



TO: DEANS, DEPARTMENT HEADS AND BUDGET UNIT HEADS

FROM: Carter Scott, Controller

DATE: March 21, 2016

SUBJECT: YEAR END DEADLINES

The University's year end is **Saturday, April 30, 2016**. All transactions occurring before year end must be dated **April 30, 2016** or earlier to be included in the 2015/2016 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 2015/2016 budget year.

CASH RECEIPTS

All cheques and cash must be deposited by the central cashier on or before **Friday, April 29, 2016** in order to be processed with an April date. All deposits made after April 29 will be May dated. In order to accommodate year end processing, **the cashier hours will be extended as follows: April 27 & 29 9:00 a.m. – 12:00 and 12:30 – 3:30 p.m.**

PETTY CASH

Expenses incurred prior to **April 30, 2016** must be submitted through the central cashier no later than **Monday May 2, 2016** to be processed with an April date.