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 28th** in order to guarantee April processing. Cash deposits will be accepted by appointment only. Please contact 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 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 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 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 or SSB 6100, no later than **May 2, 2022**. Invoices received after this date will be processed in the 2022/2023 budget year.