

17-18 Fiscal Year End Processing Deadlines

Western's fiscal year end is **April 30th, 2018**. To assist in completing all financial fiscal year-end requirements, we are providing you with the important dates to assist you in meeting all deadlines.

Please forward all gifts and pledges to our attention as soon as possible over the course of this month. If any gift/pledge submissions require new account setups, clearly mark "New account setup" and forward to our attention immediately to ensure all appropriate steps on the financial side can be completed in a timely manner.

To ensure there are no missed deadlines due to Campus Mail, we recommend hand delivery of gifts/pledges to our office during the last few days leading up to **Monday, April 30th, 2018**.

A Remittal Form must accompany all gifts and pledges submitted to Alumni & Gift Services. Please review for accuracy and completeness. Remittal forms can be found on the Advancement Services homepage <http://www.advser.uwo.ca/information.htm>

Flexibility of this deadline is not possible - April 30th is a hard close. Deadlines must be met to ensure we are completing our processes and adhering to the deadlines imposed upon us by central Financial Services.

Pledges:

All new pledges (no payment attached) must be received no later than 1pm on Monday, April 30th.

All new pledges accompanied by payments must be received no later than 1pm on Friday, April 27th.

Credit Card Payments:

All manual credit card payments must be received no later than 1pm on Friday, April 27th. **The last day to process manual credit card payments is Friday, April 27th. A reminder that credit card information should not be sent via campus mail, emailed or left on voicemail for PCI compliance. Credit card information should be hand delivered, called in and provided to a live person or faxed to the secure fax ext. 84182.**

Online Credit Card Payments:

All online credit card donations received by 4:00 p.m. on Monday, April 30th will be posted in the 17/18 fiscal year. Online gifts received after 4:00 p.m. on April 30th will be booked in 18/19 fiscal year. <http://www.givingtowestern.uwo.ca/>.

One Time Gifts (Cash and Cheque):

All one-time gifts by cheque or cash must be received no later than 1pm on Monday, April 30th.

Securities:

Securities received into Western's brokerage account up to 4:00 on April 30th will be included in the current fiscal year. The liquidation of securities can take up to 15 business days for Western to receive the proceeds of sale. Please be mindful of this as it may affect an endowment and the payout. Securities received into Western's Brokerage account after 4:00 on April 30th will be counted in FY18/19.

We would like to thank you in advance for your attention to these important dates and deadlines. If you have any questions please do not hesitate to contact me at jburchil@uwo.ca or ext. 85321.

Thank you.

Janice Van Der Klugt
Manager, Alumni & Gift Services