

MEMORANDUM

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Date: March 14, 2022

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, 2022. 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 2021/22 transactions must be dated **March 31, 2022** or earlier to be included in the 2021/22 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 2021/22 research financial reporting period.

CASH RECEIPTS

All cash and cheques dated prior to March 31, 2022 must be received by Accounts on or before **Friday April 22, 2022** 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 **Thursday April 14, 2022**.

PURCHASING CARD STATEMENTS

All purchasing card statements for the period ending March 28th must be in the Office of Financial Services on or before **Thursday April 7, 2022**. The March 2022 statement will include all activity up to March 28th. Activity after March 28th will be recorded as an April 2022 transaction. There is often a delay in posting by the vendor over a weekend so ensure your purchases are completed by Wednesday March 23rd for inclusion in the March Statement.

Purchasing Card adjustment requests made after April 29, 2022 will be processed as April 2022 transactions and included in the 2022/23 reports.

Payroll Timecards and Wage payments

All staff forms for work performed prior to March 26th must be submitted to Human Resources by Friday March 11th for inclusion in the 2021/22 period.

Timecards for the period up to Saturday March 26th are to be submitted by the March 27th time entry deadline. Timecard information relating to March 28th to 31st will be processed as a 2022/23 transaction.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered before **March 31, 2022**, must be in the Office of Financial Services on or before **April 29, 2022** for processing in 2021/22.

TRAVEL EXPENSES/TRAVEL ADVANCES

Travel costs incurred prior to March 31, 2022, must be submitted no later than **Thursday April 14, 2022** to be dated as 2021/22 items. All outstanding travel advances relating to the 2021/22 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, 2022 must be in Accounts Payable no later than **Thursday April 14, 2022**.

TRANSFERS BETWEEN LU ACCOUNTS

All requests for transfers must be received by the Office of Financial Services prior to **Friday April 29, 2022** to be processed in the 2021/22 fiscal year.

All correspondence and meetings with members of the Office of Financial Services regarding 2021/22 transfers or corrections to actual must be arranged prior to Friday May 6, 2022.

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