

TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS
FROM: Ryan Palmer, Controller
DATE: March 21, 2024
SUBJECT: YEAR END DEADLINES

The University's year-end is **Tuesday, April 30th, 2024**. All transactions occurring before year-end must be dated **April 30th, 2024** or earlier to be included in the **2023/2024** 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 **2023/2024** budget year.

CASH RECEIPTS

Cheques should be sent to the Cashier's Office and must be received by **Monday April 29th** 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 **Tuesday April 30th 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 **Tuesday April 30th at noon**.

ACCOUNTS RECEIVABLE INVOICES

All April dated invoices for external customers must be finalized and printed **by 3pm on April 30th, 2024**.

INVENTORIES

The last day for submission of the physical inventory sheets is **Thursday, May 2nd, 2024**.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered on or before **April 30th, 2024** must be dated (and approved if Mustang Market forms/journals) by **April 30th, 2024** or prior and journaled no later than **Wednesday, May 1st, 2024**. Ensure the Accounting Date on the Journal Entry Header Panel is changed to **April 30th, 2024**.

EXPENSE REIMBURSEMENT & ADVANCES

Online Faculty/Staff/Grad AND Guest/Undergrad Expense claim forms in Western Financials must be submitted by **Tuesday, April 30th 2024** for expenses incurred up until that date and approved by **May 3, 2024** to be included in the 2023/2024 budget year.

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 14 to 20, 2024 will be processed April 29, 2024. Financial Services will **NOT** be processing a payroll accrual.

PROCUREMENT & PCARD INSTRUCTIONS

Purchase orders for goods and services received in the **2023/2024** budget year and invoiced before **May 1st, 2024** must be approved and released in Mustang Market by **April 30th, 2024** to be processed in the **2023/2024** budget year.

Purchase orders for goods and services shipped, received and invoiced after **April 30th, 2024** will be committed against the **2024/2025** budget year.

PCard transactions from **April 16 to 30, 2024** will be available for reconciliation on **May 1, 2024** and must be submitted and approved by **May 2nd, 2024 at 5:00 p.m.** to be included in the **2023/2024** budget year.

Suppliers' invoices must be in Accounts Payable, apinvoice@uwo.ca or SSB 6100, no later than **May 2nd, 2024**. Invoices received after this date will be processed in the 2024/2025 budget year.