



MEMO

Financial Services

January 31, 2012

TO: All Departments

FROM: Carrie Takeyasu
Executive Director, Financial Services

RE: **MARCH 31, 2012 YEAR END PROCEDURES**

Please note the following deadlines for processing transactions in the fiscal year ending March 31, 2012:

- Requisitions
Please have all online requisitions for expenditures submitted and approved for the 2011/12 fiscal year by **Thursday, March 22**. Purchase orders issued against requisitions received after March 22 will be assigned a 2012/13 purchase order number and encumbered against 2012/13 funds.
- Supplier's Invoices
Invoices dated March 31, 2012 or earlier, covering the purchase of supplies, services or equipment received on or before March 31, 2012 are to be approved and submitted to Accounts Payable in Financial Services no later than **noon on Monday, April 2**. Please inform Financial Services (extension 2206) if you have not yet received invoices for any goods or services received before April 1, 2012, as these must be accounted for in the 2011/12 fiscal year.
- Miscellaneous Cheque Requisitions
Claims for miscellaneous payments for goods and services received before March 31, 2012 must be received by Financial Services no later than **noon Monday, April 2**.
- Online Expense Claims
Claims that have reached approval complete status by **Friday, March 30** will be recorded as expenses in the 2011/12 fiscal year. Receipts for the claims should be received in Financial Services by **Friday, March 23**.
- Cash Remittances
Any cash that should be recorded as revenue in the 2011/12 fiscal year must be **delivered** to the Cash Office no later than **noon on Monday, April 2**.
- Internal Requisitions
Interdepartmental billings and other charges relating to the 2011/12 fiscal year are to be submitted to Financial Services on or before **Monday, April 2**.
- Online Transfers
Online transfers should be submitted and approved for the 2011/12 fiscal year by **Monday, April 2**.
- Cheque and Direct Deposit run
A cheque and direct deposit run will be done the morning of March 30, 2012. The next cheque and direct deposit run will be done on April 12, 2012.
- Budget and Expense Re-Allocations
All Financial Planning (FMW) budget and expense re-allocations should be submitted and approved for the 2011/12 fiscal year by **March 15, 2012**.