

# MEMO

**DATE:** January 9, 2024

**TO:** **ACLT Members**  
**Budget Holders and Budget Officers**  
**Business Administrators, Finance and Business Managers**  
**Controllers**

**CC:** **ACLT Assistants**  
**Finance and Administrative Services Management Team**

**FROM:** **Doreen Jans, Manager, Financial Services**

**SUBJECT:** **2023-2024 Year-End Due Dates**

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

To achieve a successful year-end, Finance and Administrative Services requires a coordinated effort that involves each of you.

We are seeking your cooperation in meeting the 2023-2024 year-end due dates.

Below, please find the links to the following schedules that are available on the Finance website:

1. [2023-2024 Year-End Processing and Purchasing Due Dates](#)
2. [2023-2024 Year-End Schedule for Business Administrators](#)

**NOTE:** This year, March 29 is Good Friday, a statutory holiday, and March 31 falls on a Sunday. For goods to be captured as Fiscal 2023-24 expenditures, the goods must be received by the College by Thursday, March 28, 2024.

Should you have any questions, contact information by department is provided in the attachments.

Thank you for your continued support.