

Year End Information Session Fiscal Year 2023-2024

Ali Malik, Comptroller
Susan Sidiropoulos, Assistant Comptroller
Lucia Lo, Manager, Financial Reporting & Systems
Paula Perri, Manager, General Accounting & Accounts Payable
Rachelle Marfa-Surco, Manager, Procure to Pay

March 2024

Asking Questions

- We have muted your microphone upon entry
- If you have questions or comments, please use the Chat function to type in your question



Year-End Information Seminar Agenda

- Year-End in Context
- Year-End Process
- Year-End Finance Team
- Finance Division Annual Year-End Accountability Letter
- Q & A



Year-End in Context

Why have a year-end?

- Finalize year-end results as at April 30, 2024
- Establish carryforward positions for next fiscal year
- Measure annual performance
- Report to stakeholders

Year-End in Context (continued)

Internal Operating Statements:

- Un-audited (e.g. eReports – Statement of Operations)
- Prepared for reconciliation and planning

Year-End in Context (continued)

Audited Financial Statements:

- Prepared by Office of the Comptroller working with Finance and York Community
- Audited by Ernst & Young, LLP
- Approved by the University Board of Governors

Year-End in Context (continued)

Key University Stakeholders:

- Board of Governors
- Donors
- Faculty and Staff
- Province of Ontario
- CRA – Charities Branch – Federal
- US Tax Authorities
- Council of Ontario Universities
- Bondholder
- Bond Rating Agencies

Year-End in Context (continued)

It's a joint effort ...

- Finance oversees the year end process – but we rely heavily on the community's efforts
- We rely on the community to:
 1. Ensure all significant transactions for the fiscal year are recorded correctly and in a timely manner
 2. Provide details for significant balances
 3. Provide explanations for significant variances and respond to questions from Finance in a timely manner
- Audit sections/working papers cannot be completed without the community completing their tasks

Year-End in Context (continued)

- Auditors arrive in **mid-May**
- Financial statements must be ready for the Board by the **first week of June**
- **Less than 3 weeks**

Accounts Payable – Cut Off

- All expenses where goods or services have been received prior to May 1, 2024, should be recorded in Fiscal Year 2024

Invoices in Sm@rtBuy – Cut Off

Goods and services that are processed via Sm@rtbuy:

- a) Community should review and approve any invoices dated prior to May 1, 2024 by April 30 5pm in Sm@rtBuy
- b) An outstanding report will be sent to EOs & FOs on May 1 for all invoices entered in Sm@rtbuy by April 30 that do not have department approval or where a requisitioner has been assigned. This report will help in identifying expenses to be accrued.
- c) Community should accrue for expenses that are not reflected on eReports run on May 1

Invoices in Sm@rtBuy

- A Sm@rtBuy Outstanding Invoices report will be sent to the Community on May 1, 2024.
- Community should confirm if the invoice is accrued in FY2024 and return the report to Financial Reporting (finrept@yorku.ca) by 4 pm on May 6, 2024

Order Identifier	Order Status	Created Date/Time	Supplier	Total Amount	Account	Cost Centre	Current Workflow Step	Department	Pending Approver	Accrue (Y/N)
I00139600	Pending	16-03-2023 4:02 PM	Editions Du Renouveau Pedagogique Inc	348.68			Requisitioner Not Assigned	USC-Procure to Pay	Alvarez, Esly R	
I00139590	Pending	16-03-2023 4:00 PM	Robert Half Management Resources	2,090.50			Requisitioner Not Assigned		Hajo, Firas	
I00139476	Pending	14-03-2023 4:07 PM	Spectroglyph LLC	4,500.00	420000	532235	Research Accounting Approval	USC-General Accounting		
I00139472	Pending	14-03-2023 3:29 PM	Aplicar Technologies Inc.	97,381.68	197500	350538, 350506, 350507	Cost Centre Approval			

Accounts Payable – PO's Via Sm@rtBuy

- All invoices for Sm@rtBuy purchases are sent directly to Accounts Payable by vendors
- For all purchases less than \$5,000 made through Sm@rtBuy (i.e. goods ordered through Sm@rtBuy) where the invoice has been received by April 30, 2024, Accounts Payable or Finance department will ensure that the expense is recorded for the current fiscal year (Fiscal Year 2024)
- For purchases over \$5,000, Accounts Payable or Finance department will record the expense only if the receiving function has been completed by the community in Sm@rtBuy by April 30, 2024 (i.e. make sure you receive the goods in Sm@rtBuy)
- The expense will either be recorded as a payment by Accounts Payable or an accrual journal entry by Finance department
- If the receiving function has not been completed in Sm@rtBuy, Accounts Payable and Finance will not know that the goods have been received

Accounts Payable – Invoices associated with older PO's not issued via Sm@rtbuy

Po's Beginning with 24xxxxxxx

Accounts Payable will process all approved invoices where receipt of goods and service has been confirmed by 5 pm on April 30, 2024.

Community to accrue for any expenses not reflected in eReports by May 2, 2024.

Accounts Payable – Accruals to be made by community

Any of the following where the expense is not recorded in eReports by May 2, 2024

- Services/Goods that have been received by April 30, 2024 where a purchase order was not issued via Sm@rtbuy (PO number begins with 24xxxxxxx)
- Services/Goods over \$5,000 that have been received by April 30, 2024 where a purchase order was issued via Sm@rtbuy **and** the receiving function was not completed by April 30, 2024 (PO number begins with P24)
- Any other Fiscal Year 2024 expenses that have not been recorded in your cost centres by Run 1 (May 6, 2024), please create an accrual journal.
- To accrue any material invoices (>\$5,000) that are received after Run 1, please send the accrual journal to Lucia Lo by email journals@yorku.ca

Accounts Payable – Concur Expense Reports

- All expense claims that have been submitted via Concur System by 5 pm on April 29, 2024 will be recorded as an expense for Fiscal Year 2024
- The expense will be recorded in one of the following ways:
 - 1) Expense will be recorded as an AP transaction the expense claims have been fully approved by the end of April 30, 2024
 - 2) Expense will be recorded as an accrual journal by Finance department if the expense claims have not been fully approved

Accounts Payable – Paper Expense Reports

- Most expense claims should be filed through Concur
- We **ONLY** accept paper expense reports for international individuals (outside Canada and the US)
- All paper expense reports received in USC (with no issues) by April 10 2024, 4:00 PM will be processed and recorded as an expense for Fiscal Year 2024
 - Community to make an accrual journal for any paper expense claims that have not been received in USC by April 10, 2024
 - When submitting accrual journals ask for auto-reversal on May 1, 2024

Purchasing Card Transactions

- April 2024 cycle close date is Monday, April 22, 2024. Purchases included on the PCard Transaction List and reconciled by Wednesday, April 24, 2024, will be posted to Fiscal Year 2024
- Finance Department will create an accrual in your cost centers for transactions posted between April 23, 2024 and April 30, 2024
- The data for this journal will be extracted on the morning of Wednesday, May 1, 2024

Purchasing Card Transactions (continued)

- If you would like to amend the charge codes for these purchases (April 23 – April 30, 2024), please do so by 5 pm on April 30, 2024. If the charge code(s) has not been amended, the purchase will be charged to the default cost centres and accounts

Purchase Order Commitments

- Purchase order commitments on the Statement of Operations will be cleared by Run 1 for Funds 200 and 300. The commitments will still show in the Outstanding PO Commitments in eReports
- Please review all Outstanding PO Commitments in eReports to ensure they are still valid. If changes are required, please contact Procurement Operations

Accounts Receivable – Cut Off

- All revenues from fees, grants, contracts and other agreements should be recorded in the year it is earned
- If revenue is earned, but not received by Tuesday, April 30, 2024 and not billed by USC, the amount due should be set up as an accounts receivable
- If you have unrecorded revenue which should be set up as an accounts receivable, please submit a journal entry setting up the receivable with a note to auto-reverse the journal on May 1, 2024



Cash Receipts

- All monies deposited by April 30, 2024 will be recorded in Fiscal Year 2024. Deposits after this date will be recorded in Fiscal Year 2025
- If you have a deposit after April 30, 2024 over \$10,000 and it relates to Fiscal Year 2024, please ensure the amount is recorded correctly at year-end:
 - Debit – Accounts Receivable (Account #002600)
 - Credit – Revenue Account
- If you need assistance, please contact Paula Perri at ext. 22000 or perrip@yorku.ca



Prepaid Expenses

- Prepaid expenses should only be recorded when the University has the right to receive a benefit in the future. The only expenses that should be set up as prepaid expenses will be the ones where payment has been made but the goods or services have not yet been received

Prepaid Expenses (continued)

Examples of what can be considered prepaid expenses include:

- Payments in connection with software and maintenance agreements paid prior to year-end, that cover periods in future fiscal years
- Payments for publications and subscriptions, paid prior to year-end, which will be received in future fiscal years
- Payments for radio or print advertising that will be delivered in the next fiscal year
- Payments for future insurance coverage
- Payments for travel after April 30, 2024
- Deposits for future services
- Prepaid postage

Prepaid Expenses (continued)

- Examples of what can **not** be considered prepaid expenses include:
 - Advertising or promotional activities that have already occurred such as mail order catalogues, brochures, etc.
 - Printing brochures and advertising received related to courses delivered after year end

Prepaid Expenses (continued)

To record a prepaid expense:

- Prepare a journal dated April 2024 to set up the prepaid expense by
 - Debit - Prepaid expense (Account # 004600)
 - Credit - Expense account
- Ask for an auto-reversal of the journal on May 1, 2024

Deferred Revenue

- Revenue received or recorded prior to April 30, 2024 for an event or course that will take place after April 30, 2024 must be deferred (Account # 012000 or 012300)
- Other examples of revenue to defer include unspent restricted external donations and grants
- Only external revenue should be deferred (i.e. internal cost recoveries and budget allocations should not be deferred)
- Deferred Revenue only applies to external revenue associated with Funds 200 & 300 cost centres
- To defer the revenue, submit a journal dated April 30, 2024 to
 - Debit - revenue account
 - Credit - deferred revenue account
 - Ask for an auto-reversal of the journal on May 1, 2024

April Final Payrolls

- The monthly payroll will be posted on Thursday April 25, 2024
- The bi-weekly pay ending April 27, 2024 will be posted on or around Friday, May 3, 2024 and will be recorded in Fiscal Year 2024
- The bi-weekly pay ending May 11, 2024 will be posted in May 2024, Fiscal Year 2025
- Finance will create an accrual for bi-weekly pay for April 30, 2024 centrally
- If units wish to create an accrual in their own cost centres, please contact Lucia Lo at luciawhl@yorku.ca

Reports



- Run 1 – Finance Department will complete processing of April 2024 transactions (that have been received by the due dates identified) on Monday, May 6, 2024. These will all be available on eReports by Tuesday, May 7, 2024
- Run 2 – As it is very important that all April 2024 transactions are reported correctly on the University's Financial Statements, the community has the opportunity to submit journals to record any significant adjustments (such as recording of accounts receivables, expense accruals and the deferral of revenues) for Fiscal Year 2024. These entries can be submitted from May 7, 2024 to May 9, 2024 by 4 pm
- Final reports will be available on eReports by Friday, May 10, 2024


Key Dates

Wednesday, April 10, 2024	Paper-based expenses claims submitted to USC for Fiscal Year 2024
Wednesday, April 10, 2024	Requests for foreign outgoing wires sent to USC by this date will be processed for Fiscal Year 2024
Thursday, April 18, 2024	Requests for external billings sent to USC by this date will be processed for Fiscal Year 2024
Thursday, April 18, 2024	Purchases included on the Pcard Transaction List by this date will be posted for Fiscal Year 2024
Friday, April 19, 2024	Purchasing requisition for orders in Fiscal Year 2024
Friday, April 19, 2024	Payment requisitions sent to USC by this date will be processed for Fiscal Year 2024
Monday, April 29, 2024 - 5pm	Approved expense claims submitted via Concur System for Fiscal Year 2024
Tuesday, April 30, 2024 - 5 pm	All invoices approved in Sm@rtBuy by this date will be processed for Fiscal Year 2024
Tuesday, April 30, 2024	Deposits made by April 30, 2024 will be recorded in Fiscal Year 2024
Tuesday, April 30, 2024 - 4 pm	Cutoff for journal entries (to be processed for Run 1 of the Financial Statements)
May 1 to May 6, 2024	Run 1 (for accruals, prepaids, deferrals, error corrections)
Thursday, May 2, 2024	Accountability letter due
Friday, May 3, 2024	Posting of bi-weekly payroll ending April 27, 2024 in Fiscal Year 2024
May 8 to May 10, 2024	Run 2 (for significant accruals, prepaids, deferrals adjustments)
Monday, May 13, 2024 - 12 pm	Account analysis due
Tuesday, May 21, 2024	Audit commencing

Journals Processing

Journals that require to be reversed in New Year (Fiscal Year 2025):


- Submit journals related to April 2024 transactions and request for **Auto-Reversal** in the subject header of the approved journal e-mails
- Reversal journal will have the same Journal ID as the original journal

 Send	To	journals@yorku.ca
	Cc	
Subject		AUTO-REVERSAL Journal-FY2024 Equipment Purchases Accrual

Journals Processing (continued)

Journals that are sent to Finance Department on or after May 1, 2024:

- Please specify whether journals belong to **Old Year** (Fiscal Year 2024) or **New Year** (Fiscal Year 2025) in the subject header of the approved journal e-mails
- Finance Department will process your journals in New Year (i.e. **dated May 2024**) if neither Old Year or New Year is specified in the subject header of the approved journal e-mails

 Send	To	journals@yorku.ca
	Cc	
Subject		Old Year - FY2024 - Yearend Salaries & Benefits Adjustments

Account Analysis



Balance Sheet Accounts

All balance sheet accounts - detailed account analysis of contents and explanation for year-over-year change

Revenues and Expenses Accounts

Explain the nature of the revenues and expenses and year-over-year changes to balances of more than 10% and \$100,000

A reminder e-mail will be sent in early May 2024 detailing accounts that require account analysis and are to be returned to Finance Department by Monday, May 13, 2024 – 12 pm

Account Analysis (continued)

Account Analysis to be submitted to Finance Department using MachForm



YORK UNIVERSITY

Fiscal 2024 Variance Analysis

Required fields are marked by red asterisks.
[Click here to access the Quick Reference Guide and FAQs.](#)
For technical support, please email finrec@yorku.ca.

The purpose of this form is to certify that a year-end reconciliation has been performed and that the balance in the account is accurate.

Account * **Cost Centre ***

Must be 6 characters. Currently Entered: 0 characters. Must be 6 characters. Currently Entered: 0 characters.

Brief description of items recorded in this account: *

Yes No

Is this a balance sheet account? (000001- 019999)

Part A - Complete for Balance Sheet accounts only

Part B - Complete for both Balance Sheet and Income Statement accounts

Apr 30, 2023 Balance(A) * - Apr 30, 2022 Balance(B) * = Variance(A-B) *

0.00 0.00 0.00

Major reason for variance (provide a detailed explanation) *

Attachments/Backup
*Please do not use special characters in file names.

Upload Upload

Balance Sheet Accounts – Things to Remember



- All clearing accounts should have a balance of zero as at April 30, 2024
- There should not be any negative (credit) balances for Accounts Receivable
- There should not be any positive (debit) balances for Accounts Payable
- There should not be any Accounts Receivable or Accounts Payable set for inter-departmental charges
- There should not be any deferrals for internal revenues

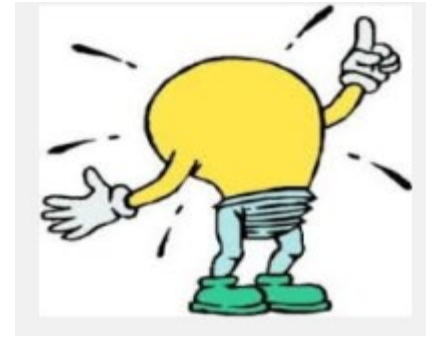
What Finance Department Needs From Community

IMPORTANT



- Ensure completeness:
 - All expenses recorded in the correct year
 - All revenues recorded in the correct year
- Send Journal Entries early to Finance Department
- Contact vendors to send invoices to USC promptly
- Review eReports for completeness and accuracy
- Explain Revenues & Expenses variances and reconcile Balance Sheet accounts

Planning Tips



What the community can do?

- ✓ Journal charges monthly – keep up to date
- ✓ Send a copy of the journal to the area being charged as soon as possible
- ✓ **PLAN AHEAD**
 - Journals
 - Invoices
 - Claims for Reimbursement
 - Reconciliations of Balance Sheet Accounts

Year-End Guide for Faculty and Staff

The closing timetable and year end guide are available on the Finance Department website at:

<https://www.yorku.ca/finance/forms/>

Annual Year-End Checklist and Sign-Off Letter

- ✓ Petty Cash and Floats
- ✓ Cash Receipts and Deposits
- ✓ Journal Entries
- ✓ Purchasing/Accounts Payable and Disbursements
- ✓ Expense Reimbursements
- ✓ Monthly Statements
- ✓ Payroll Distribution Report



Annual Year-End Accountability Letter - Certification

Annual Year-End Accountability Letter is due by Thursday, May 2, 2024

To the best of my knowledge and belief and within the limits of reasonable materiality, I (we) confirm that I (we) have taken reasonable actions to ensure the accuracy and completeness of the items answered above.

NAME OF Cost Centre Owner

SIGNATURE

DATE

NAME of VP, AVP, EO or Dean in the event the Cost Centre Owner is other than a VP, AVP, EO or Dean

SIGNATURE of VP, AVP, EO or Dean

DATE

Questions ?

