

General Accounting



From the Desk of the VP Finance and Support Services:

In preparation for writing this section, I looked back at what was written last year at this time. The feeling at the time was that "King's will persevere ... by sticking to its principles and values as we work through this crisis ...". I am proud that we have done more than just "persevere" over the last year. We have managed our way through the pandemic impacts and ever-changing parameters as best that we could but we have also accomplished a number of goals that will allow us to thrive once the world moves forward. From welcoming a new VPAD, to creating the first Collective Agreement with the newly unionized Faculty Association, to attracting more international students than ever before, to eliminating our debt, to setting up the King's Research Excellence Awards, and the numerous other accomplishments - King's has had a good year *and* has managed the pandemic impacts.

We are heading to the end of this fiscal year regardless of COVID. As a result, there are the normal year-end requirements. Please have a read through the following sections that will outline the deadlines and processes to assist in the completion of this fiscal year.

The Finance group is in the process of amalgamating all of the budget submissions, revenue assumptions, salary and benefit costs, and capital requirements. We plan to be back on schedule this year to meet our normal budget deadlines in April. Thank you to everyone who has participated in the various budget information sessions to date and more details will be presented in our normal course.

I wish everyone a healthy spring and Easter season and look forward to the next year's challenges and opportunities.

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

Research Grants

FOR MORE INFORMATION
CONTACT:

VISHAL KOTHARI (x4375),
MANAGER OF FINANCIAL ANALYSIS AND
REPORTING

PHYLLIS FIDLER (x4318),
MANAGER OF GENERAL ACCOUNTING

King's Internal and External Research Grant recipients should ensure that funds are utilized for designated purposes for which they are awarded and are in compliance with King's University and the granting agency's policies and guidelines.

All **Internal Grants** must be spent and submitted to the Finance Office by the end of the fiscal year (**April 30th**) unless the recipient requests a **Renewal** in writing from the Chair of the Research Grants Committee by March 31st, 2021 or the first business day after. Refer to the Research Grant Policies for more details.

(continue on page 2)

The General Ledger

Research Grants (continued)

External Research Grant (i.e. SSHRC, CIHR or transfer agreement) holders have a March 31st deadline. Receipts submitted for these grants must be dated before March 31st, 2021 and received by Finance no later than April 9th, 2021.

If you have any questions related to your Internal or External Research grant, please contact Vishal Kothari, Manager - Financial Analysis and Reporting via email at vishal.kothari@kings.uwo.ca.

Purchasing & Central Services

Central Services

As an essential service at the College, the Central Services office remains open Mondays to Fridays from 9am-4:30pm.

Among many adjustments we have had to make due to COVID, we want to remind everyone that appointments are mandatory when visiting Central Services. As I am sure you can imagine, social distancing would be impossible if there was more than one person at our counter. Therefore, if everyone plans ahead and emails printing@kings.uwo.ca to book an appointment time, we can avoid the line ups.

Also, our 2021 goal is to be *more accurate and consistent than ever before* when it comes to sorting College mail. We have recently launched our Address Correction program, modelled after Canada Post, to fix issues such as missing names/departments or even incorrect names. If at any time you receive mail with a bright pink sticker on it, please take the time to contact the sender and request changes be made to the address. It would be greatly appreciated as it will help us reach our goal!

Purchasing

As the new fiscal year approaches (May 1st), many areas have plans for allocating purchases between fiscal year budgets (current or new). This does get a little tricky, but the rule is that if you want to use the current year budget, then you need to order your items in time to get them shipped/received before April 30th! If you miss this deadline, your purchase will automatically come out of next year's budget. Please plan ahead and leave room for unexpected delays. If you want to use next year's budget but submit the purchase request before May 1st, please include this information as it will make the yearend process smoother.

Also as new budget funds come available, if you are planning to spend over \$10,000 on a single item/service please be sure to check the Purchasing Policy (found on the Purchasing webpage: www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/purchasing and follow the correct process (e.g. 3 verbal quotes, 3 written quotes, RFP, etc.). If you have any questions about the Purchasing Policy, contact Tiffany Chisholm at purchasing@kings.uwo.ca.

Conference Services

All Events and Conferences have been cancelled or postponed until further notice.

FOR MORE INFORMATION
CONTACT:

AMANADA FINLAYSON (x4452)
CONFERENCES SERVICES COORDINATOR

If you are looking to book a future Event or Conference, please email Amanda Finlayson in Conference Services to make it an easy process:
ConferenceServices@kings.uwo.ca

FOR MORE INFORMATION
CONTACT:

TIFFANY CHISHOLM (x4314),
PURCHASING SERVICES COORDINATOR

JASON BROCK (x4372),
CENTRAL SERVICES ASSISTANT

WENDY SCANLAN (x4315),
CENTRAL SERVICES ASSISTANT

ROD TRAMBLE (x4373),
CENTRAL SERVICES ASSISTANT

Volume 11, Issue 3

Accounts Payable (A/P)

Important Year-End Date – All expense/reimbursement claims must be emailed to Accounts Payable by Friday April.30th 2021 to qualify for reimbursement.

Professional Development Funds (PDF):

All purchases pertaining to the 2020-2021 fiscal year's Professional Development Fund must be shipped or received (for goods) before April 30th, 2021 to be reimbursed. Also, any travel (virtual conferences) to be paid out of PDF must occur before April 30th to be reimbursed out of the current budget. All submissions with receipts and/or proof of payment must be received by Accounts Payable before end of day **Friday April 30th, 2021** to be reimbursed. The Employee Expense Reimbursement Request Form is to be used to submit all Employee Expense claims.

FOR MORE INFORMATION
CONTACT:
ANGELA BRODT (x4311),
ACCOUNTS PAYABLE COORDINATOR

Travel and Conference:

The King's Travel Policy is posted online for review: <https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/accounts-payable/>

Prior to travel, please complete the Academic Dean's Presenters Travel and Conference Fund Request located on the Accounts Payable web page. Upon return, submit all relevant expenses directly to Accounts Payable with the Academic Dean's Presenters Travel and Conference Fund Approval Form. If there is a large discrepancy between the pre-approval amount and the final expense, the claim will be resubmitted for the Dean's approval prior to reimbursement.

Please take the time to read over the policy prior to travel and submission of expenses. Please pay particular attention to the limits and restrictions that are applied to meal expenses while traveling.

Accounts Payable is happy to answer any pre-travel questions or concerns you may have regarding the guidelines provided in the policy. All Employee PDF and Conference Fund reimbursements are to be submitted using the Employee Expense Reimbursement Request Form or the Employee Center Expense Claim Process.

*Travel by personal car - The CRA kilometer allowance is currently .53km. Travel by private vehicle is to be used for short journeys (less than 500km round trip) where this constitutes the most economical and effective means of transportation. If you are out of country April 30th - May 1st, the claim will need to be scanned to kucap@kings.uwo.ca to be eligible for reimbursement.

Invoice Department Expenses:

It is recommended that you place your final order for supplies at least a week prior to April.30th to avoid the late delivery of items. If an item does not ship until May.1st but you ordered it on April. 25th, the item will be expensed in the next fiscal.

Department Invoices for the 2020-2021 budget year will be processed as accruals if the item was shipped or the service were performed prior to April.30th. The accruals will be completed only for a short period into May. Items which have been received but not invoiced must have a completed Purchase Order on record by April 30th to be included in this year's budget. It is strongly advisable to arrange a Purchase Order when placing orders close to year-end. All items purchased must be on-site by April 30th to qualify for the 2020-2021. Goods and services that pertain to the period after April 30th will be recorded as the next fiscal year's expense.

*Please ensure you are downloading the most up-to-date forms from the Accounts Payable web page. Forms are updated frequently to fit policy changes and improve user experience.

Volume 11, Issue 3

Payroll and Benefits

General Payroll Due Dates:

Final submission for all 2020-21 electronic hourly timesheets will be **Wednesday, May 12th, 2021**. Any submissions after this date will require a new 2021-22 contract and will be processed in the new budget year.

Please ensure all hours have been electronically submitted on a timely basis through the Time Entry System!

New contracts for 2021-22 can be forwarded to the Payroll office during the month of April. Instructions for completing the Timesheet Contract can be found at the link below:

<https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/payroll-benefits/>

Please ensure all information is completed on the contract. If the person is new to Kings, please have them scan tax forms and direct deposit banking information (void cheque) to Payroll. Payroll will send the employee an email once the contract is activated (May 1st, 2021 or later). The employee can electronically enter hours effective from their start date through the Employee Web App (EWA) website.

MANULIFE BENEFIT
INQUIRIES?

CONTACT DIRECTLY AT
1.800.268.6195

SUNLIFE RRSP
INQUIRIES?

CONTACT DIRECTLY AT
1.866.733.8613

All Staff OT to be paid must be submitted no later than **Monday, April 26th, 2021** for the April 29th, 2021 payroll.

T4's are available for download on the Employee Web App (EWA). If you have any problems accessing your T4 online, please contact Payroll via email at: payroll@kings.uwo.ca

Information was sent out in February regarding Work From Home Expenses. Please use the tools provided on the CRA website to calculate any possible claims for your tax returns.

Sun Life Financial: RRSP plan members can access original copies of their RRSP receipts from the Tax Slips & RRSP Info page on www.mysunlife.ca. Copies will be clearly marked as DUPLICATE and if the plan members have Adobe Acrobat Reader on their computer, they can print and use them to prepare their personal tax returns.

Upcoming Retirement Webinar: Becoming Retirement Ready (click on title link to register) On April 14, 2021 Sun Life will be presenting a Retirement Webinar for anyone interested in learning more about preparing for retirement and what options are available to you now and at the time of retirement.

Additional Financial Wellness Webinars: These free webinars hosted by qualified and licensed professionals at Sun Life are designed to increase financial literacy to help you reach your financial and retirement savings goals. Register at <https://www.sunlife.ca/en/campaign/financial-wellness-webinars/>

2020 Pension Statements:

The 2020 Pension Statements are expected to be ready by mid-April. A communication will be sent out once received. Please review your statement carefully and contact [Kate Maars](#) in the Payroll Department with any questions or updates to personal information.

As a reminder, please update the Payroll Department as soon as possible if any of the following changes occur: *Name Change* (must provide documentation as proof of change such as marriage certificate, certificate of name change, etc.), *Address Change*, *Beneficiary Updates for your RRSP*, Pension, Group Life or *Adding/Removing/Updating dependents on your benefits*.

FOR MORE PAYROLL INFORMATION CONTACT:

KATE MAARS (x4418),
IZABELA MATKOWSKI (x4341),

PAYROLL & BENEFITS MANAGER
PAYROLL & BENEFITS ASSISTANT

The General Ledger

Accounts Receivable / Student Financial Services

Please refer to the Student Financial Services online site for the most up-to-date information regarding on-campus hours and services: <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/sfs/> We can also be reached via email at: studentfinance@kings.uwo.ca or by calling 519-433-3491 ext. 4319 between 9:00am – 4:30pm, Mondays to Fridays (excluding holidays).

Tax Forms for Students:

T2202A: Tuition tax receipts are issued to all students for tuition related to the calendar year. These show the amount of tuition and compulsory fees that can be claimed for income tax purposes, as well as the number of months eligible for the education deduction. The 2020 form is available online: <http://student.uwo.ca>.

T4A: Tax receipts are issued for one of the following: scholarships or grants issued by King's, scholarships from external organizations issued to King's for a student, tuition benefit scholarships, bursaries or other monetary awards. The 2020 slips were made available online to students through www.kucapplications.ca. Non-Student T4A's were mailed to the home address on file. Should a duplicate copy be needed, please contact Kellie Knechtel at Kellie.Knechtel@kings.uwo.ca.

T4: Employed students (Work Study, First Generation Working Program, I.W.E) will receive a T4 from our Payroll and Benefits office for tax purposes. Should a duplicate copy be needed, please contact Payroll at payroll@kings.uwo.ca.

FOR MORE INFORMATION CONTACT:

SHELLY GUERIN (x4410),
STUDENT FINANCIAL SERVICES OFFICER

KELLIE KNECHTEL (x4403),
ASSISTANT STUDENT FINANCIAL SERVICES OFFICER

DIANNE KONINGS (x4317),
STUDENT FINANCIAL SERVICES CLERK

CORAL ROBINSON (x4701),
STUDENT FINANCIAL SERVICES CLERK

NATALIE WALZAK (x4355),
STUDENT FINANCIAL AID COORDINATOR

Summer Student Employment at King's:

Student Financial Services will be accepting Summer IWE applications until March 12th and Full-Time Summer Work Study applications until March 26th. Approved applications will be forwarded to supervisors within a few weeks of the applications closing, once we've had a chance to review and ensure that the applicants have met the programs eligibility criteria.

Employee Centre for Faculty

FOR FURTHER INFORMATION & TO UPDATE YOUR EMPLOYEE CENTRE ACCESS, CONTACT:

PHYLLIS FIDLER (x4318),
MANAGER OF GENERAL ACCOUNTING

The employee center is available for all employees to submit expense claims for employee negotiated funding such as, Internal Research Grant, Presenter Fund (Conference), Professional Development Fund (PDF), Teaching Resource Fund (TRF) and Wellness fund depending on your association/union agreement. The claim form for the teaching resource fund (part-time faculty) should be sent directly to Angela Brodt at kucap@kings.uwo.ca after being submitted online.

****Please note, multiple items can be input on one expense claim.**

You do not need to enter each item on a separate claim.

Full-time Faculty/Staff/PAO:

If you are uploading receipts as scanned docs:

1. Enter claim information on the system.
2. Upload ALL receipts.
3. Email claim form directly to Angela Brodt at kucap@kings.uwo.ca 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 AP".
3. Email [receipts and claim form](#) to kucap@kings.uwo.ca
4. Don't forget to SUBMIT the claim.