

Business Administrator Year End Schedule 2022-2023

KEY DATES OR TASKS	DATE	CONTACT
Outgoing wire payment requests due.	Friday March 17	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Last day to receive goods for FY 2022-2023. Ensure all packing slips for items (dropped off and picked up) are brought to Central Shipping & Receiving by this date for processing.	Thursday March 31	Gord Warner Ext. 3203 warnerg@algonquincollege.com
Travel expense and overtime claims due. Separate claims must be prepared for each fiscal year.	Thursday March 31	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Final day for supplier invoices to be submitted to Accounts Payable for processing.	Tuesday April 4	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Final day for customer invoice requests to be approved by cost center managers in Workday.	Tuesday April 4	Tara Vicckies vicckit@algonquincollege.com
Inventory count reports for hospitality, food services, print shop, hair salon and spa, bookstore, Pembroke and PPE to be submitted to Financial Services.	Wednesday April 5	Shianthi Algama Ext. 2071 algamad1@algonquincollege.com
Credit card charges submitted and approved by cost centre manager in Workday.	Wednesday April 5	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Final day for processing supplier invoices by Accounts Payable.	Thursday April 6	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Final day for Accounts Payable to review and approve credit card transactions in Workday.	Thursday April 6	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Final day for approval of Supplier Invoices by cost center managers in Workday.	Monday April 10 12 p.m.	Brenda Klerks Ext. 7517 royp@algonquincollege.com
Accounts Receivable and Accounts Payable closing.	Monday April 10 12 p.m.	Tara Vicckies vicckit@algonquincollege.com
Vacation, Sick Leave, and severance accruals due to Financial Services from Human Resources.	Monday April 10	Doreen Jans Ext. 3529 jansd@algonquincollege.com
Grand & Toy, Rogers, Bell, credit card charges updated.	Tuesday April 11	Brenda Klerks Ext. 7517 klerksb@algonquincollege.com
Goods received not invoiced (GRNI) accrual entered by Finance.	Tuesday April 11	Cresdelle Zubrycki Ext. 7268 zubrycc@algonquincollege.com
Final day for all journal entries to be entered and approved in Workday.	Friday April 14	Kelli Doucet Ext. 2453 doucetk@algonquincollege.com
Capital project spreadsheets due from Facilities Management.	Wednesday April 19	Cresdelle Zubrycki Ext. 7268 zubrycc@algonquincollege.com
Final day for Financial Services to make post-close adjustments.	Wednesday April 19	Kelli Doucet Ext. 2453 doucetk@algonquincollege.com
BDO Auditors start	Monday April 24	

**Dates subject to change. Changes, if necessary, will be communicated in advance.*