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Do you know...

Of Special Interest

Deadline for year end payroll submissions.

Deadline for year end expense submissions.

MISSION STATEMENT

The Finance Department is committed to providing consistent policy application and a vital resource for accurate financial information to all members of the King's University College community through professional and equitable service.

Welcome to the Finance Department

From the desk of the CFO

The Finance Department would like to introduce the initial instalment of The General Ledger. This quarterly newsletter is designed to answer frequently asked questions regarding policies and procedures and update you on important upcoming events or deadlines.

Please take the time to review the information and provide us with your feedback and/or ideas for future entries.

The focus of this edition is the 2007/2008 fiscal year end processing information and deadlines.

Should you have any questions about anything

contained in this newsletter, the appropriate contacts have been provided within the relevant section.

Sincerely,

[Jeff Major, Chief Financial Officer](#)

Payroll and Benefits

Payroll Submission Deadlines:

Time Sheets:

General Student Contracts:
May 1, 2008

Proctors: May 1, 2008

Tour Guides: May 1, 2008

Markers / Teaching Assistants: May 9, 2008

Staff Overtime Sheets:
May 1st, 2008.

Note: all unused overtime will be paid out May 15, 2008

All vacation roll-over requests approved by the BUH should be filed with Human Resources by Thursday, May 1st, 2008.

Quick reminders:

Please update our office of any address changes, revisions of benefit coverage, marital status and/or dependents.

Please mark your calendar for the Sunlife "Harvest Your Savings" presentation at 11am, April 21 in the Student Lounge.

For more information contact:

Monthly Payroll & Benefits:

[Jeanette Grant, Payroll/ Benefits Officer](#)

Biweekly Payroll (including all students & T.A.'s):

[Lynn Burke, Payroll/Accounting Assistant](#)



"All invoices or receipts pertaining to this year's PDF or Computer Funds should be forwarded to Accounts Payable by April 30th to be reimbursed out of this year's remaining allocation. "

Purchasing/Accounts Payable

Departmental Expenses:

Please pass along all applicable receipts for reimbursement to your Budget Unit Head or Dept. Chair as soon as possible. All invoices must be in Accounts Payable by Friday, May 9th, 2008 for inclusion in this year's budget. 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. Normally all items purchased must be on-site by April 30th.

Goods and services that relate to the period after April 30th will be recorded as next year's expenses.

Professional Development/Computer

Fund: All invoices or receipts pertaining to this year's PDF or Computer Funds must be forwarded to Accounts Payable by **April 30th** to be reimbursed out of this year's remaining allocation. Expenses related to next year will be charged to 2008/2009 PD and Computer Funds

Research Funds: All receipts for internal research related expenses must be sent to the Academic Dean for approval by **April 18th** and then to Phyllis Fidler by April 30th in order to be attributed to this year's remaining research funds. For more information contact:

[Phyllis Fidler, Manager of General Accounting](#)

[Debbie Gibson, Buyer, Sec. to CFO](#)

[Jamy Brodt, Accounts Payable Officer](#)

Accounts Receivable

Departments with Petty Cash (Finance, Alumni, Registrar, Library and Residence) should reconcile and have chits and replenishment requests submitted to the Finance Department by noon on Wednesday, April 30th. Petty cash should not be dispersed between noon and the end of business on the 30th. As a result, all petty cash reserves should be full (i.e. cash only) at the end of the day on April 30th.

All departments with cash floats (Library, Central Services and Finance) should ensure the floats are returned to their allocated amounts and receipts or revenues reported to Finance by April 30th, 2008.

If you have any questions concerning this notice please do not hesitate to contact a member of the Finance group.

Thank you in advance for your cooperation.

For more information contact:

[Marilynne Davies, Student Financial Services Officer](#)

[Shelly Guerin, Asst. Student Financial Services Officer](#)

[Sarah Lucas, Finance Dept. Clerk](#)

[Claire Lee, Student Financial Services Secretary](#)



Do you know...

...the policy on travel regarding accommodation and meals?

Accommodation within North America is \$85-\$125 CAD (equivalent in US funds in the US). Individuals who travel to sites where it proves difficult to find reasonable and safe

accommodations at these rates should be prepared to provide evidence of the need to exceed the guidelines when submitting their expense claims for reimbursement. Expenses must be supported by receipts.

Maximum meal allowance per

day is \$50 CAD (\$50 USD in the US). Expenses for alcohol may not be claimed. Expenses must be supported by receipts. For additional information, please visit https://www.uwo.ca/kings/ext_ranet/human_resources/section_3/27_mileage.html