

MEMORANDUM

TO: The Dalhousie Community

FROM: Chris LeBlanc, Controller

DATE: March 1, 2022

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, 2022. 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 4, 2022 at 12pm. Reports will be available for review via Finance Self-Serve and Eprint on April 7, 2022. Between April 7th and April 14th, final 2021-22 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 2022 | Individuals with responsibility for accounts should review transactions for 2021-22 to date for possible adjustments or outstanding transactions. |
| Tuesday, March 8th | Adjustments relating to the Monthly Payroll to be received by Payroll Services. |
| Tuesday, March 8th | Adjustments relating to the Bi-weekly Payroll to be received by Payroll Services. |
| Tuesday, March 22nd | Services Rendered questionnaires requiring ruling for Independent Contractor status received by Financial Services. |

Wednesday, March 30th Travel and expense reimbursement claims submitted through Chrome River must be submitted by the claimant on this date and approved by campus reviewers by April 4. Claims relating to 2021-22 not submitted by the March 30, must be submitted in paper format by April 4 at Noon in order to be included in the 2021-22 financial results.

**Monday, April 4th
(Noon)** Service Area uploads – files to be received in Financial Services

**Monday, April 4th
(Noon)** **PRELIMINARY YEAR-END CUTOFF**
Preliminary adjustments for 2021-22 to be received by 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 7th, 2022. Please ensure that documents are accurate and complete upon submission to ensure timely processing.

- Cheque requisitions
- Paper Travel claims
- Journal Entries
- Cash Deposits
- Invoices for Payment and receiving copies of PO's for goods received before April 1, 2022.

Wednesday, April 6th Finance Self-Serve will be unavailable from 1:30 pm on April 6th until Thursday, April 7th (for preliminary year-end close).

Thursday, April 7th Preliminary year-end information will be available on FSS and Eprint. This information should be reviewed, and final adjustments sent to Financial Services by end of day on Thursday April 14th.

Thursday, April 14th **FINAL YEAR-END CUTOFF**
Deadline for final adjustments for 2021-22 to be received by 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 2022 Final account information for 2021-22 is available in Eprint.

INFORMATION FOR YEAR-END

GENERAL

All documents dated March 31, 2022 (or earlier) and received in Financial Services by noon on April 4, 2022 will be processed for the 2021-22 fiscal year and will appear in the preliminary year-end reports available on April 7, 2022. This includes deposits, invoices, journal entries, uploads, cheque requisitions and travel claims. Please ensure that documents are accurate and complete upon submission to ensure timely processing. Finance Self-Serve will be unavailable from 1:30 pm on Wednesday, April 6th until Thursday April 7th (for preliminary year-end close).

The final deadline for adjustments to be submitted for the 2021-22 fiscal year is **Thursday, April 14th**.

CASH DEPOSITS AND ACCOUNTS RECEIVABLE

If deposits after April 1st relate to 2021-22 they should be clearly marked "2021-22 Revenue" to be considered for accrual in the 2021-22 fiscal year. Units with accounts receivable should submit supporting documentation to Cassandra Robinson by **April 14, 2022**. Documentation should include a customer listing, balances owing, and invoice dates. A journal entry should be included to adjust the receivable balance per the list of balances owing.

RECEIVING COPIES OF PO'S AND RELATED SUPPLIER INVOICES

All charges relating to purchase orders must be expensed in the year the goods are received. Please ensure that all receiving copies are dated accordingly. For the 2021-22 year, goods or services must be received by the end of business day March 31, 2022. The receiving copy for goods must be submitted to Financial Services **by noon, April 4, 2022**.

INVOICES AND CHEQUE REQUISITIONS

All invoices received in Financial Services **by noon, April 4, 2022** will be posted in the 2021-22 fiscal year. If invoices with invoice date after April 1st relate to the 2021-22 year they should be clearly marked "2021-22 Expense" to be considered for accrual in the 2021-22 year. A copy of the document must be forwarded to Kris Whidden and noted "for accrual 2021-22". Invoices for less than \$10,000 will not be considered.

TRAVEL AND EXPENSE REIMBURSEMENTS

Claimants are required to submit travel and expense reimbursement claims through Chrome River by **March 30, 2022** and claims must be approved by campus approvers **by noon, April 4, 2022**. Claims that relate to 2021-22 that are not submitted through Chrome River by March 30 must be submitted in paper format prior to noon on April 4 to be included in 2021-22 financial results.

JOURNAL ENTRIES

All journal entries and upload files received at journals@dal.ca **by noon, April 4, 2022** will be posted in the 2021-22 fiscal year. If journals and uploads submitted after April 4 relate to the 2021-22 year they should be clearly marked "2021-22 Expense".

P-CARD BILLING

The final P-Card statement for this fiscal year will be available online April 4, 2022. All transactions appearing on your April statement will be accrued to March 31, 2022. This may include transactions processed up to April 3, 2022. In order for these charges to be applied to the proper accounts within the budget, the P-Card statement **must** be reconciled no later than **4:00 P.M. April 13, 2022**. Charges not reconciled by this time will be applied to your default account.

CONTACT INFORMATION FOR YEAR-END INQUIRIES:

OPERATING AND ANCILLARY ACCOUNTS:

Please contact finbud@dal.ca or your Budget Administrator

Budget Managers:

Joanna Shipley
Manager, Budget Administration
Phone: (902) 494-2389
Email: joanna.shipley@dal.ca

Yuliya Pischanker
Manager, Budget & Financial Analysis
Phone: (902) 494-1877
Email: Yuliya.Pischanker@dal.ca

RESEARCH GRANTS AND CONTRACTS AND SPECIAL PURPOSE ACCOUNTS:

Please contact your Grant Administrator

Department Managers:

Ferial Bitar
Associate Director, Research Accounting
Phone: (902) 494-2513
Email: f.bitar@dal.ca

Ross Foley
Manager, Research Finance
Phone: (902) 494-3990
Email: Ross.Foley@dal.ca

Bobbi Bowering
Assistant Manager, Research
Phone: (902) 494-2529
Email: Bobbi.Bowering@dal.ca

ENDOWMENT ACCOUNTS:

Rochelle Foster
Phone: (902) 494-1707
Email: rochelle.foster@dal.ca

DEPOSITS AND ACCOUNTS RECEIVABLE & GENERAL YEAR END QUERIES:

Cassandra Robinson
Email: cassandra.robinson@dal.ca

PAYROLL INCLUDING ADJUSTING ENTRIES:

Martha Skerry
Email: martha.skerry@dal.ca

ACCOUNTS PAYABLE & JOURNAL ENTRIES:

Please contact finpay@dal.ca or:

Lisa Brousseau
Phone: (902) 494-1718
Email: lisa.brousseau@dal.ca

YEAR END ACCOUNTS PAYABLE ACCRUALS:

Kris Whidden
Phone: (902) 494-2353
Email: kwhidden@dal.ca