



Financial Services

TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS

FROM: Carter Scott, Controller

DATE: March 22, 2018

SUBJECT: YEAR END DEADLINES

The University's year end is **Monday, April 30, 2018**. All transactions occurring before year end must be dated **April 30, 2018** or earlier to be included in the 2017/2018 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 2017/2018 budget year.

CASH RECEIPTS

All cheques and cash must be deposited by the central cashier on or before **Monday, April 30, 2018** in order to be processed with an April date. All deposits made after April 30 will be May dated. In order to accommodate year end processing, **the cashier hours will be extended as follows: April 27 & 30 9:00 a.m. – 12:00 p.m. and 12:30 p.m. – 3:30 p.m.**

PETTY CASH

Expenses incurred prior to **April 30, 2018** must be submitted through the central cashier no later than **Wednesday May 2, 2018** to be processed with an April date. It is strongly encouraged that petty cash claims be submitted prior to April 30 where possible to ensure your claim will be processed in the 2017/2018 budget year. **The c2 0 500912 0 612 792 reW*n1 792**