

Date: March 23, 2012

To: Administrative Assistants and Unit Heads

brocku.ca

From: Nicky Westlake, Controller & Manager of Finance

Cc: Joanne McKee, Interim Vice-President, Finance

Re: Fiscal Year End - April 30, 2012 - Important Notes and Date

It is almost that time of year again to start preparing for the year end. The past year has been a very busy year for everyone. I am looking for everyone's assistance in preparing for year end. Our auditors will be arriving on June 4th and we will need to have everything completed and ready for their arrival. I am asking for your help in meeting this deadline. The following is a list of dates that we will request the information to be received by the Finance office in order to give us the time to process all transactions.

Regular Month End:

The running of the regular month-end procedures will occur on Monday, April 30th. Please review your accounts carefully and make any necessary adjustments before the final cut-off of Monday, May 7th.

Cheque Requisition, Travel Claims, Transfers, Internal Charges:

To be eligible to be included as a 2011-12 expenditure, goods or services rendered **must be received at Brock by April 30, 2012**. The purchase order system is designed so that items have to be received in the system by the time the month end report is run on April 30th in order to be included in 2011-12. With this in mind, please ensure that all expenditures you wish to be included in 2011-12 are ordered with enough lead time to ensure that they have arrived by April 30th.

Encumbrances that are currently showing in the account will only remain at year end if the goods have been received and marked in the system by April 30th. All encumbrances for items that have not been received will be automatically moved to the 2012-13 fiscal year. As a result of timing being so critical, it is a good idea to receive items immediately upon receipt, even if the invoice has not been received. Any necessary changes can be made when the invoice is processed for payments.

Outstanding Purchases:

If goods or services that apply to 2011-12 have not been received in the system by April 30th, it is still possible to have them accrued by Accounts Payable. To do this, please forward all information, including the invoice or packing slip date in April 2012 and the account to be charged to the Accounts Payable Department. They will create a payment for these items for 2011-12 that will be reversed in 2012-13, when the invoice is actually paid.

The following charges up to and including April 30th will be processed automatically before the final year end run. It is not necessary for departments to list them:

- Telecommunication Charges (including long distance)
- Audio visual charges
- Photocopy charges
- Outstanding Advances
- IRC Charges
- Parking (Permit, event & signs)
- Temporary Employment
- Experience Works
- Print shop/stationery charges (including Beatties and Staples)
- Facilities Management charges
- Postage
- IT Software and Web Billing
- Marketing & Communications
- Science Stores (Stores, Sigma-Aldrich, Praxair)
- Confidential Shredding

Petty Cash:

Petty cash should be balanced and requests for reimbursement submitted to Finance by Friday, April 20th at noon. Please include a breakdown of bill, coins and receipts in the department to balance to the departmental petty cash total. Any further transactions to April 30th need to be in Finance by noon on Monday, May 7th.

Coin Deposits:

In order for us to process coins, we would appreciate coin deposits being brought to Finance on a **daily basis** throughout the month of April, with **as much as possible** in by Friday, April 20th. All coin deposits for Parking, Computer Labs, and Washer/Dryers should be brought to the Finance Office by noon on April 24th. Any money received after this time will be considered 2012-13 revenue.

Non-Coin Deposits:

All deposits up to April 18th should be in the Finance Office by Noon on Friday, April 20th. All other deposits must be received by noon on Tuesday, April 24th to be included in 2011-12 revenue. Please include all paperwork with the deposit to ensure the correct account is credits.

Requests for Invoices:

All requests for invoices to be issued should be in the Finance Office by noon on Tuesday, April 24th.

Travel Advances:

Expense claims for all travel up to April 15th should be received in the Finance Office by Friday, April 20th at noon. Claims for the balance of April should be received by noon on Monday, May 7th.

Payroll:

Human Resources has split contracts according to the amount that applied to each fiscal year. Please ensure that all contracts for 2011-12 are entered into the system and signed by April 30th. Once the last pay to be included for the year has been run and recorded, the contract encumbrances should clear. We will run an encumbrance report at this point to identify any exceptions that need to be cleared or posted to the account.

If you have any concerns about meeting these deadlines or have any further questions, please do not hesitate to contact myself (Nicky Westlake at nwestlake@brocku.ca).

Please remember: All transactions for 2011-2012 must be in the Finance Office by noon on Monday, May 7th.

No entries will be made to adjust the accounts of the fiscal year 2011-12 after this date, unless significance to the University as a whole or requested by our external auditors.

Thank you in advance for your help in making this a clean and accurate year end. I look forward to working with everyone over the next couple of months.



Nicky Westlake
Controller & Manager of Finance