

2014/2015 Fiscal Year End Instructions

Carleton University must undergo an annual audit of its financial records, for the period of May 1st to April 30th, to satisfy several external stakeholders such as the Ministry of Training, Colleges and Universities (MTCU), the Canada Revenue Agency (CRA), and financial lending institutions. Our goal is to close the books as fast as possible and as accurately as possible. In order to do this, we need the university community to assist us by forwarding all financial documents relating to transactions that occurred prior to April 30th by the deadlines noted below. Documents received by the dates below, and relating to the 14/15 fiscal year, will be entered into the system. Documents received after these dates, unless considered material (generally over \$50,000-\$100,000), will be recorded in the next fiscal year.

Documents	Due date	Location	Contact person	Notes
Accounts Payable Invoices: - USD/foreign currency invoices - CDN supplier invoices	Monday, April 27, 2015 Monday, May 4, 2015	<i>Business Office 301 Robertson Hall</i>	Seamus Matchett Accounts.Payable@carleton.ca	* Invoices dated after April 30th or received after May 4th will be charged to 2015/2016 fiscal year unless the amount is material (> \$50k) and relates to 2014/2015 year. * Requisitioning a PO in the current fiscal year does not ensure the expense will be charged to the current budget. Both the goods and invoice must be received prior to April 30th.
Travel expense claims and Employee Reimbursements (T & E system)	Monday, May 4, 2015	<i>Business Office 301 Robertson Hall</i>	Colleen DiGiacomo Accounts.Payable@carleton.ca	* Advances and expense claims must be fully completed, including all required electronic approvals, and <u>dated for April 30th or earlier</u> , prior to being posted in the 2014/2015 fiscal year. * Sufficient time must be allowed for claims to flow through all required approvers, which may take from 3 - 10 or more days, depending on the availability of any one approver.
Internal chargebacks (ICBs)	Monday, May 4, 2015	<i>Business Office 301 Robertson Hall</i>	Tina Dewar tina.dewar@carleton.ca	* Internal chargebacks (ICBs) relating to 14/15 and received after May 4th will be charged to the 15/16 fiscal year, unless they are considered material (>\$50,000), and are approved by the Controller
Procurement cards (P cards)	Monday, April 27, 2015 (Reconciled by May 4, 2015)	<i>Business Office 301 Robertson Hall</i>	Donna Pereira donna.pereira@carleton.ca	* Charges not showing on the statement as of April 27, 2015 will be charged to 2015/2016 fiscal year. * Reconciliations are to be completed by May 4/15 using the FAST PCard application at www.carleton.ca/fast
Cash receipts/deposits	Thursday, April 30, 2015 - noon	<i>Business Office 301 Robertson Hall</i>	Irene Emery receipt.accounting@carleton.ca	* For those handling cashiering sessions, please ensure your session has been closed by 4:30 p.m Wednesday, April 30th.
Requests for issuing external invoices	Thursday, April 30, 2015 - noon	<i>Business Office 301 Robertson Hall</i>	Kevin Murphy kevin.murphy@carleton.ca	* Forward request for invoices to external customers to the Business Office location or via email.
Budget Adjustment Requests (BARs) & Journal Voucher	Thursday, May 7, 2015	<i>Finance Office 603 Robertson Hall</i>	Angela Marcotte angela.marcotte@carleton.ca	* Submit BARs & JV's electronically to the Finance Office via the FAST Budget Adjustment & Journal Voucher applications at www.carleton.ca/fast .
Salary payments	* Friday May 1, 2015 (hourly submission paper Forms) * Monday May 4, 2015 (department time entry users)	<i>Payroll Office 507 Robertson Hall</i>	Kristine Simmons payroll@carleton.ca	* Hourly payment submission forms (paper forms) for hours worked up to April 30th must be delivered to Payroll Services. * Department time entry users, hours worked up to April 30th that are submitted and approved by the deadline will be charged to the 2014/15 fiscal year.