

19-20 Fiscal Year End Processing Deadlines
ALERT – DEADLINES MAY BE DIFFERENT FROM PRIOR YEARS

Western's fiscal year end is **April 30th, 2020**. To assist in completing all financial fiscal year-end requirements, we are providing you with the important dates and information to assist in meeting all deadlines during this virtual reality.

We are asking that all pledges (with no payment attached), pledges (accompanied by payments), credit card payments not done online, and all one-time donations be received:

NO LATER THAN 4:30PM ON APRIL 28, 2020

To ensure there are no missed deadlines with staff working remotely, please connect with Janice Van Der Klugt or Vincent Yeung as early as possible to determine best method of Gift and Pledge delivery. Our new virtual world may cause delays, so it is very important that new gifts or pledges are brought to our attention immediately.

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Vincent Yeung (e) vyeung27@uwo.ca (c) 519-619-3604

A Remittal Form must accompany all gifts and pledges submitted to the Finance team as per usual. Please review for accuracy and completeness. Remittal forms are located on the Advancement Operations homepage <http://www.advser.uwo.ca/information.htm>

A reminder that credit card information should not be sent via campus mail since it is not secure and is currently suspended nor 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. Please connect with Janice to arrange this mode of delivery.

All online credit card donations received by 12pm on Thursday, April 30th will be posted in the 19/20 fiscal year. Online gifts received after 12pm on April 30th will be booked in 20/21 fiscal year <http://www.givingtowestern.uwo.ca/>.

Securities received into Western's brokerage account before the deadline will be counted in the current fiscal year. The liquidation of securities however 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. The brokerage accounts will be monitored throughout the day on April 30th for gifts that could impact endowments that therefore need to be included in FY2020.

Unfortunately, flexibility of these deadlines is not possible - April 30th is a hard close that adheres with the deadlines imposed by Canada Revenue Agency and central Financial Services.

We would like to thank you in advance for your attention to these important dates and deadlines. We appreciate the extra challenges we are all enduring at this time. If you have any questions, please do not hesitate to contact Janice or Vincent.

Thank you.
Janice Van Der Klugt & Vincent Yeung