MEMORANDUM

TO: The Dalhousie Community

FROM: Chris LeBlanc, Controller

DATE: March 8, 2019

RE: Schedule of Important Dates, Information, and Contacts for Fiscal Year-End

The following year-end cut-off dates are being provided to assist individuals with responsibility for University financial accounts as we approach the University’s fiscal year-end, March 31, 2019. This information should be made available to all persons in your department who are responsible for processing these transactions.

The preliminary cut-off will occur on April 2, 2019. Reports will be available for review via Finance Self-Serve and Eprint on April 5, 2019. Between April 5th and April 11th at noon, final 2018-19 adjustments can be sent to Financial Services for processing.

Please review the list of year-end dates below. These deadlines are necessary to complete the University’s fiscal year-end reports and financial statements within the reporting requirements established by the Board of Governors.

Please refer to the Financial Services homepage (http://www.dal.ca/fs) for the list of year-end contacts and additional information relating to year-end.

It is only through the cooperation of everyone on campus who is involved in the year-end process that we are able to meet the reporting deadlines.

IMPORTANT DATES

March 2019  Individuals with responsibility for accounts should review transactions for 2018-19 to date for possible adjustments or outstanding transactions.

Wednesday, March 13th Adjustments relating to the Monthly Payroll to be received in Payroll Services.

Monday, March 18th Adjustments relating to the Bi-weekly Payroll to be received in Payroll Services.

Thursday, March 21st Services Rendered questionnaires requiring ruling for Independent Contractor status received in Financial Services.
Tuesday, April 2nd
(2:00 pm)  
Service Area uploads – electronic file and hard copy to be received in Financial Services.

Tuesday, April 2nd
(2:00 pm)  
PRELIMINARY YEAR-END CUTOFF  
Preliminary adjustments for 2018-19 to be received in Financial Services.  
The following documents and information must be received by this date for the transactions to be included in the preliminary financial reports available April 5th, 2019. Please ensure that documents are accurate and complete upon submission to ensure timely processing.  
- Cheque requisitions  
- Travel claims  
- Journal Entries  
- Cash Deposits  
- Invoices for Payment and receiving copies of PO's for goods received before April 1, 2019.

Thursday, April 4th  
Finance Self-Serve will be unavailable from 1:30pm on April 4th until Friday, April 5th (for preliminary year-end close).

Friday, April 5th  
Preliminary year-end information will be available on FSS and Eprint. This information should be reviewed, and final adjustments sent to Financial Services by noon on Thursday April 11th.

Thursday, April 11th
(Noon)  
FINAL YEAR-END CUTOFF  
Deadline for final adjustments for 2018-19 to be received in Financial Services. The following documents and information must be received by this date to be included in the final financial reports:  
- Final Journal Entries  
- Requests for Accruals (supplier invoices)  
- Accounts Receivable adjustments and supporting detailed listings (including subsequent deposit information).

Late June 2019  
Final account information for 2018-19 is available in FSS and Eprint.