

Contents

General Accounting

Payroll and Benefits

Purchasing/Accounts Payable

Accounts Receivable

Did you know...

Of Special Interest

The Finance Department's updated web pages are up and running.

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.

General Accounting

From the desk of the CFO



With the current market turmoil people are being affected on various levels whether it be their retirement assets, education

savings programs or employment situations. King's University College has traditionally taken a conservative approach in its strategies pertaining to pension, endowed and short-term investments. While we are not immune to the downward trends being experienced, our short term investments to fund operations are invested in low risk, high quality

investment products. We do not expect that the market conditions will have any impact on our current operating funds. We will continue to monitor the impacts of market conditions on our long-term investments such as pension and endowment assets.

Sincerely,

[Jeff Major, Chief Financial](#)

Payroll and Benefits

TA and Marker Contracts

Be sure to include all supporting documentation when submitting contracts to payroll, as it will speed up the process.

Manulife Benefits Coverage

Please inform payroll of any change to your benefit requirements, including marital and dependent status.

Looking for Extended Health Care or Dental Claim Forms?

Login to the [Manulife Financial](#) website for the forms.

Have you reviewed your on-line pay stub lately?

Please visit the following link for your pay stub.

<http://www.kingscollege.net/virtualps/>

If you require a refresher please contact us.

Canada Savings Bonds

Look for upcoming information on Canada Savings Bonds in your mailbox.

Submission deadline is October 20, 2008.

For more information about any of the above contact:

Monthly Payroll & Benefits:

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

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

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



"It is the goal of Purchasing to provide you with the goods and services you require at the lowest cost."

Purchasing/Accounts Payable

Purchasing Website Link

Visit the **Purchasing section** for information on the purchasing aspects of the Finance Department.

It is the goal of Purchasing to provide you with the goods and services you require at the lowest cost possible.

Remember, complete a Purchase Requisition to acquire a Purchase Order Number for your orders. This will help us to know who purchased the item which in-turn speeds up the processing time.

Faculty Members and Professional Officers

Ever wonder exactly how to get the most out of the funding that is made available to you?

Be it Professional Development, Computer Funds, Travel & Conference or Research Grants there is a new and now updated guide available. This guide will answer many of the most frequently asked questions that the Finance Department receives regarding these funds. Please visit the **Accounts Payable section** of the Finance Department website for

your copy of the guide.

For more information contact:

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

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

[Jamy Brodt, Accounts Payable Officer](#)

Accounts Receivable/Student Financial Services



The **Work Study Program** is well on its way and many students have their contracts. Please do not interview a student without a contract as funds for the program are limited to those that have been preapproved. You should be aware that there are more Project Proposals than there are contracts available.

Eligible students have been given a package containing all of the information they need. All you need to do is sign the

contract should you want to hire the student. When the student returns the signed contract and all tax information to the SFS Office, Shelly Guerin will send you the electronic time sheet to track the student's hours.

Please ensure that you diligently send these hours every week to kingsfinances@uwo.ca by Monday at noon to ensure students are paid regularly. Should you have any questions Shelly will be

pleased to keep you informed. 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](#)

[Stefania Basacco, Student Financial Services Clerk](#)

Did you know...

Parking Pass

...that your parking pass constitutes a taxable benefit and is added to your pay. You have the option of returning your transponder to Physical Plant if you have no need for a parking pass and prefer to pay the daily rate.

Buy Low, Sell High

...an investment strategy called dollar cost averaging is the technique of buying a fixed dollar amount of a particular investment on a regular schedule (ie. biweekly or monthly), regardless of the share price. More shares are

purchased when prices are low, and fewer shares are bought when prices are high.

