

## Business Administrator/Finance Manager/Controller Year End Schedule 2024-2025

KEY DATES OR TASKS	DATE	CONTACT
Outgoing wire payment requests due.	Friday March 14	Tara Vicckies vicckit@algonquincollege.com
Last day to receive goods for FY 2024-2025. Ensure all packing slips for items (dropped off and picked up) are brought to Central Shipping & Receiving by this date for processing.	Monday March 31	Gord Warner warnerg@algonquincollege.com
Travel expense claims due. Separate claims must be prepared for each fiscal year.	Monday March 31	Tara Vicckies vicckit@algonquincollege.com
Final day for supplier invoices to be submitted to Accounts Payable for processing.	Wednesday April 2	Tara Vicckies vicckit@algonquincollege.com
Final day for customer invoice requests to be approved by cost center managers in Workday.	Wednesday 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.	Thursday April 3	Shianthi Algama algamad1@algonquincollege.com
Credit card charges submitted and approved by cost centre manager in Workday.	Thursday April 3	Tara Vicckies vicckit@algonquincollege.com
Final day for processing supplier invoices by Accounts Payable.	Friday April 4	Tara Vicckies vicckit@algonquincollege.com
Final day for Accounts Payable to review and approve credit card transactions in Workday.	Friday April 4	Tara Vicckies vicckit@algonquincollege.com
Final day for approval of Supplier Invoices by cost center managers in Workday.	Monday April 7 12:00PM	Tara Vicckies vicckit@algonquincollege.com
Accounts Receivable and Accounts Payable closing.	Monday April 7 12:00PM	Tara Vicckies vicckit@algonquincollege.com
Vacation, Sick Leave, and severance accruals due to Financial Services from Human Resources.	Tuesday April 8	Doreen Jans jansd@algonquincollege.com
Grand & Toy, Rogers, Bell, credit card charges updated.	Tuesday April 8	Tara Vicckies vicckit@algonquincollege.com
Goods received not invoiced (GRNI) accrual entered by Finance.	Tuesday April 8	Cresdelle Zubrycki zubrycc@algonquincollege.com
Final day for all journal entries to be entered and approved in Workday.	Thursday April 10 5:00PM	Kelli Doucet doucetk@algonquincollege.com
Final day for Financial Services to make post-close adjustments.	Wednesday April 16	Kelli Doucet doucetk@algonquincollege.com
Capital project spreadsheets due from Facilities Management.	Thursday April 17	Cresdelle Zubrycki zubrycc@algonquincollege.com
<b>Deloitte Auditors start</b>	<b>Monday April 21</b>	
<b>Asset disposal moratorium</b>	<b>April 1, 2025 to May 31, 2025</b>	Doreen Jans jansd@algonquincollege.com

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