

**24-25 Fiscal Year End Processing Deadlines**  
**\*PLEASE NOTE – DEADLINES MAY BE DIFFERENT FROM PRIOR YEARS\***

Western's fiscal year end is **April 30th, 2025**. To assist in completing all financial fiscal year-end requirements by **end of business day Wednesday, April 30th**, 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 28, 2025**

To ensure there are no missed deadlines with some staff still working remotely, please connect with Janice Van Der Klugt as early as possible to determine best method of Gift and Pledge delivery.

Janice Van Der Klugt (e) [jburchil@uwo.ca](mailto: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 can be found on 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 should it be emailed or left on voicemail for PCI Compliance. Credit Card information should be hand delivered, called in by cell phone to the Finance PCI cell phone 226-559-4080 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 Wednesday, April 30th will be posted in the 24/25 fiscal year. Online gifts received after 12pm on April 30th will be booked and counted in 25/26 fiscal year <https://www.giving.westernu.ca/>

New donations of Securities received into Western's brokerage account before the deadline will be counted in the current fiscal year as a pledge. The liquidation of securities however 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 payout.

**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.

Thank you,  
Janice Van Der Klugt  
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ext. 85321