

**SUBJECT: FISCAL YEAR END TIMELINES FOR THE YEAR ENDING
MARCH 31, 2025**

Dear Colleagues:

To ensure the timely and accurate capture of 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.

PLEASE NOTE: Only goods received at UFV, or services provided /completed on or before March 31, 2025 will be charged to the 2024/25 budget. Goods or services not received or completed by that date will be charged to the 2025/26 budget, regardless of the invoice or payment date.

- 1. EXPENSE CLAIMS** - All outstanding [expense claims](#) for your department for the 2024/25 fiscal year are to be received by Financial Services as soon as possible and no later than 4:00 pm March 21.
- 2. INVOICES** - All invoices for supplies, services, or other expenses applicable to the fiscal year 2024/25 are to be received by Financial Services as soon as possible and no later than 4:00 pm March 21. For any invoices applicable to the fiscal year 2024/25 that have not been received by March 21, please contact Michelle Principe at acctspayable@ufv.ca.
- 3. IN-SERVICE PROFESSIONAL DEVELOPMENT** - In-Service Professional Development **applications** for activity in the 2024/25 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 4:00 pm March 31. Contact in_service.pd@ufv.ca for any questions.

- 4. MARCH 5 SCOTIABANK VISA STATEMENTS** - Reconciled and approved PCard statements are due in Financial Services no later than 4:00 pm March 21.
- 5. *NEW* - SCOTIABANK VISA PURCHASES TO MARCH 31** - To meet very strict year-end reporting timelines, it is essential for cardholders to ensure all transactions prior to March 31 are reconciled by March 31.

For transactions that occur between March 6 and 31, please login to Emburse any time after the transaction was incurred and add them to a PCard report including:

- Allocation information (index/budget code, activity code, location code)
- Description
- Receipts

Please submit your completed March 6-31 PCard report for approval by end of day on March 31. Approval of the PCard reports by spending authorities should be completed no later than 4:00 pm April 3. Please contact pcard@ufv.ca with any questions or concerns.

- 6. REGULAR GOODS AND SERVICES REQUISITIONS** - All purchase requisitions are handled by the Procurement Office. Please contact the Procurement department (procurement@ufv.ca) for the 2024/25 year-end deadlines.

7. **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 27.

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.

8. **INVOICES TO EXTERNAL CLIENTS** - All information with respect to amounts to be [invoiced](#) to external clients must be received by Accounts Receivable no later than 4:00 pm March 7. 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.
9. **PETTY CASH** - All petty cash funds within the University are to be balanced by March 7 and expenditures from the fund are to be submitted for replenishment, using the [Petty Cash form](#), no later than 4:00 pm March 7.
10. **CASH FLOATS** - All cash float funds within the University are to be balanced using the [Cash Float ticket](#), by March 7 and the reconciliation documentation forwarded to Financial Services no later than 4:00 pm March 7.
11. **DEPOSITS** - All departmental [deposits](#) must be received in Financial Services no later than 4:00pm March 25. For any deposits not received by March 25, please contact Regina Yorga at acctsreceivable@ufv.ca.
12. **CHARGEBACKS** - All requests for chargebacks for transactions which occurred during March must be received by Financial Services no later than 3:00pm on April 1. Any chargebacks received after this date may not be processed.
13. **ACCOUNT ADJUSTMENTS & TRANSFERS** - All requests for [account adjustments](#) must be received by Financial Services no later than 4:00pm on March 31. Those received after this date may not be processed. Please contact your Financial Analyst & Liaison (FAL) at (finance.liaisons@ufv.ca) for more information.
14. **MAJOR EVENTS** - If you become aware of any major events occurring between March 31 and May 31, please contact the Director, Financial Services, Tracy Germaine (Tracy.Germaine@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)

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

Tracy Germaine
Director, Financial Services