



MEMORANDUM

Date: February 6, 2024
To: Researchers
From: Research Accounting
Subject: Reminder of Research Year-End Deadlines 2023/24

Research Grants funded from the Federal and Provincial Governments and their Agencies have a financial reporting period ending March 31, 2024. This includes NSERC, SSHRC, CIHR, CRC, MOH/Ontario Health, MOHLTC, OPIC, OCI, and many others. If you are uncertain if this applies to your grant, please contact Margot Ross at (807) 343-8110 ext. 8730 or by email at mross@lakeheadu.ca.

All 2023/24 transactions must be dated **March 31, 2024**, or earlier to be included in the 2023/24 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 2023/24 research financial reporting period.

CASH RECEIPTS

All cash and cheques dated prior to March 31, 2024, must be received by Account Receivable on or before **Friday, April 19, 2024**, to be processed with a March date. All deposits received 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 19, 2024**.

PURCHASING CARD STATEMENTS

All purchasing card statements for the period ending **March 27** must be submitted to pcard.statements@lakeheadu.ca on or before **Friday, April 5, 2024**. The March 2024 statement will include all activity up to **March 27**. Activity after March 27 will be recorded as an April 2024 transaction. There is often a delay in posting by the vendor so ensure your purchases are completed by **Wednesday, March 20** for inclusion in the March statement.

Purchasing Card adjustment requests made after April 7, 2024, will be processed as April 2024 transactions, and included in the 2024/25 reports.

PAYROLL TIMECARDS AND WAGE PAYMENTS

All staff forms for work performed prior to **March 31** must be submitted to Human Resources by **Thursday, February 26**.



Timecards for the period up to **Saturday, March 23** are to be submitted by the **March 25** time-entry deadline. Timecard information relating to March 26 to 31 will be processed as an April 2024 transaction and included in Fiscal 2024/25.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered before **March 31, 2024**, must be in the Office of Financial Services on or before **Friday, April 19, 2024**, for processing in 2023/24.

TRAVEL EXPENSES/TRAVEL ADVANCES

Travel costs incurred prior to **March 31, 2024**, must be submitted no later than **Friday, April 19, 2024**, to be dated as 2023/24 items. All outstanding travel advances relating to the 2023/24 grant period must also be cleared by that date.

SUPPLIER INVOICES

Supplier invoices received directly by the researcher for goods received or services rendered prior to March 31, 2024, must be in Accounts Payable no later than **Friday, April 19, 2024**.

TRANSFERS BETWEEN LAKEHEAD U ACCOUNTS

All requests for transfers must be received by Financial Services prior to **Friday, April 26, 2024**, to be processed in the 2023/24 fiscal year.

All correspondence and meetings with members of Financial Services regarding 2023/24 transfers or corrections to actual must be arranged prior to Friday April 26, 2024.

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