



University Fiscal Year-End, April 30, 2021

Department: Controller's Office

The following information relates to the University's April 30, 2021 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 2020/21 University Financial Statements.

A) Accounting Deadlines

Please note the following accounting deadlines for fiscal year 2020/21. These deadlines need to be met in order to ensure the correct accounting data is included in the 2020/21 Financial Statements.

| Document | Due To | Deadline Date | Time |
|--|---------------------|----------------|----------|
| Budget changes for 2020/21 fiscal year | IRP (Budget Office) | April 12, 2021 | 4:30 pm |
| Purchase Order De-commitment | Purchasing Services | April 23, 2021 | 4:30pm |
| Request for 2020/21 fiscal year | | | |
| Revenue Remittance Vouchers | Treasury Operations | May 3, 2021 | 10:00 am |
| Treasury Operations Invoices | Treasury Operations | May 3, 2021 | 10:00 am |
| Travel Expense Claim (approved claim with receipts) | Payment Services | May 3, 2021 | 4:30 pm |
| Petty Cash | Payment Services | May 3, 2021 | 4:30 pm |
| Requisitions for After-Fact HVPOs (for goods/services already Received by April 30, 2021) | Purchasing Services | May 7, 2021 | 10:00 am |
| WebNow Electronic Routing for Approval | Payment Services | May 7, 2021 | 10:00 am |
| Coded Invoices | Payment Services | May 7, 2021 | 10:00 am |
| Cheque Requisitions | Payment Services | May 7, 2021 | 10:00 am |
| ADI - Journal Entries | Controller's Office | May 12, 2021 | 1:00 pm |



B) Year-End Accounting Procedures

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

1. Please forward any budget changes for the 2020/21 fiscal year by April 12th, 2021 at 4:30pm for processing before budget close on April 30, 2021.
2. 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.
3. 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 2020/21 fiscal year should also include a copy of the invoice.
4. Purchase orders issued for the new 2021/22 fiscal year will not generate commitments in FRS until the Year-End accounting process is over.
5. For Invoice payment, if the commitment is 2021/2022 fiscal however the invoice should be paid in fiscal 2020/2021, please contact Purchasing Services to have the HVPO updated. If the HVPO is for future period 2021/22 fiscal, which is the same as the commitment on the HVPO, please hold the invoice until after Year-end processing is complete.
6. Cheque requisitions relating to the 2021/22 fiscal year must be noted as such in the "Purpose of Payment" section of the document.
7. Revenue received up to and including April 30, 2021 must be submitted to Treasury Operations by 10:00 am on May 3, 2021.

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 | mchen@uoguelph.ca [1] |
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Links

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