

MEMO

DATE: December 20, 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: 2024-2025 Year-End Due Dates

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 2024-2025 year-end due dates.

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

1. [2024-2025 Year-End Processing and Purchasing Due Dates](#)
2. [2024-2025 Year-End Schedule for Business Administrators, Finance Managers and Controllers](#)

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

Thank you for your continued support.

