

TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS
FROM: Ryan Palmer, Controller
DATE: March 21, 2025
SUBJECT: YEAR END DEADLINES

The University's year-end is **Wednesday, April 30th, 2025**. All transactions occurring before year-end must be dated **April 30th, 2025** or earlier to be included in the **2024/2025** 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 **2024/2025** budget year.

JOURNAL CUT-OFF DATE

Friday, May 2, 2025 will be the last day for campus-wide journal entries. Please coordinate with your IPB analyst if any 2024/2025 budget year journals are required beyond this May 2nd.

CASH RECEIPTS

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

ACCOUNTS RECEIVABLE INVOICES

All April dated invoices for external customers must be finalized and printed **by 3pm on April 30th, 2025**.

INVENTORIES

The last day for submission of the physical inventory sheets is **Friday, May 2nd, 2025**.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered on or before **April 30th, 2025** must be dated (and approved if Mustang Market forms/journals) by **April 30th, 2025** or prior and journaled no later than **Thursday, May 1st, 2025**. Ensure the Accounting Date on the Journal Entry Header Panel is changed to **April 30th, 2025**.

EXPENSE REIMBURSEMENT & ADVANCES

Online Faculty/Staff/Grad AND Guest/Undergrad Expense claim forms in Western Financials must be submitted by **Wednesday, April 30th, 2025** for expenses incurred up until that date and approved by **May 5, 2025** to be included in the 2024/2025 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 for April 13 to 19, 2025 will be the last weekly pay of the fiscal year. All payroll entries for that week should be entered by noon on Friday April 25th. Financial Services will **NOT** be processing a payroll accrual.

PROCUREMENT & PCARD INSTRUCTIONS

Purchase orders for goods and services received in the **2024/2025** budget year and invoiced before **May 1st, 2025** must be approved and released in Mustang Market by **April 30th, 2025** to be processed in the **2024/2025** budget year. Purchase orders for goods and services shipped, received and invoiced after **April 30th, 2025** will be committed against the **2025/2026** budget year.

PCard transactions from **April 16 to 30, 2025** will be available for reconciliation on **May 1, 2025** and must be submitted and approved by **May 2nd, 2025 at 5:00 p.m.** to be included in the **2024/2025** budget year.

Suppliers' invoices must be in Accounts Payable, apinvoice@uwo.ca or SSB 6100, no later than **May 2nd, 2025**. Invoices received after this date will be processed in the 2025/2026 budget year.