

MEMORANDUM

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Date: March 16, 2021

To: Researchers

Subject: **Reminder RESEARCH YEAR END DEADLINES**

Research Grants funded from the Federal and Provincial Governments and their Agencies have a financial reporting period ending March 31, 2021. This includes NSERC, SSHRC, CIHR, CRC, MOHLTC, OPIC, OCI and many others. If you are uncertain if this applies to your grant, please contact Margot Ross (807)343-8010 ext. 8730 or by email at mross@lakeheadu.ca.

All 2020/21 transactions must be dated **March 31, 2021** or earlier to be included in the 2020/21 financial reporting period. It is the responsibility of each researcher to submit their paperwork before the deadlines listed below. The transactions received before these deadlines will be included in the 2020/21 research financial reporting period.

CASH RECEIPTS

All cheques and cash dated prior to March 31, 2021 must be received by Accounts on or before **Friday April 23, 2021** in order to be processed with a March date. All such deposits made after April 24th will be April dated.

ACCOUNTS RECEIVABLE INVOICES

All March dated invoices for external customers must be requested and processed by OFS by **Friday April 16, 2021**.

PURCHASING CARD STATEMENTS

All purchasing card statements for the period ending March 31st must be in the Office of Financial Services on or before **Thursday April 8, 2021**. The March 2021 statement will include all activity up to March 29th. Activity after March 29th will be recorded as an April 2021 transaction. Purchasing Card adjustment requests made after April 30, 2021 will be processed as April 2021 transactions and included in the 2021/22 reports.

Payroll Time Cards and Wage payments

All staff forms for work performed prior to March 27th must be submitted to Human Resources by Friday March 12th for inclusion in the 2020/21 period.

Time cards for the period up to Saturday March 27th are to be submitted by the March 28th time entry deadline. Time cards information relating to March 28th to 31st will be processed as a 2021/22 transaction.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered before **March 31, 2021** must be in the Office of Financial Services on or before **May 7, 2021** for processing in 2020/21.

TRAVEL EXPENSES/TRAVEL ADVANCES

Travel costs incurred prior to March 31, 2021 must be submitted no later than **Friday April 16, 2021** to be dated as 2020/21 items. All outstanding travel advances relating to the 2020/2021 grant period must be cleared by that date also.

SUPPLIER INVOICES

Suppliers' invoices received directly by the researcher for goods received or services rendered prior to March 31, 2021 must be in Accounts Payable no later than **Friday April 16, 2021**.

TRANSFERS BETWEEN LU ACCOUNTS

All requests for transfers must be received by the Office of Financial Services prior to **Friday May 7, 2021** to be processed in the 2020/21 fiscal year.

All correspondence and meetings with members of the Office of Financial Services regarding 20/21 transfers or corrections to actual must be arranged prior to Friday May 7, 2021.

These deadlines must be adhered to in order for the timely preparation and submission of the statements of accounts to the funding agencies.