



## Financial Services

### FY18 Year-End Reporting and Communication Meeting

#### AGENDA

Friday, April 6<sup>th</sup>, 2018  
9:30 – 11:00 a.m.

Bronfman Building – Room 422

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1. Year-End Contacts
  2. Year-End Memo
  3. Year-End Cut-Off Deadlines
    - 1<sup>st</sup> Cut-off: Monday, May 7, 2018.
    - Blackout Period: Monday, May 7, 2018.
    - 2<sup>nd</sup> Cut-off: Tuesday, May 22, 2018.
    - Final Cut-off: Friday, June 1, 2018.
  4. Year-End Accruals, Recurring and ME Journals
    - Payroll Accruals
    - AP Accruals : **New** process
  5. Variance Analysis
    - Financial Statement Grouping
  6. Endowment Matters
    - Capitalization of Unspent Income
  7. RSF – Research Support Fund Outcomes Report
  8. Important Tips
  9. Knowledge Base Reference Articles
  10. Questions & Comments
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