

## General Accounting



### From the Desk of the CFO

This year has been one of transitions within the College and Finance Department. In the Fall we welcomed the Central Services Group to the Finance team. The changes in that area have gone well to date with another renovation of space to come in the summer. Marilynne Davies who served the College and its students for over 27 years has retired at the end of March. Shelly Guerin is the new Student Financial Services Officer looking after the best interests of our students and their finances. Natalie Walzak has been hired to assist Shelly in that area. In Accounts Payable, Jamy Brodt made a career change in February after 6 years at King's University College. Angela Brodt has taken over the role of Accounts Payable Officer in late March. Shortly, Lynn Burke will be leaving for a one year study leave. Sarah Lucas and Dennise Minhinnick will be taking care of employee payrolls and benefits for the next year. Throughout the transitions we continue to strive to serve the needs of the College and its constituents in a timely, accurate and professional manner.

The next transition is from the current fiscal and academic year to the next. As always the end of the year brings about various deadlines in each area and we have noted them in the applicable areas. Thank you for your support through these changes.

Jeff Major, Chief Financial Officer

## Payroll and Benefits

### Submission Deadlines:

#### Deadlines for Time Sheets:

General Student Contracts, Proctors, Tour Guides: May 2, 2011

Markers/ Teaching Assistants: May 6, 2011

Staff Overtime Sheets: May 2, 2011

*Note: All unused banked overtime, (May 1, 2010—April 30, 2011) will be paid out in May 2011.*

All vacation roll-over requests approved by the BUH should be filed with Human Resources by Monday May 2, 2011.

*Note: All unused 2010 accrued vacation (AVC08) will be paid out in May 2011.*

### Health Care or Dental Claim, Over-Age Dependent Forms

Login to King's website: <http://www.kings.uwo.ca/corporate-services/financial-services/payroll-and-benefits/>

### Is your dependent child over 21 years of age and attending school full time this year?

Remember to complete an Over-Age Dependent form, available on-line (see above), and forward to the Payroll Office by July 31, 2011. *Please note this benefit ends on their 26th birthday!*

## Research Funds

Research Grant reimbursements forms and Research Assistant Contracts can be downloaded from the King's website at:

<http://www.kings.uwo.ca/corporate-services/financial-services/research-grant-accounting/>

The payment of Research Assistants is an area that often generates confusion. All Research Assistants that are to be paid by King's must be set up on payroll. This will require a completed contract (with each submission if the option chosen is one-time payment), TD1 and TD1ON, plus a void cheque, if the RA is not an active employee on our system. If you have any questions about Research Grant fund

### 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.

### SPECIAL POINTS OF INTEREST:

- Important Payroll Dates
- Research Grant Forms
- Changes within Finance
- Accounts Payable Year end Dates
- First in Family Award

### FOR MORE INFORMATION CONTACT:

#### Monthly Payroll & Benefits:

Sarah Lucas, Payroll/Benefits Officer ext., 4341

Lynn Burke, Payroll/Benefits Officer, ext. 4418  
On self-funded leave until June 1, 2012

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

Dennise Minhinnick, Payroll/Benefits Assistant, ext 4521

Phyllis Fidler, Manager of General Accounting, ext 4318

**FOR MORE INFORMATION  
CONTACT:**

Debbie Gibson, Purchasing Services  
Coordinator, ext 4314

Wendy Scanlan, Central Services  
Asst., ext 4315

Jason Brock, Central Services Asst.,  
ext 4315

Angela Brodt,  
Accounts Payable Officer, ext 4311



Shelly Guerin, Student Financial  
Services Officer, ext 4410

Natalie Walzak, Asst. Student  
Financial Services Officer, ext 4355

Stefania Basacco, Student  
Financial Services Clerk, ext 4403

Lisa Tenhor, Student  
Financial Services Clerk, ext 4405

## *Purchasing and Central Services*

### **EXCITING CHANGES TO PURCHASING**

Purchasing and Central Services have merged together to form one service group under the Finance Department. The newly merged group will still be located in the Wemple Building room W002.

**As a part of this change Debbie Gibson will be relocated to Central Services. Debbie's email and extension will remain the same.**

So for all your purchasing, printing and copying needs please feel free to come visit us in W002. We look forward to assisting you.

Welcome Wendy and Jason to the Finance Team!!

### *Accounts Payable*

**Employee Reimbursements:** Requests for reimbursement received by Accounts Payable on or before the 10th of each month will be sent by direct deposit on the 15th, or the first business day after the 15th of the month. Requests received up on or before the 25th of the month will be paid on the last business day of the month.

**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 15th, 2011 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 30<sup>th</sup>** to be included in this year's budget. Normally all items purchased must be on-site by April 30<sup>th</sup>. Goods and services that relate to the period after April 30<sup>th</sup> will be recorded as next year's expenses.

**Professional Development/Computer Fund:** All purchases pertaining to this year's PDF or Computer Funds must be shipped or received, for goods, and must occur before April 30th for travel, to be reimbursed out of the current budget. All invoices and receipts must be received by Accounts Payable before **May 15th, 2011** to be reimbursed. If a receipt dated prior to May 1, 2011 is received after the May 15th deadline it will **not be eligible** for reimbursement from 2010-11 or 2011-12.

**Tuition Benefit -** What follows 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. Pay your, or your eligible family member's tuition at a recognized educational institution. **Get a detailed breakdown of fees and a receipt. (this is critical)**
2. Fill out the Tuition Benefit Form that can be found on our website.
3. Submit your application for reimbursement to Accounts Payable.

It is important to note that what you pay is not necessarily what you will have reimbursed by King's as activity and ancillary fees are not covered by this benefit.

### *Accounts Receivable/Student Financial Services*

#### **Year End Policies for Petty Cash**

King's fiscal Year end is April 30th. As this date falls on a Saturday any reimbursements less than \$75.00 will need to be claimed at the Student Finance Office before Thursday, April 28th at noon. Petty cash will reopen May 1st and affect the 2011-12 budget accounts. Should your office have it's own petty cash float, please be sure to submit your reconciliation by noon on April 29th.

#### **"First in Family (New Generation) Student" Awards and Jobs**

The main objective of the First Generation Program is to provide direct support to students who are the first in their families to attend post-secondary. The program allows students to gain valuable work experience in a full time position at the University during the summer months. For further information go to:

<http://www.kings.uwo.ca/admissions/financial-aid/first-generation-program/>