

MEMORANDUM

Tel. (807) 343-8010 ext8730
Fax (807) 343-8967
resacctg@lakeheadu.ca

Date: February 3, 2025

To: Researchers

Subject: Reminder RESEARCH YEAR END DEADLINES

Research Grants funded from the Federal and Provincial Governments and their Agencies have a financial reporting period ending March 31, 2025. This includes NSERC, SSHRC, CIHR, CRC, MOHLTC, OPIC, OCI and many others. If you are uncertain if this applies to your grant, please contact Margot Ross (807)343-8110 ext. 8730 or by email at mross@lakeheadu.ca.

All 2024/25 transactions must be dated **March 31, 2025** or earlier to be included in the 2024/25 financial reporting period. It is the responsibility of each researcher to submit their paperwork before the deadlines listed below. The transactions received by these deadlines will be included in the 2024/25 research financial reporting period.

CASH RECEIPTS

All cash and cheques dated prior to March 31, 2025, must be received by Accounts on or before **Friday April 25, 2025** in order to be included in the 2024/25 financial reports.

ACCOUNTS RECEIVABLE INVOICES

All March dated invoices for external customers must be requested and processed by OFS by **Thursday April 17, 2025**.

PURCHASING CARD STATEMENTS

All purchasing card statements for the period ending **March 27th** must be submitted to pcard.statements@lakeheadu.ca on or before **Monday April 7, 2025**. The March 2025 statement will include all activity up to **March 27th**. Activity after March 27th will be recorded as an April 2025 transaction. There is often a delay in posting by the vendor so ensure your purchases are completed by **Friday March 21st** for inclusion in the March Statement.

Purchasing Card adjustment requests made after April 8, 2025 will be processed as April 2025 transactions and included in the 2025/26 reports.

Payroll Timecards and Wage payments

All staff forms for work performed prior to **March 31st** must be submitted to Human Resources by **Friday February 28th**. Timecards for the period up to **Saturday March 22nd** are to be submitted by the March 22nd time entry deadline. Timecard information relating to March 23rd to 31st will be processed as an April 2025 transaction and included in Fiscal 2025/26.

INTERDEPARTMENTAL CHARGES

Interdepartmental charges for goods received or services rendered before **March 31, 2025**, must be in the Office of Financial Services on or before Friday **April 25, 2025** for processing in 2024/25.

TRAVEL EXPENSES/TRAVEL ADVANCES

Travel costs incurred prior to **March 31, 2025** must be submitted no later than **Friday April 25, 2025** to be dated as 2024/25 items. All outstanding travel advances relating to the 2024/25 grant period must also be cleared by that date.

SUPPLIER INVOICES

Suppliers' invoices received directly by the researcher for goods received or services rendered prior to March 31, 2025, must be in Accounts Payable no later than **Friday April 25, 2025**.

TRANSFERS BETWEEN LU ACCOUNTS

All requests for transfers must be received by the Office of Financial Services prior to **Friday May 2, 2025** to be processed in the 2024/25 fiscal year.

All correspondence and meetings with members of the Office of Financial Services regarding 2024/25 transfers or corrections to actual must be arranged prior to Friday May 2, 2025.

These deadlines must be adhered to in order for the timely preparation and submission of the Statements of Accounts/Financial Reports to the funding agencies.