



Financial Services

TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS
FROM: Ryan Palmer, Controller
DATE: March 27, 2023
SUBJECT: YEAR END DEADLINES

The University's year-end is **Sunday, April 30, 2023**. All transactions occurring before year end must be dated **April 30, 2023** or earlier to be included in the 2022/2023 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 2022/2023 budget year.

CASH RECEIPTS

Cheques should be sent to the Cashier's Office and must be received by **Thursday April 27th** in order to guarantee April processing. Cash deposits will be accepted by appointment only. Please contact cashier@uwo.ca to book an appointment.