

MEMO

DATE: February 19, 2021

TO: ACLT Members
Budget Holders and Budget Officers

CC: ACLT Assistants

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: Updated 2020-2021 Year End Due Dates

Please share this memo with the appropriate staff within your department.

In order to achieve a successful year end, we require a coordinated effort that involves all of you.

We are seeking your cooperation in meeting the 2020-2021 year end due dates.

Attached, please find the following, which are also available on our Finance website:

1. [2020-2021 Year End Processing & Purchasing Due Dates](#)
2. [2020-2021 Year End Schedule for Business Administrators](#)

Should you have any questions, contact information is contained within the attachments. Thank you for your continued support.

