

**TO:** DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS  
**FROM:** Ryan Palmer, Controller  
**DATE:** March 29, 2021  
**SUBJECT:** YEAR END DEADLINES

The University's year-end is **Friday, April 30, 2021**. All transactions occurring before year end must be dated **April 30, 2021** or earlier to be included in the 2020/2021 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 2020/2021 budget year.

### CASH RECEIPTS

Cheques should be sent to the Cashier's Office and must be received by **Thursday April 29<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 **April 30, 2021 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 30, 2021 at noon**.

### ACCOUNTS RECEIVABLE INVOICES

All April dated invoices for external customers must be finalized and printed **by 3:00 p.m. on April 30, 2021**.

### INVENTORIES

The last day for submission of the physical inventory sheets is **Tuesday, May 4, 2021**.

### INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered on or before **April 30, 2021** must be dated (and approved if Mustang Market forms/journals) **April 30, 2021** or prior and journaled no later than **Monday, May 3, 2021**. Ensure the Accounting Date on the Journal Entry Header Panel is changed to **April 30, 2021**.

### EXPENSE REIMBURSEMENT & ADVANCES

Paper Non-employee claims for expenses incurred prior to **April 23, 2021** must be in [reimburse@uwo.ca](mailto:reimburse@uwo.ca) or SSB 6100 no later than **Friday, April 23, 2021** for processing. Electronic Non-Employee claim forms must be submitted and approved by **Friday, April 30, 2021** for expenses incurred up until that date.

Online employee expense reports must be approved by the final approver no later than **Friday, April 30, 2021** to be included in the 2020/2021 budget year. Expense claims related to outstanding advances must be submitted and approved no later than **Friday, April 30, 2021**.

### 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 11 to 17, 2021 will be processed April 26, 2021. Financial Services will **NOT** be processing a payroll accrual.

### PROCUREMENT & PCARD INSTRUCTIONS

Purchase orders for goods and services received in the 2020/2021 budget year and invoiced before **May 1, 2021** must be approved and released in Mustang Market by **April 30, 2021** to be processed in the 2020/2021 budget year.

Purchase orders for goods and services shipped, received and invoiced after **April 30, 2021** will be committed against the 2021/2022 budget year.

PCard transactions from **April 16 to 30, 2021** will be available for reconciliation on **May 1, 2021** and must be submitted and approved by **May 4, 2021 at 5:00 p.m.** to be included in the 2020/2021 budget year.

Suppliers' invoices must be in Accounts Payable, [apinvoice@uwo.ca](mailto:apinvoice@uwo.ca) or SSB 6100, no later than **May 1, 2021**. Invoices received after this date will be processed in the 2021/2022 budget year.