

22-23 Fiscal Year End Processing Deadlines

PLEASE NOTE – DEADLINES MAY BE DIFFERENT FROM PRIOR YEARS

Western's fiscal year end is **April 30th, 2023**. To assist in completing all financial fiscal year-end requirements by **end of business day Friday, April 28th**, we are providing you with the important dates and information to assist in meeting all deadlines.

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 26, 2023

To ensure there are no missed deadlines, please direct questions related to year-end processing to Janice Van Der Klugt (e) jburchil@uwo.ca (p) ext 85321

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 University Advancement intranet <http://erp.uwo.ca/LinkClick.aspx?fileticket=E-Z789uNhZQ%3d&tabid=182> or from the Advancement Operations homepage <https://advancement.uwo.ca/>

A reminder that credit card information should not be sent via campus mail since it is not secure nor emailed or left on voicemail for PCI Compliance. Credit Card information should be hand delivered, called in by cell phone 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 Friday, April 28th will be posted in the 22/23 fiscal year. Online gifts received after 12pm on April 28th will be booked in 23/24 fiscal year <http://www.givingtowestern.uwo.ca/>.

New donations of Securities received into Western's brokerage account before the deadline of April 26th will be counted in the current fiscal year as a pledge. However, the liquidation of these securities can take up to 10 business days for Western to receive the proceeds of sale. Please be mindful of this as it may affect an endowment and the associated spending allocation. Please connect with Morgan Does at securities@uwo.ca (or x85282) with any questions related to the timing of gifts of securities.

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.

Thank you in advance for your attention to these important dates and deadlines. If you have any questions, please do not hesitate to contact Janice.