

TDSB Business Services 2024/2025 Year End Timeframes

Key Dates	Task List	<input type="checkbox"/>
June 27	Tax Receipt Requests AC-219 Tax Receipt Requests must be received by June 27, 2025, to be processed in the 2024/2025 fiscal year. Email digital copies of the AC-219 form to SCTRDO@tdsb.on.ca and send a duplicate hard copy along with the corresponding donation cheques to General Accounting.	
Prior to August 31	Prepare for Year End <ul style="list-style-type: none"> Complete goods receipts for goods and services received in 2024/2025. Send all cheque requisitions to Accounts Payable (accounts.payable@tdsb.on.ca). Ensure Concur expenses are approved. Ensure cheques from School Generated Funds to reimburse SAP purchases are submitted to General Accounting. Journal entry forms to correct expenditures that should be expensed to another school or department should be submitted. Send all deposits to General Accounting (AccountingMailbox@tdsb.on.ca) with AC-212 Request for Deposit form. 	
September 2	Time/Attendance Deadline for all time and attendance entries up to August 31, 2025, to be approved.	
September 3	Invoice Requests Deadline for requests to issue customer invoices to external organizations and recorded in 2024/2025 to be sent to General Accounting (AccountingMailbox@tdsb.on.ca).	
September 5	Accounts Payable Deadline for cheque requisitions to be received by Accounts Payable (accounts.payable@tdsb.on.ca) in order to be charged against the 2024/2025 fiscal year.	
September 8	Journal Entries Deadline for Journal entries related to 2024/2025 fiscal year to be entered.	
September 12	Goods Receipts Deadline for entering 2024/2025 goods receipts. **Goods and services must have been received prior to August 31, 2025, to be charged to the 2024/2025 school year. When goods receipts for 2024/2025 are entered in September, the receipt date must be manually changed to August 31, 2025. Failure to change the date will result in the order being charged to the 2025/2026 school year.	

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Other Important Year-End Reminders

- ☐ Follow up with p-card holders in your school/department if there are any outstanding p-card receipts not yet provided to the Principal / Superintendent of Education/Manager for review and filing.
- ☐ Review your school's grant cost centers to ensure correct Smartfind Express reason codes are used and funds are utilized by the grant deadlines. Please ensure all good receipts are completed for grant purchases by August 31 (or by the specific grant due date), otherwise, the expense will be charged to the new school year budget ([Web link to funding deadlines](#)). If any adjustments are required, a journal entry will have to be completed before Friday, September 5, 2025.