



## University Fiscal Year-End, April 30, 2024

**Department:** Controller's Office

The following information relates to the University's April 30, 2024 year-end procedures. These procedures apply to operating and ancillary departments, OMAFRA, grants (*regardless of the Grant's individual year-end date*) and capital and renovation projects. By complying with the following deadlines and procedures, you will be ensuring the completeness and accuracy of the 2023/24 University Financial Statements.

### A) Accounting Deadlines

Please note the following accounting deadlines for fiscal year 2023/24. These deadlines need to be met to ensure the correct accounting data is included in the 2023/24 Financial Statements.

| Document  | Due To              | Deadline Date  | Time     |
|---|---------------------|----------------|----------|
| Budget position changes for 2023/24 Fiscal year   | Budget Office       | April 19, 2024 | 10:00 am |
| Purchase Order de-commitment request for 2023/24 fiscal year                              | Purchasing Services | April 19, 2024 | 4:30 pm  |
| Budget journal entry changes for 2023/24 fiscal year                                      | Budget Office       | April 24, 2024 | 10.00 am |
| Requisitions for good to be received by end of day April 30, 2024                         | Purchasing Services | April 26, 2024 | 12:00 pm |
| Revenue Remittance Vouchers   | Treasury Operations | May 1, 2024    | 10:00 am |
| Treasury Operations Invoices  | Treasury Operations | May 1, 2024    | 10:00 am |
| Expense Claims in Concur (fully approved claim submitted for processing)                  | Payment Services    | May 1, 2024    | 4:30 pm  |
| Petty Cash  | Payment Services    | May 1, 2024    | 4:30 pm  |
| Requisitions for After-Fact HVPOs (for goods/services already Received by April 30, 2024) | Payment Services    | May 6, 2024    | 10:00 am |
| Perceptive Content (WebNow)   | Payment Services    | May 6, 2024    | 10:00 am |



electronic routing for approval

|                       |                     |              |          |
|-----------------------|---------------------|--------------|----------|
| Coded Invoices        | Payment Services    | May 6, 2024  | 10:00 am |
| Payment requisitions  | Payment Services    | May 6, 2024  | 10:00 am |
| ADI - Journal Entries | Controller’s Office | May 10, 2024 | 1:00 pm  |

**B) Year-End Accounting Procedures**

The following information provides additional details regarding year-end accounting procedures:

1. Please forward any budget position changes for the 2023/24 fiscal year to Budget Office by April 19<sup>th</sup>, 2024 at 10:00 am.
2. Requests for Budget Journal Entry changes for 2023/24 fiscal year must be sent to Budget Office by April 24<sup>th</sup>, 2024 at 10:00 am.
3. It is the University’s policy that an HVPO should be issued prior to the delivery of goods or services of \$5,000 or over. As a result, any invoices of \$5,000 or over must be paid against HVPOs. In cases where there is no HVPO, invoices will be returned and an After-Fact HVPO must be issued before the invoice can be processed.
4. Purchase requisitions for HVPO must include required documents such as multiple quotes or Non-Competitive Procurement Justification where applicable. Requisitions without the required documents will be returned. Purchase requisitions for After-Fact HVPO issued for the purpose of getting invoices paid in current 2023/24 fiscal year should also include a copy of the invoice.
5. Purchase orders issued for the new 2024/25 fiscal year will not generate commitments in FRS until the Year-End accounting process is over.
6. For Invoice payment, if the commitment is 2024/2025 fiscal however the invoice should be paid in fiscal 2023/2024, please contact Purchasing Services to have the HVPO updated. If the HVPO is for future period 2024/25 fiscal, which is the same as the commitment on the HVPO, please hold the invoice until after Year-end processing is complete.
7. Cheque requisitions relating to the 2024/25 fiscal year must be noted as such in the “Purpose of Payment” section of the document.
8. Revenue received up to and including April 30<sup>th</sup>, 2024 must be submitted to Treasury Operations by 10:00 am on May 1<sup>st</sup>, 2024.

Thank you for your co-operation. Please do not hesitate to contact one of the following managers, if you should have any questions:

| Contact             | Name               | Email  |
|---------------------|--------------------|--|
| Controller’s Office | Min Chen           | <a href="mailto:mchen@uoguelph.ca">mchen@uoguelph.ca</a> [1]       |
| Payment Services    | Evan Campbell      | <a href="mailto:ecampb13@uoguelph.ca">ecampb13@uoguelph.ca</a> [2] |
| Purchasing Services | Margaret Warren    | <a href="mailto:mwarre07@uoguelph.ca">mwarre07@uoguelph.ca</a> [3] |
| Treasury Operations | Eric Hinse         | <a href="mailto:ehinse@uoguelph.ca">ehinse@uoguelph.ca</a> [4]     |
| Budget Office       | Christine Philbert | <a href="mailto:philbert@uoguelph.ca">philbert@uoguelph.ca</a> [5] |



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**Links**

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