

## Business Administrator/Finance Manager/Controller Year End Schedule 2023-2024

KEY DATES OR TASKS	DATE	CONTACT
Outgoing wire payment requests due.	Friday March 15	Tara Vicckies vicckit@algonquincollege.com
Last day to receive goods for FY 2023-2024. Ensure all packing slips for items (dropped off and picked up) are brought to Central Shipping & Receiving by this date for processing.	Thursday March 28	Gord Warner warnerg@algonquincollege.com
Travel expense and overtime claims due. Separate claims must be prepared for each fiscal year.	Thursday March 28	Tara Vicckies vicckit@algonquincollege.com
Final day for supplier invoices to be submitted to Accounts Payable for processing.	Tuesday April 2	Tara Vicckies vicckit@algonquincollege.com
Final day for customer invoice requests to be approved by cost center managers in Workday.	Tuesday April 2	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 3	Travis Wilson wilsont@algonquincollege.com
Credit card charges submitted and approved by cost centre manager in Workday.	Wednesday April 3	Tara Vicckies vicckit@algonquincollege.com
Final day for processing supplier invoices by Accounts Payable.	Thursday April 4	Tara Vicckies vicckit@algonquincollege.com
Final day for Accounts Payable to review and approve credit card transactions in Workday.	Thursday April 4	Tara Vicckies vicckit@algonquincollege.com
Final day for approval of Supplier Invoices by cost center managers in Workday.	Friday April 5 12:00PM	Tara Vicckies vicckit@algonquincollege.com
Accounts Receivable and Accounts Payable closing.	Friday April 5 12:00PM	Tara Vicckies vicckit@algonquincollege.com
Vacation, Sick Leave, and severance accruals due to Financial Services from Human Resources.	Monday April 8	Doreen Jans jansd@algonquincollege.com
Grand & Toy, Rogers, Bell, credit card charges updated.	Monday April 8	Tara Vicckies vicckit@algonquincollege.com
Goods received not invoiced (GRNI) accrual entered by Finance.	Monday April 8	Cresdelle Zubrycki zubrycc@algonquincollege.com
Final day for all journal entries to be entered and approved in Workday.	Thursday April 11 5:00PM	Kelli Doucet doucetk@algonquincollege.com
Final day for Financial Services to make post-close adjustments.	Wednesday April 17	Kelli Doucet doucetk@algonquincollege.com
Capital project spreadsheets due from Facilities Management.	Thursday April 18	Cresdelle Zubrycki zubrycc@algonquincollege.com
<b>Deloitte Auditors start</b>	<b>Monday April 22</b>	
<b>Asset disposal moratorium</b>	<b>April 1, 2024 to May 31, 2024</b>	<b>Doreen Jans</b> jansd@algonquincollege.com

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