

2017/2018 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 Advanced Education and Skills Development (MAESD), 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 2017/2018 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 |
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| eShop / Accounts Payable Invoices: - USD/foreign currency invoices - CDN supplier invoices | USD Wednesday, April 25, 2018 CDN Tuesday May 1, 2018 - noon | <i>Business Office 301 Robertson Hall</i> | Seamas Matchett Accounts.Payable@carleton.ca | * Invoices dated after April 30, 2018 or received after the date indicated will be charged to 2018/2019 fiscal year unless the amount is material (> \$50K) and relates to 2017/2018 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 30, 2018. * All requisitions must be fully completed, including all required electronic approvals, and dated for April 30, 2018 or earlier, prior to being posted in the 2017/2018 fiscal year. |
| Travel expense claims and Employee Reimbursements (T & E system) | Tuesday, May 1, 2018 - noon | <i>Business Office 301 Robertson Hall</i> | Colleen DiGiacomo Accounts.Payable@carleton.ca | * All documentation must be submitted to the Business Office no later than noon on Tuesday, May 1 2018. * Advances and expense claims must be fully completed, including all required electronic approvals, and <u>dated for April 30, 2018 or earlier</u> , prior to being posted in the 2017/2018 fiscal year. |
| Procurement cards (P cards) | Wednesday, April 25, 2018 (Reconciled by May 2, 2018 - 2pm) | <i>Business Office 301 Robertson Hall</i> | Donna Pereira Donna.Periera@carleton.ca | * Charges not showing on the statement as of April 25, 2018 will be charged to 2018/2019 fiscal year. * Reconciliations are to be completed by May 2, 2018 by 2pm using the FAST PCard application at www.carleton.ca/fast . |
| Cash receipts/deposits | Monday April 30 2018 - noon | <i>Business Office 301 Robertson Hall</i> | Diana Pruss Receipt.Accounting@carleton.ca | * For those handling cashiering sessions, please ensure your session has been closed and finalized by 3:00 p.m Monday April 30, 2018 |
| Requests for issuing external invoices | Monday April 30, 2018 - noon | <i>Business Office 301 Robertson Hall</i> | Sandy Marion General.AR@cunet.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 10, 2018 - noon | <i>Finance Office 603 Robertson Hall</i> | Angela Marcotte Angela.Marcotte@carleton.ca | * Submit BARs & JV's electronically to Financial Services via the FAST Budget Adjustment & Journal Voucher applications at www.carleton.ca/fast . |