

**MEMORANDUM**

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**Date:** February 20, 2023

**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, 2023. 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)343-8110 ext. 8730 or by email at mross@lakeheadu.ca.

All 2022/23 transactions must be dated **March 31, 2023** or earlier to be included in the 2022/23 financial reporting period. It is the responsibility of each researcher to submit their paperwork before the deadlines listed below. The transactions received by these deadlines will be included in the 2022/23 research financial reporting period.

**CASH RECEIPTS**

All cash and cheques dated prior to March 31, 2023, must be received by Accounts on or before **Friday April 14, 2023** in order to be processed with a March date. All such deposits made after this date will be April dated.

**ACCOUNTS RECEIVABLE INVOICES**

All March dated invoices for external customers must be requested and processed by OFS by **Friday April 14, 2023**.

**PURCHASING CARD STATEMENTS**

All purchasing card statements for the period ending **March 27th** must be submitted to pcard.statements@lakeheadu.ca on or before **Thursday April 6, 2023**. The March 2023 statement will include all activity up to **March 27th**. Activity after March 27th will be recorded as an April 2023 transaction. There is often a delay in posting by the vendor so ensure your purchases are completed by **Monday March 20th** for inclusion in the March Statement.

Purchasing Card adjustment requests made after April 6, 2023 will be processed as April 2023 transactions and included in the 2023/24 reports.

**Payroll Timecards and Wage payments**

All staff forms for work performed prior to **March 25th** must be submitted to Human Resources by **Friday March 3rd** for inclusion in the 2022/23 period.

Timecards for the period up to **Saturday March 25th** are to be submitted by the March 25th time entry deadline. Timecard information relating to March 26th to 31st will be processed as a 2023/24 transaction.

**INTERDEPARTMENTAL CHARGES**

Interdepartmental charges for goods received or services rendered before **March 31, 2023**, must be in the Office of Financial Services on or before **Friday April 14, 2023** for processing in 2022/23.

**TRAVEL EXPENSES/TRAVEL ADVANCES**

Travel costs incurred prior to **March 31, 2023**, must be submitted no later than **Friday April 14, 2023** to be dated as 2022/23 items. All outstanding travel advances relating to the 2022/23 grant period must also be cleared by that date.

**SUPPLIER INVOICES**

Suppliers' invoices received directly by the researcher for goods received or services rendered prior to March 31, 2023, must be in Accounts Payable no later than **Friday April 14, 2023**.

**TRANSFERS BETWEEN LU ACCOUNTS**

All requests for transfers must be received by the Office of Financial Services prior to **Friday April 21, 2023** to be processed in the 2022/23 fiscal year.

***All correspondence and meetings with members of the Office of Financial Services regarding 2022/23 transfers or corrections to actual must be arranged prior to Friday April 21, 2023.***

***These deadlines must be adhered to in order for the timely preparation and submission of the Statements of Accounts/Financial Reports to the funding agencies.***