will be committed against the 2022/2023 budget year.

PCard transactions from **April 16 to 30, 2022** will be available for reconciliation on **May 1, 2022** and must be submitted and approved by **May 3, 2022 at 5:00 p.m.** to be included in the 2021/2022 budget year.

Suppliers' invoices must be in Accounts Payable, [apinvoice@uwo.ca](mailto:apinvoice@uwo.ca) or SSB 6100, no later than **May 2, 2022**. Invoices received after this date will be processed in the 2022/2023 budget year.