



## Year End Deadlines - for the fiscal year ended March 31, 2024

Business Day	Calendar Date	Time	Description of Activity
-13	Mar 12	4:30 pm	Asset Management cut-off date for asset completion forms on projects
-12	Mar 13- Mar		



## Year End Deadlines - for the fiscal year ended March 31, 2024

Business Day	Calendar Date	Time	Description of Activity
-2	Mar 27	12:00 Noon	Reviewer Groups' approval of all Expense Reports, Payment Request Forms, PCards vouchers/reconciliations, T&E expense claims, cash advances in PeopleSoft
		4:30 pm	Final day to record (i.e. receive) delivery of goods and services in PeopleSoft All Salary recoveries must be entered and approved in PeopleSoft Accounts Receivable cut-off for receiving cheques to deposit.
-1	Mar 28	8:30 am	Preliminary un-posted Voucher Report (> \$10,000) submitted to Finance Partners (from Financial Reporting) (initial review)
		9:00 am	Campus Service Centre cut-off for receiving cash and cheque deposits related to March 28 <sup>th</sup> .
		12:00 Noon	Bookstore Administration Office cut-off date for receiving: Completed and authorized General Cash Count and General Cash Fund Certificate forms and reconciliations Cash deposits related to March 28 and related PeopleSoft entries if applicable Account Receivable cut-off for receiving (for Bookstore & Parking): cash deposits related to March 31 and reconciliations
		4:00 pm	Advancement cut-off date for receiving donations
		4:30 pm	

Year End Deadlines - for the fiscal year ended March 31, 2024



## Year End Deadlines - for the fiscal year ended March 31, 2024

Business Day	Calendar Date	Time	Description of Activity
6	Apr 9	12:00 noon  4:30 pm	Finance Partners submit all-funds variance analysis by general ledger account Finance Services begins roll up of all-funds variance analysis by general ledger  All Balance Sheet Account Reconciliations must be completed and submitted to <a href="mailto:acctrecs@ucalgary.ca">acctrecs@ucalgary.ca</a>
7	Apr 10	12:00 noon	Roll up variance analysis for Fund 10 & Fund 15, for all-funds variance by general ledger account, and by function finalized and submitted to Financial Reporting
8	Apr 11	4:30 pm	Variance Analysis follow up questions due to Finance Services
9	Apr 12	4:30 pm	Variance Analysis response to follow up questions due to Finance Reporting
	April 13	4:30pm	Draft Financial Statements prepared by Financial Reporting
10	Apr 15	4:30 pm	Draft Financial Statements reviewed by Director, Financial Reporting Completion of IAE Ministry Consolidation Templates
11	Apr 16	4:00 pm	Financial Statements & Ministry templates