



MEMO

To: Administrators & Supervisors

From: Stephanie Fraser

Date: January 25, 2011

RE: Year End 2011

The Douglas College fiscal year end is March 31. In order to facilitate our year-end and audit requirements, please adhere to the following deadlines:

1. ACCOUNTS PAYABLE - Invoices

The final submission date for invoices relating to fiscal year 2010/2011 will be APRIL 5, 2011. To assist our processing, please submit invoices for goods and services received on or by March 31/11, as quickly as possible.

2. ACCOUNTS PAYABLE - Expense Claims

All expense claims relating to activity performed during the 2010/11 fiscal year must be submitted by APRIL 5, 2011. All outstanding advances should be cleared by this date as well.

3. ACCOUNTS RECEIVABLE - Invoicing

All requests for billings to outside agencies for activity performed during the 2010/11 fiscal year should be submitted to Alec Logan for The Training Group, to Doug Nelson for Projects, and to Diane Poulin for all other receivables, no later than APRIL 5, 2011.

4. All timesheets, honorarium requests, invoices for contracts to purchase services, non-credit contracts, etc., must be submitted as soon as possible after work has been completed, and no later than APRIL 5, 2011.

Thank you for your consideration and effort in helping to meet these deadlines. If you have any questions, please let me know.