

General Accounting



From the Desk of the Director of Institutional Planning & Finance:

This is my absolute favourite time of the year – start of school and autumn! Many exciting changes for students and their families - adjusting to new schedules, early mornings, and cooler evenings.

The finance office has no shortage of excitement as well. The summer was filled with several projects – including the year-end audit – results to be published in a few weeks. We are currently preparing to launch a new suite of financial reporting and information sharing to our community. Our objective of financial sustainability is embedded in all of our work. As such, a reminder for everyone to be mindful in purchasing and spending activities. Please ensure before you purchase you assess that the proposed cost is critical to the student experience, safety or compliance, as this will help all us achieve our objective. Feel free to reach out if you have any questions.

A big thank you to the team in Student Financial Services!! This is the absolute busiest time for your department, and you have navigated with professionalism and understanding, ensuring our students needs are met! So VERY appreciated!!

A very warm welcome back to everyone!!

Best regards,



Director of Institutional Planning & Finance
King's University College

Mission Statement

THE FINANCE DEPARTMENT PROVIDES VALUE-ADDED INFORMATION AND SERVICES IN AN EQUITABLE AND TRANSPARENT MANNER TO ALL MEMBERS OF KING'S COMMUNITY. THE FINANCE TEAM WILL TAKE A LEADERSHIP ROLE IN ALL STRATEGIC PLANNING AND THE DEVELOPMENT OF ADMINISTRATIVE POLICY AND PROCESSES.

The General Ledger

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 (along with *proof of enrolment) **must be submitted by September 3, 2025** 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, 2025.

**proof of enrolment can be in the form of an acceptance letter confirming full time acceptance, a course outline or payment confirmation from the University or College.*

2024 Pension Statements:

Pension statements were mailed and/or placed in Faculty Mailboxes back in June. Any questions can be directed to payroll@kings.uwo.ca.

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.

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.

SUNLIFE RRSP
INQUIRIES?

CONTACT DIRECTLY AT
1.866.733.8612

MANULIFE BENEFIT
INQUIRIES?

CONTACT DIRECTLY AT
1.800.268.6195



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 have your information updated.

Always be sure to review your paystubs through King's Employee Centre under MySparkRock, Go to App, under My Self Service.

Please notify Payroll right away with any discrepancies or if you have any questions.

FOR MORE INFORMATION CONTACT:

NICOLE KOGANAGI, PAYROLL & BENEFITS MANAGER OR

IZABELA MATKOWSKI, PAYROLL & BENEFITS ASSISTANT

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Accounts Payable (A/P)

Travel and Conference:

All Conference expenses must have the ADO electronic Presenters Travel and Conference Fund Request Preapproval submitted prior to the conference. Once you receive the approval and the conference expenses have been incurred, you may submit to Accounts Payable at kucap@kings.uwo.ca.

Please ensure the Employee Expense form is completed and all receipts along with the ADO preapproval are attached to the email.

Reminder, meal receipts are not required as daily per diems are in place. Please refer to the King's University Travel Policy for further details.

FOR MORE INFORMATION
CONTACT:

ANGELA BRODT
ACCOUNTS PAYABLE
COORDINATOR

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. All related claim forms are also posted on the Accounts Payable website. As documents are updated at times, 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 Terms and Conditions/ Collective 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 the ancillary fees only through Student Finance. Scan and submit the completed tuition benefit form to Accounts Payable to have the benefit applied to the tuition portion. If enrolled at another recognized educational institution, pay your or your eligible family member's tuition.
2. Once tuition is paid, fill out the *Tuition Benefit Form* that can be found on the Accounts Payable webpage. 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 Accounts Payable at kucap@kings.uwo.ca

****It is important to note that what you pay is not necessarily what you will be reimbursed, as the benefit covers tuition and not the ancillary fees. The payee for the tuition reimbursement will be in the student's name and a T4A will be issued during the following tax season in the student's name.**



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Accounts Receivable / Student Financial Services

Student Employment Programs

King's is continuing its commitment of hiring students through The Work Study and IWE Programs. We have approximately 100 employment opportunities on campus for domestic students and 22 for international students. The online 25-26 Work Study application is now closed, as we received a high volume of applicants after the application opened August 1st. We are working through those submitted applications in date/submission order. If you are a supervisor for the Work Study Program, students should have begun contacting you, 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 next year, please email Natalie Walzak at Natalie.Walzak@kings.uwo.ca for a job proposal form link and more information. IWE applications will be forwarded to supervisors after the application closes September 19th.

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. Full Time students cannot opt out of this benefit as it is a mandatory ancillary fee.

Office Hours

Student Financial Services is open 9am – 4:30pm, Monday – Friday, to serve our students and the College Community.

FOR MORE INFORMATION CONTACT:

SHELLY GUERIN

STUDENT FINANCIAL
AID OFFICER

NATALIE WALZAK

STUDENT FINANCIAL AID
COORDINATOR

VANESSA FORTIER

STUDENT FINANCIAL SERVICES
RECEIVABLE COORDINATOR

CORAL ROBINSON

STUDENT FINANCIAL SERVICES
CLERK

ZOE SHIPP

STUDENT FINANCIAL SERVICES
CLERK

Research Grants

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.

If you have any questions related to reimbursements for Internal or External Research grants or require the GL account no. of your grant, please contact the Research Office at Research@kings.uwo.ca.

FOR MORE INFORMATION CONTACT:

VISHAL KOTHARI,
ASSOCIATE DIRECTOR OF FINANCE

March 15,
2026

March 31,
2026

All **Internal Grants** must be spent by the end of the fiscal year (April 30) unless the recipient requests a **Renewal** in writing from the Chair of the Research Grants Committee by March 15, or the first business day after.

External Research Grant* (i.e. NSERC, SSHRC, and/or CRC) holders have a March 31st deadline. Receipts submitted for these grants must be dated before March 31st, 2025 and received by the Research Office no later than end of day April 3rd, 2026.

Information regarding Research Assistant:

- Supervisors/Grant holder should contact HR if any of their Research Assistants are going on a leave of absence.
- Research Assistants (RA) should have an active contract when performing any duties (work, attending conferences, etc.) on behalf of the grant holder and their expenses will be reimbursed to the grant holder only if the RA has an active contract.

The General Ledger

Edited by Kate Deonarine

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

SEPTEMBER 2025

Central Services / Purchasing

As we prepare for the upcoming academic year, we want to inform you of some changes in Central Services. You may notice adjustments to the service level you are accustomed to and we ask for your patience and understanding while we navigate this together.

The Central Services Office is open M-F, 9am-4:30pm, but **closes daily at 12pm-1pm**.

In the event of unexpected staff absences, the **office may need to close temporarily**. In these cases, we plan to have a sign on the door and an email auto-reply with additional information and timelines.

Starting on September 1st, we will use the **new CS price list** found on the [Central Services webpage](#). With tight budgets this year, we tried to keep our departmental charges as close to cost as possible. In addition to this, Central Services wanted to provide some recommendations to help departments save on day-to-day and exam printing:

- Print double sided.
- Print in black and white.
- Print on letter sized paper.
- Print on white paper.
- Only laminate or cerlox bind when absolutely necessary.
- Cover pages for exams can be designed with “Version 1” & “Version 2” in large font instead of printing on pastel paper to differentiate.

A minimum of **48 hours’ notice is required for all print requests**. If your printing hasn’t arrived in your mailbox within 48 hours of your request, please contact your ADA to troubleshoot before contacting Central Services.

Requests to pick-up printing in Central Services **will be limited** to cases where personal payment is required.

The green magnetic door signs around campus are not a consistent size, so all **requests to print door inserts** must include the size of the hole in the green magnetic plate (ie. 6”x3”). We will then use the standard template (name on 1st line, position/department on 2nd line) to design the insert, print, laminate and return to you for installation (which includes the need for you to trim the door sign to fit).

Outgoing Canada Post mail now leaves CS twice each week, on Tuesdays and Fridays. We are still able to process and stamp your outgoing mail throughout the week; however, if you require it to move faster, then we kindly ask that you take it directly to a Canada Post location.

Outgoing courier packages must be dropped off with a completed Courier Shipping Form (found on the [Central Services webpage](#)) to ensure accurate and timely processing.

We have a **NEW Amazon locker** at King’s! This brand-new smart locker is here to revolutionize the way you receive your Amazon packages. The locker is open to *everyone*—day or night, 365 days a year. No more missed deliveries or scheduling headaches—just secure, around-the-clock convenience. For more information on how to use this new Amazon Locker at King’s go to the [Central Services webpage](#).

We appreciate your cooperation as we work through these adjustments and remain committed to providing reliable service. For purchase order help, preferred vendors or help navigating the Purchasing Policy, please contact purchasing@kings.uwo.ca.

FOR MORE INFORMATION
CONTACT:

JASON BROCK
CENTRAL SERVICES ASSISTANT

TIFFANY CHISHOLM
PURCHASING SERVICES
COORDINATOR