

**SUBJECT: FISCAL YEAR END TIMELINES FOR THE YEAR ENDING  
MARCH 31, 2024**

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Dear Colleagues:

To ensure the timely and accurate capture off all revenues and expenses for the current fiscal year in UFV's financial statements, please forward the following information to Financial Services within the deadlines set out below:

1. **EXPENSE CLAIMS** - All outstanding [expense claims](#) for your department for the 2023/24 fiscal year are to be received by Financial Services as soon as possible and no later than 4:00 pm March 20.
2. **INVOICES** - All invoices for supplies, services, or other expenses applicable to the fiscal year 2023/24 are to be received by Financial Services as soon as possible and no later than 4:00 pm March 20. For any invoices not received by March 20, please contact Michelle Principe at [acctspayable@ufv.ca](mailto:acctspayable@ufv.ca).
3. **IN-SERVICE PROFESSIONAL DEVELOPMENT** - In-Service Professional Development **applications** for activity in the 2023/24 fiscal year should be submitted to Human Resources for approval no later than February 28 to be processed in this fiscal year. Human Resources will do its best to review applications submitted after this date.

Please submit [expense claims](#) for reimbursement of approved PD following the applicable event and/or procurement of items expenses as soon as possible and no later than March 31. Contact [in\\_service.pd@ufv.ca](mailto:in_service.pd@ufv.ca) for any questions.

**Please note:** Health Spending Account (HSA) expenses must be submitted to Human Resources no later than March 31. It is helpful to submit all HSA expenses as soon as possible.

4. **SCOTIABANK VISA STATEMENTS FOR MARCH 5** – Reconciled and approved Scotiabank Visa statements for March 5 are due in Financial Services by March 21. All transactions that occur between March 6 and 31 will be posted to the budget and account codes that are recorded in Centresuite as of April 3\*. Prior to April 3, cardholders are responsible for logging in to Centresuite and updating the budget, account code and description on the transactions posted between March 6 and 31.

**\*IMPORTANT:** The ability to log in to CentreSuite is available throughout the month to allow for review of transactions and account coding and make appropriate adjustments – there is no need to wait until the end of the month. Please contact [pcard@ufv.ca](mailto:pcard@ufv.ca) with any questions or concerns.

5. **REGULAR GOODS AND SERVICES REQUISITIONS** – All purchase requisitions are handled by the Procurement Office. Please contact the Procurement department ([procurement@ufv.ca](mailto:procurement@ufv.ca)) for the 23/24 year-end deadlines.

**IMPORTANT:** the UFV receiving date of the goods and services dictates the year in which the transaction is recorded. Goods received or services provided/completed after March 31 will be charged to the following fiscal year 2024/25.

**FISCAL YEAR END ACCOUNTING TIMELINES  
for the Year Ending March 31, 2024**

6. **TIMESHEETS** - All [timesheets](#) for the payroll pay period March 24 to March 31 must be submitted to the Payroll Office no later than 3:00 pm March 26.  
  
**IMPORTANT:** the work dates dictate the fiscal year into which pay is recorded. Salary and benefit costs, including benefits, incurred to March 31 but not yet paid will be calculated and accrued if the approved [timesheets](#) are received in Payroll before the cut-off dates.
7. **INVOICES TO EXTERNAL CLIENTS** - All information with respect to amounts to be [invoiced](#) to external clients must be received by Accounts Receivable by March 8. This same deadline applies to all amounts to be invoiced to the Province of British Columbia. For any questions, please contact Regina Yorga at [acctsreceivable@ufv.ca](mailto:acctsreceivable@ufv.ca).
8. **PETTY CASH** - All petty cash funds within the University are to be balanced on March 8 and expenditures from the fund are to be submitted for replenishment, using the [Petty Cash form](#), no later than March 8.
9. **CASH FLOATS** - All cash float funds within the University are to be balanced, using the [Cash Float form](#), on March 8 and the reconciliation documentation forwarded to Financial Services no later than March 8.
10. **DEPOSITS** - All departmental [deposits](#) must be received in Financial Services by 4:00pm March 25. For any deposits not received by March 25, please contact Regina Yorga at [acctsreceivable@ufv.ca](mailto:acctsreceivable@ufv.ca).
11. **CHARGEBACKS** - All requests for chargebacks for transactions which occurred during March must be received by Financial Services by 3:00pm on or before April 2. Any chargebacks received after these dates may not be processed.
12. **ACCOUNT ADJUSTMENTS & TRANSFERS** - All requests for [account adjustments](#) must be received by Financial Services no later than 4:00pm on March 28. Those received after this date may not be processed. Please contact your Financial Analyst & Liaison (FAL) at ([finance.liaisons@ufv.ca](mailto:finance.liaisons@ufv.ca)) for more information.
13. **MAJOR EVENTS** - If you become aware of any major events occurring between March 31 and May 31, please contact the Director, Financial Services; Nicole Adams ([Nicole.Adams@ufv.ca](mailto:Nicole.Adams@ufv.ca)) as soon as you become aware of the event (e.g. possible legal actions, change in major assets, etc.).

***Please contact your Financial Analyst Liaison (FAL) if you have any questions ([Finance.Liaisons@ufv.ca](mailto:Finance.Liaisons@ufv.ca))***

***Thank you for working with us to meet these critical year end deadlines.***

Nicole Adams  
Director, Financial Services