University Fiscal Year-End, April 30, 2019

Department: Controller's Office

The following information relates to the University's April 30, 2019 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 2018/19 University Financial Statements.

A) Accounting Deadlines

Please note the following accounting deadlines for fiscal year 2018/19. These deadlines need to be met in order to ensure the correct accounting data is included in the 2018/19 Financial Statements.

Document	Due To	Deadline Date	Time
Budget changes for 2018/19 fiscal year	Budget & Financial Planning Office	April 12, 2019	4:30pm
Purchase Order De-commitment Request for 2018/19 fiscal year	Purchasing Services	April 26, 2019	4:30pm
Revenue Remittance Vouchers	Treasury Operations	May 1, 2019	10:00 am
Treasury Operations Invoices	Treasury Operations	May 1, 2019	10:00 am
Travel Expense Claim (signed claim with receipts)	Payment Services	May 1, 2019	4:30 pm
Petty Cash	Payment Services	May 1, 2019	4:30 pm
Requisitions for After-Fact HVPOs (for goods/services already Received by April 30, 2019)	Purchasing Services	May 6, 2019	10:00 am
WebNow Electronic Routing for Approval	Payment Services	May 6, 2019	10:00 am
Coded Invoices	Payment Services	May 6, 2019	10:00 am
Cheque Requisitions	Payment Services	May 6, 2019	10:00 am
ADI - Journal Entries	Controller's Office	May 9, 2019	1:00 pm

B) Year-End Accounting Procedures

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

1. 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.
2. 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 2018/19 fiscal year should also include a copy of the invoice.
3. Purchase orders issued for the new 2019/20 fiscal year will not generate commitments in FRS until the Year-End accounting process is over. Invoices to be paid against these purchase orders will be processed after the Year-end process.
4. Cheque requisitions relating to the 2019/20 fiscal year must be noted as such in the "Purpose of Payment" section of the document.
5. Revenue received up to and including April 30, 2019 must be submitted to Treasury Operations by 10:00 am on May 1, 2019.

C) Budget & Financial Planning Office Processes

1. Please forward any budget changes for the 2018/19 fiscal year by April 12th, 2019 at 4:30pm for processing before budget close on April 30, 2019.
2. The Budget Carryforward Policy, a Carryforward Planning Template and the Carryforward Policy Exception Guideline can be found on the Budget and Financial Planning Office website 'Forecast Carryover' ***[1]*** page. The deadline is June 30, 2019 for Vice President approval of a budget surplus greater than 10%.

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	Extension
Controller's Office	Min Chen	52692
Payment Services	Yolanda Yu	52900
Purchasing Services	Lisa Li	58483
Treasury Operations	Dave Hargreaves	52863
Budget & Financial Planning Office	Larry Shuh	52860

Source URL:https://www.uoguelph.ca/finance/university-fiscal-year-end-april-30-2019

Links
[1] https://www.uoguelph.ca/bfpo/financial-planning/forecast-carryover