

General Accounting

From the Desk of the Director of Institutional Planning and Finance:



First, I want to thank the King's community for the warm welcome and willingness to help me navigate my first few weeks. It has been truly wonderful.

I have joined King's at very challenging and busy time. The development of next year's budget was in full swing when I arrived, and is now in the approval stages. Big congratulations to all involved! It was a hefty undertaking with a very tight turn around and difficult parameters.

Before we begin next fiscal year, there are many activities and tasks that require your attention. Please review the sections below, and ensure those that apply to you are addressed by the deadline, so that we may conclude our fiscal year smoothly. Thank you all so much for your efforts in meeting the timelines.

I would be remiss if I did not personally thank the Finance team and the Student Financial Services team. Their behind the scene's work is seldom understood, but an extremely integral piece in the King's community. I am incredibly impressed and grateful for all you do. Thank you all so much.

Warm regards for the remainder of the term!

Best regards,



Carri Rodgers-Rowley, MBA, CPA, CMA
Director, Institutional Planning and Finance

Mission Statement

THE FINANCE DEPARTMENT PROVIDES VALUE-ADDED INFORMATION AND SERVICES IN AN EQUITABLE AND TRANSPARENT MANNER TO ALL MEMBERS OF KING'S COMMUNITY. THE FINANCE TEAM WILL TAKE A LEADERSHIP ROLE IN ALL STRATEGIC PLANNING AND THE DEVELOPMENT OF ADMINISTRATIVE POLICY AND PROCESSES.

Research Grants

FOR MORE INFORMATION CONTACT:

VISHAL KOTHARI

ASSOCIATE DIRECTOR OF FINANCE

King's internal and external research grant recipients should ensure that funds are utilized for the purpose of which they are awarded and for the applicable time period. Reimbursement requests submissions will be verified for compliance by applying King's and the granting agency's policies and guidelines.

Reimbursement requests should be sent to the Research Office or via email to Research@kings.uwo.ca for ADO's review and approval purposes.

All **Internal Grants** must be spent by **April 30th** and receipts are due to be submitted to the Finance Office by end of day on **April 30, 2025**. *Cont'd.*

The General Ledger

Research Grants (continued)

All **Internal Grants** must be spent by **April 30th** and receipts are due to be submitted to the Finance Office by end of day on **April 30, 2025**.

External Research Grant (i.e. SSHRC, CIHR or transfer agreement) holders have a **March 31st** deadline. Receipts submitted for these grants must be dated before **March 31st, 2025** and received by Finance no later than **April 11th, 2025**.

Any questions related to Research grant applications, transfer agreements and administering of Tri-agency funds should be directed to Research@kings.uwo.ca whereas queries related to reimbursement of Research expenses should be directed to ResearchFinance@kings.uwo.ca.

Purchasing & Central Services

Central Services

In preparation for the coming exam period, all exam submissions must be sent to Central Services through the Exam Submission System (ESS) a minimum of seven (7) days prior to your exam date. If you send your exam to us by email, we will reply asking you to re-submit using the ESS. If you need help with accessing or using the ESS, your Academic Department Assistants can help. To ensure proper formatting, the ESS only accepts files in **PDF** format. If you need help creating a pdf file please contact ITS. As always, printed exams can be picked up in Enrolment Services 30-minutes before the exam time along with gradescopes, exam booklets, nominal rolls and washroom sign-out sheets. Also, a friendly reminder that all accommodated exams must be sent to UWO's Exam Central for printing.

FOR MORE INFORMATION
CONTACT:
TIFFANY CHISHOLM
PURCHASING SERVICES COORDINATOR
JASON BROCK
CENTRAL SERVICES ASSISTANT

Starting May 1st, the Central Services office will close daily for lunch from 12pm-1pm. The office hours will remain the same otherwise (M-F, 9am-4:30pm).

Purchasing

As the new fiscal year approaches (May 1st), many departments have plans for allocating purchases between fiscal year budgets (current or new). The general rule is that if you want to use the current year budget, then you need to order your items in time to get them shipped/received before April 30th.



If you miss this deadline then your purchase will automatically come out of next year's budget. If you don't have room in next year's budget for this item, then you will need to arrange to return it, if possible. Be sure to plan ahead and leave time for unexpected delays. If you are planning to use next year's budget on a purchase request submitted before May 1st, please include this information as it will make the yearend cleanup easier.

Any questions/concerns about the Purchasing Policy (found [here](#)), contact Tiffany Chisholm at purchasing@kings.uwo.ca.

Conference Services

FOR MORE INFORMATION
CONTACT:
AMANADA FINLAYSON
CONFERENCES SERVICES COORDINATOR

Please email Amanda Finlayson in Conference Services to book a future Event or Conference at ConferenceServices@kings.uwo.ca.

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Accounts Payable (A/P)

Important Year-End Date – All expense/reimbursement claims must be emailed to Accounts Payable by Wednesday April.30th 2025 to qualify for reimbursement.

Professional Development Funds (PDF)/Teaching Resource Funds (TRF): All purchases pertaining to the 2024-2025 fiscal year's Professional Development Fund must be shipped or received (for goods) before April 30th, 2025 to be eligible for reimbursement. Please ensure you are submitting the shipping/receipt rather than the confirmation of order. Also, any faculty travel and conference to be paid out of PDF must have ADO approval and occur before April 30th to be reimbursed out of the current budget. All submissions with receipts and/or proof of payment must be received in Accounts Payable before end of day **Wednesday April.30th 2025** to be reimbursed.

FOR MORE INFORMATION
CONTACT:
ANGELA BRODT
ACCOUNTS PAYABLE COORDINATOR

Travel and Conference: The King's Travel Policy is posted online for review: <https://www.kings.uwo.ca/about-kings/who-we-are/administrative-departments/finance/accounts-payable/> Prior to travel, please complete the Academic Dean's Presenters Travel and Conference Fund Request located on the Accounts Payable web page. Upon return, submit all relevant expenses directly to Accounts Payable with the Academic Dean's Presenters Travel and Conference Fund Approval Form. If there is a large discrepancy between the pre-approval amount and the final expense, the claim will be resubmitted for the Dean's approval prior to reimbursement.

Please take the time to read over the policy prior to travel and submission of expenses. Please pay particular attention to the limits and restrictions that are applied to meal expenses while traveling.

Accounts Payable is happy to answer any pre-travel questions or concerns you may have regarding the guidelines provided in the policy. All Employee PD Fund and Conference Fund reimbursements are to be submitted using the Employee Expense Reimbursement Request Form or the Sparkrock 365 Employee Centre Online Expense Claim Process.

*Travel by personal car - The CRA kilometer allowance is currently .66/km. Travel by private vehicle is to be used for short journeys (less than 500km round trip) where this constitutes the most economical and effective means of transportation.

If you are out of country April 30.the claim will need to be scanned prior to the due date to kucap@kings.uwo.ca to be eligible for reimbursement.

Invoice Department Expenses: It is recommended that you place your final order for supplies several weeks prior to April.30. to avoid the late delivery of items. An item that does not ship until May 1 or later will be expensed in the next fiscal.

Department Invoices for the 2024-2025 budget year will be processed as accruals if the item was shipped or the service was performed prior to April.30. The accruals will be completed only for a short period into May. Items which have been received but not invoiced must have a completed Purchase Order on record by April 30th to be included in this year's budget. It is strongly advisable to arrange a Purchase Order when placing orders close to year-end. All items purchased must be on-site by April 30. to qualify for the 2024-2025. Goods and services that pertain to the period after April 30th will be recorded in the next fiscal's budget.

Non-Employee Payment Requests: As of May.1st 2025, all Non-Employee Payment Request Forms will also require banking information (void cheque or bank form) and an email address. Non-Employee payments will be made via direct deposit to the recipient and an emailed remittance will be issued.

*Please ensure you are downloading the most up-to-date forms from the Accounts Payable web page. Forms are updated frequently to fit policy changes and improve user experience.

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Payroll and Benefits

General Payroll Due Dates:

Hourly Payroll:

Final submission for all 2024-25 (May 1, 2024 – April 30, 2025) electronic hourly timesheets will be **Wednesday, May 3rd, 2025**. Any submissions after this date will require departmental approval, a new 2025-26 contract and will be processed in the new budget year. Please ensure all hours have been electronically submitted on a timely basis through MySparkrock. Please note that you will not have access to your contract through mySparkrock after May 3rd, 2025.

MANULIFE BENEFIT
INQUIRIES?

CONTACT DIRECTLY AT
1.800.268.6195

Staff Payroll:

All Staff OT to be paid must be submitted no later than **Monday, April 21st, 2025** for the April 24th, 2025 payroll. All accumulated **Time In Lieu** will be paid out at the end of April if not taken before then.

T4's are available for download on the MySparkrock page. If you have any problems accessing your T4 online, please contact Payroll via email at: payroll@kings.uwo.ca

SUNLIFE RRSP
INQUIRIES?

CONTACT DIRECTLY AT
1.866.733.8613

Sun Life Financial:

RRSP plan members can access original copies of their RRSP receipts from the Tax Slips & RRSP Info page on www.mysunlife.ca. Copies will be clearly marked as DUPLICATE and if the plan members have Adobe Acrobat Reader on their computer, they can print and use them to prepare their personal tax returns.

Free Financial Wellness Webinars:

These free webinars hosted by qualified and licensed professionals at Sun Life are designed to increase financial literacy to help you reach your financial and retirement savings goals. Register at: <https://www.sunlife.ca/en/campaign/financial-wellness-webinars/>

2024 Pension Statements:

The 2024 Pension Statements are expected to be ready by mid-late June. Statements will once again be mailed to each individual on pension. Please review your statement carefully and contact Katherine Ng-Thajer in the Payroll Department with any questions or updates to personal information.

As a reminder, please update the Payroll Department as soon as possible if any of the following changes occur:

1. *Name Change* (must provide documentation as proof of change such as marriage certificate, certificate of name change, etc.)
2. *Address Change*
3. *Beneficiary Updates for your RRSP, Pension, Group Life*
4. *Adding/Removing/Updating dependents on your benefits.*



FOR MORE PAYROLL INFORMATION CONTACT:

KATHERINE NG THAJER, PAYROLL & BENEFITS SUPERVISOR

NICOLE KOYANAGI, PAYROLL & BENEFITS CORDINATOR

IZABELA MATKOWSKI, PAYROLL & BENEFITS CORDINATOR

The General Ledger

Edited by Kate Deonarine

FINANCE DEPARTMENT—ENGAGED EXCELLENCE

APRIL 2025

Accounts Receivable / Student Financial Services

Student Financial Services can be reached via email at: studentfinance@kings.uwo.ca or by calling 519-433-3491 ext. 4319 between 9:00am – 4:30pm, Monday to Friday (excluding holidays).

Tax Forms for Students:

T2202: Official Income Tax Receipts are issued to all students for tuition and eligible ancillary fees paid during the calendar year. This form will represent the amount of tuition and fees that can be claimed, as well as the number of months students are enrolled. The 2024 forms are available online: <http://student.uwo.ca>.

T4A:

Tax receipts are issued for one of the following: scholarships or grants issued by King’s, scholarships from external organizations issued to King’s for a student, tuition benefit scholarships, bursaries or other monetary awards. The 2024 slips have been made available online to students through <https://mykings.ca/sfs-portal>. Non-Student T4A’s have been mailed to the home address on file.

Should a duplicate copy be needed, please contact Natalie Walzak at Natalie.Walzak@kings.uwo.ca.

T4:

Employed students (Work Study and I.W.E) received a T4 for their 2024 employment income earned through King’s University College. The Payroll and Benefits office has posted these online on the King’s Employee Centre. Please check your email for information and instructions. Should you have any questions, please contact Payroll at payroll@kings.uwo.ca.

Summer Student Employment at King’s: Student Financial Services posted a total of 64 Summer Employment Opportunities for students; 51 Work Study positions for domestic students and 13 IWE positions for international students. Approved applications have been forwarded to supervisors.

Summer Tuition: Summer tuition fees are expected to be posted online in early to mid April. Billing for King’s summer students will begin in May.

Summer OSAP: Information about summer OSAP has been emailed to all domestic students and posted online; [Ontario Student Assistance Program \(OSAP\) - King's University College](#).

FOR MORE INFORMATION

CONTACT:

SHELLY GUERIN

STUDENT FINANCIAL

SERVICES OFFICER

NATALIE WALZAK

STUDENT FINANCIAL AID COORDINATOR

VANESSA FORTIER

STUDENT FINANCIAL AID COORDINATOR

CORAL ROBINSON

ASSISTANT STUDENT FINANCIAL

SERVICES OFFICER

ZOE SHIPP

STUDENT FINANCIAL SERVICES CLERK

