

## General Accounting

### From the Desk of the VP Finance and Support Services:



I hope everyone has enjoyed some form of break over the last couple of months and is transitioning back to the regular routine of the academic term. As the calendar turns to September, here are a couple of items to bring to your attention along with specific items in each section below.

The annual external audit occurred in June/July and as expected, King's received a clean audit report for the fiscal year ended April 30<sup>th</sup>, 2019. The Financial Statements will be presented to the Board of Directors in September and then posted on the website thereafter. The Statement of Operations will show revenues of \$58.8M (\$52.4M in 2018) and the overall surplus of \$2.5M (deficit of \$0.5M in 2018) once all cash, non-cash and actuarially determined post-retirement benefits have been accounted for. Net Assets on the Statement of Financial Position will be \$31.3M (\$29.4M in 2018). For the first time in over a decade, there is debt shown on our statements of \$7.9M related to the purchase of the land previously owned by the Diocese of London. The debt repayment and related interest have been offset by donations flowing through the Foundation to King's.

The Finance team is up to full complement for the time being. New members of our team include Izabela Matkowski in Payroll and Amanda Finlayson in Conference Services. Both Iza and Amanda are eager to assist you in their respective fields.

We look forward to assisting you with any of your financial needs and wish you a successful start to the academic term.



Jeff Major  
Vice Principal, Finance and Support Services

### Mission Statement

THE FINANCE DEPARTMENT IS  
COMMITTED IN OUR EFFORTS TO  
ADMINISTER POLICY AND BE A  
VITAL RESOURCE FOR ACCURATE  
INFORMATION TO ALL MEMBERS OF  
KING'S UNIVERSITY COLLEGE

## NEW!! Expense Report on Employee Center for Faculty

The employee center is expanding and all full-time faculty and part-time faculty are now able to submit an expense claim for: Internal Research Grant, Presenter Fund (Conference), Professional Development Fund (PDF) and, Teaching Resource Fund (TRF)

**Part-time Faculty:** The printed claim form and receipts for the teaching resource fund (part-time faculty) should be sent directly to Angela Brodt in accounts payable after being submitted online.

**Full-time Faculty:** If you are uploading receipts as scanned docs: Enter claim information on the system. Upload ALL receipts. Print claim form, attach to receipts and send directly to Angela Brodt in accounts payable.

If you are **unable** to upload your receipts:

1. Enter claim information on the system.
2. Enter Employee note: "Sending hardcopy to ADO"
3. Print claim form, attach receipts, and send to ADO
4. Don't forget to SUBMIT the claim

For further information, please contact Phyllis Fidler at [Phyllis.Fidler@kings.uwo.ca](mailto:Phyllis.Fidler@kings.uwo.ca).

# The General Ledger

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## Payroll and Benefits

**Reminder for Over Age Student Dependent Request:** If you have a child between the ages of 21-26 attending a post-secondary institution as a Full Time Student, please ensure you submit a Request for Over-Age Dependent Status form, available through your Payroll Department. This form **must be submitted by August 24, 2019** to ensure there is no interruption in coverage! If we do not receive this form by the deadline, Manulife will automatically terminate their coverage as of August 31, 2019.

SUNLIFE RRSP  
INQUIRIES?

CONTACT DIRECTLY AT  
1.866.733.8613

**Reminder for Members over 65 years of age:** Once you reach the age of 65, you no longer qualify for LTD (Long Term Disability) coverage and your Life and ADD coverage reduces to 50%. The first payer for prescriptions is the Ontario Drug Plan (ODP) and the balance is processed through Manulife Financial. Remember to inform your pharmacist when you celebrate your 65th birthday to ensure continuous coverage.

MANULIFE BENEFIT  
INQUIRIES?

CONTACT DIRECTLY AT  
1.800.268.6195

**Reminder for Members over 70 years of age:** Once you reach the age of 70 you will no longer be covered for Life and ADD insurance and CPP is no longer deducted. Contact your Payroll Department for help with how to apply for CPP.

**Reminder for Faculty turning 71 (Pension):** Once you reach the age of 71 and are continuing to work. You must start taking your pension by December in the year you turn 71. Contact Kate Maars for further details

**Contracts and Timesheets for the 2019-2020 Academic Year:** Timesheet Contracts for all hourly employees are to be completed **electronically** and are located at:

<http://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/payroll-benefits/>

It is very important that Timesheet Contracts are completed in full detail and submitted to the Payroll Office in a timely manner **PRIOR** to the employee completing any work.

- All Timesheets are to be completed on EWA (Employee Web App) and a PDF sent electronically to [payroll@kings.uwo.ca](mailto:payroll@kings.uwo.ca) by the designated deadlines. A Supervisor must be cc'd on all emails as approval.
- It is up to the Supervisor to advise the Payroll Department of any discrepancies in hours as soon as possible to avoid an incorrect payment to the employee.

**RBC Insurance/Pension/RRSP:** As a reminder, please take a moment to ensure the information we have on file for your beneficiary(ies) is up to date. You can make any changes by contacting the Payroll Department. If you have changed your address please ensure you contact HR or Payroll to ensure your information is updated.

Always be sure to review your paystubs through EWA (Employee Web App) under My Self Service, Paystubs and notify Payroll right away with any discrepancies or if you have any questions.

### CPP enhancement:

Effective January 1, 2019 we will see a change to our CPP (Canada Pension Plan) deductions. The government has proposed a gradual enhancement in order to increase CPP retirement, Disability and Survivor's pensions. Stay tuned for more information to be communicated in the Fall.

FOR MORE INFORMATION CONTACT:

KATE MAARS (x4418), PAYROLL & BENEFITS MANAGER OR IZABELA MATKOWSKI (x4341), PAYROLL & BENEFITS ASSISTANT

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## Accounts Payable (A/P)

**Travel and Conference:** Any business travel that was done during the summer months should be submitted as soon as possible to the Academic Dean for approval. Once all documents and itemized receipts are approved, the expenses will be reviewed and reimbursed through Finance.

**Travel and PDF Expense Reimbursement Policies:** Expense and Travel Policies are posted online for reference and review:

<https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/accounts-payable/>

Please take the time to read over the policies prior to travel and submission of expenses. For a quick overview, a one page *Travel Policy Summary* is available. All related claim forms are also posted on the website. As documents are updated frequently, please ensure you are using the most up-to-date version of the forms by using the links on the website.

**Tuition Benefit:** The following are the administrative requirements of the program. Please read your Association's Salary Agreement carefully for the specific eligibility, terms, conditions and level of benefit you or your family may be eligible for.

1. If enrolled at King's, do not pay the tuition, you will pay fees only. See the Student Finance department for details. If enrolled at another recognized educational institution, pay your or your eligible family member's tuition. The reimbursement will not be processed without a **detailed breakdown of fees and a receipt**.
2. Once tuition is paid, fill out the *Tuition Benefit Form* that can be found on our website. Both the King's employee and student must sign.
3. Submit your application, breakdown of tuition and fees, and proof of payment for reimbursement to A/P in room W138.

\*\*It is important to note that what you pay is not necessarily what you will be reimbursed, as the activity and ancillary fees are not covered by this benefit. Also, the payee for the tuition reimbursement will be in the student's name.

FOR MORE INFORMATION  
CONTACT:  
**ANGELA BRDOT (x4311),**  
ACCOUNTS PAYABLE  
OFFICER

## Central Services / Purchasing

With Central Services providing a variety of services (printing, staff and student mail, couriers, laundry/copy cards, course pack sales, photocopier maintenance, etc), the workload increases exponentially with the start of a new academic year. We ask that at least 24 hours notice is given for all print jobs. We will do our best to get all jobs done sooner, but this lead time allows us to prioritize and manage the increased workload. Central Services has many graphic and printing services to offer including booklets, tri-fold pamphlets, postcards, posters, lamination etc. These products can be done in black and white or in full colour. There is also a wide variety of coloured paper and sizing options. If you have any questions about our new products or pricing, please come down to Central Services and our staff would be glad to walk you through it!

Throughout the year, we received many inquiries regarding personal mail or printing for staff members. Yes, we offer all our services to staff for personal use at great rates!

FOR MORE INFORMATION  
CONTACT:

**JASON BROCK (x4315),**  
CENTRAL SERVICES ASSISTANT

**KATHERINE IDESON (x4315),**  
CENTRAL SERVICES ASSISTANT

**TIFFANY CHISHOLM (x4314),**  
PURCHASING SERVICES COORDINATOR

Central Services has been able to freeze our printing prices for over a decade now, but this year we have had to revise our pricing. For more information, please come visit us for departmental and employee pricing.

As many of your offices gear up for the upcoming academic year an increased number of purchasing requests are made. Please allow at least 48 hours for a response to all purchasing requests. If you would like to learn more about being on the Web App to create your own PO's as you need them, please let Tiffany Chisholm know.

# The General Ledger

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

SEPTEMBER 2019

## Accounts Receivable / Student Financial Services

**Student Employment Programs** – King’s is continuing its commitment of hiring students on campus through The Work Study Program. We have 147 employment opportunities on campus and we will be approving 120 students for this sought after program. If you are a supervisor for the Work Study Program, students will be contacting you shortly as the first round of applicants have been approved and are currently seeking jobs. If you are not a supervisor but would like to consider the opportunity to hire a student, please contact Kellie Knechtel ([Kellie.Knechtel@kings.uwo.ca](mailto:Kellie.Knechtel@kings.uwo.ca)) for a job proposal form.

**Tuition Benefit** – If you have dependents attending post-secondary and have made a payment towards their tuition, you may submit a tuition benefit form to Accounts Payable for reimbursement. If you or your dependents receive a tuition benefit/waiver/reimbursement and are applicants of OSAP, the Ministry of Education and Training requires that the student report this amount in the Scholarship/Bursary Income Section of the OSAP application. Students are also expected to report a tuition benefit/waiver/reimbursement in Line 130 on their income tax returns, therefore it does not affect parental income.

**LTC Bus Pass** –The USC Bus Pass will be loaded onto student cards shortly and full time students will be able to access LTC busses for 12 months as of September 1st. Any 4<sup>th</sup> year students with an old student card will need to go to the Bus Pass Pick Up at USC to pick up a paper bus pass. This will be the last year that paper bus passes will be offered. Those students can also purchase a new student card at King’s since all new cards will have the LTC tap capability.

**New Ancillary Fee Framework** – New for 19-20, all post-secondary ancillary fees are categorized into mandatory and optional. Students are given the opportunity to opt-out of optional fees charged by Western, USC, King’s and KUCSC. They access the opt-out process through their student portal at King’s. The deadline to submit an opt-out request is September 25<sup>th</sup>, 2019 which aligns with the USC Health and Dental Opt-Out deadline.

## Research Grants

The use of Research Grant Funds must directly support the original purpose and terms and conditions of the grant award. In addition, research expenses incurred must be “reasonable” and in accordance to the University and the granting agency’s policy. Did you know that you can check your Research Grant balances using the Employee Web App (EWA)?

If you have any questions related to your Internal or External Research grant or you have issues viewing your Research Grant balances on the EWA, please contact Vishal Kothari, Financial Analyst at x4375. *Please see the below chart for Research Grant dates to remember:*

FOR MORE INFORMATION  
CONTACT:

VISHAL KOTHARI (x4375),  
FINANCIAL ANALYST

PHYLLIS FIDLER (x4318),  
MANAGER OF GENERAL ACCOUNTING

March 16, 2020	All <b>Internal Grants</b> must be spent by the end of the fiscal year (April 30) unless the recipient requests a <b>Renewal</b> in writing from the Chair of the Research Grants Committee by March 16, or the first business day after.
March 31, 2020	<b>External Research Grant*</b> (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31 <sup>st</sup> deadline. Receipts submitted for these grants must be dated before March 31 <sup>st</sup> , 2020 and received by finance by April 10 <sup>th</sup> , 2020.

\*In Nov 2016, the Tri-Agencies announced that home internet charges would no longer be allowed as eligible charges against NSERC, SSHRC or CIHR grants.

FOR MORE INFORMATION  
CONTACT:

SHELLY GUERIN (x4410),  
STUDENT FINANCIAL SERVICES OFFICER

NATALIE WALKZAK (x4355),  
STUDENT FINANCIAL AID COORDINATOR

KELLIE KNECHTEL (x4355),  
STUDENT FINANCIAL SERVICES OFFICER

VANESAA ROBERTS (x4403),  
STUDENT FINANCIAL SERVICES CLERK

DIANNE KONINGS (x4317),  
STUDENT FINANCIAL SERVICES CLERK