

## **IMPORTANT INFORMATION ABOUT 2024/2025 FISCAL YEAR END**

Please ensure that all staff is informed of the following fiscal year end requirements.

### **1. Accounts Payable:**

The cut-off for expenses to be charged to the 2024/2025 fiscal year are noted below.

**\*\*Items received after the cut-off will be charged to the 2025/2026 school year.**

	<b>Deadline to Charge to 2024/2025 School Year:</b>
<b>Goods and Services ordered using a Purchase Order</b> (goods and/or services must be received on or before August 31, 2025)	<ul style="list-style-type: none"><li>The related goods receipt must be completed with a date of August 31, 2025, or before.</li></ul>
<b>Goods Receipt**</b>	<ul style="list-style-type: none"><li>The deadline for entering 2024/2025 goods receipts is September 12, 2025</li><li>When goods receipts for 2024/2025 are entered in September, the receipt date must be manually changed to August 31, 2025. <b>Failure to change the date will result in the order being charged to the 2025/2026 school year.</b></li><li>Refer to the goods receipt section below for instructions on how to change the date.</li></ul>
<b>Cheque Requisitions</b>	<ul style="list-style-type: none"><li>Must be emailed to Accounts Payable (<a href="mailto:accounts.payable@tdsb.on.ca">accounts.payable@tdsb.on.ca</a>) by Friday, September 5, 2025.</li></ul>
<b>Concur (Employee Expenses)</b>	<ul style="list-style-type: none"><li>Employee expense claims should be entered in Concur by August 8, 2025, to allow sufficient time for approvals and processing to be completed before year end.</li><li>Expenses must be approved and routed to Accounts Payable in Concur by August 25, 2025, to be charged to the 2024/2025 school year.</li><li><b><u>Concur expense claims cannot be backdated if submitted late.</u></b></li></ul>

### **\*\*Goods Receipts:**

Goods receipts for goods and services received prior to August 31, 2025, can be completed until September 12, 2025. 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.** Change the date by following the steps below:

- Change the "Posting Date" on the screen "Goods Receipt Purchase Order – Username" to August 31, 2025. SAP defaults the system date to current day in the "posting date" field (**please note: if you do not change the date to August 31, 2025, then the Goods Receipt date will default to the current date and the expense will be in the 2025/2026 budget).**

- Enter the remaining information (e.g., Movement Type, Purchase Order number, Quantity etc.), as you would normally do.
- Save the document.

Please see the attached link: [GoodsReceipt.pdf](#)

## 2. Distribution Centre (DC) Orders:

All DC orders processed up to and including the posting date of August 31, 2025, will be charged to the 2024/2025 school year.

Processed Sales Orders cannot be back or future dated. All Sales Orders posted by August 31 will be part of the 2024/2025 budget year. Sales Orders posted after September 1 will be in the 2025/2026 budget year.

## 3. Time/Attendance:

Please have all time and attendance entries up to August 31, 2025, in and approved by September 2, 2025.

## 4. Journal Entries:

Journal entries related to 2024/2025 fiscal year must be completed by Monday, September 8, 2025. Instructions are listed at: <http://tdsbweb.tdsb.on.ca/businessservices/Journal-Entries-Web-Application>.

\*Please note when using the AC 207B Journal Entry - School/Department form on the Business Services website, the posting date will lock. However, when it is loaded using the web application, the posting date can be adjusted at that time. **Please remember journal entries should be dated 2025.08.31 (SAP format).**

## 5. School Generated Funds- Year End PSAB Report:

School's PSAB Report will be completed by the assigned Finance Support Officer during the summer months. The Finance Support Officer will be in contact with the school Principal and/or office staff regarding year-end requirements before the end of the school year (e.g., July bank reconciliations and category balance review).

School Council PSAB Reports are due August 29, 2025. The report template and instructions will be shared with all Principals, Office Administrators and School Councils Chairs/Treasurers prior to the deadline.

## **6. Issuance of Customer Invoices:**

Invoices that need to be issued to external organizations and relate to the 2024/2025 fiscal year must be received in General Accounting ([accountingmailbox@tdsb.on.ca](mailto:accountingmailbox@tdsb.on.ca)) by Wednesday, September 3, 2025. Items received after this date will be recorded as revenue in the 2025/2026 fiscal year.

## **7. School Processing of Donations and Tax Receipts (AC-219):**

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](mailto:SCTRDO@tdsb.on.ca) and send a duplicate hard copy along with the corresponding donation cheques to General Accounting no later than June 27, 2025.

- Please ensure that your school's name and cost centre is indicated on the request to ensure the donations are processed correctly.

## **8. Processing of Deposits (AC-212):**

The deadline for receipt of deposits to be posted into the 2024/2025 fiscal year as revenue is August 31, 2025. Email digital copies of the AC-212 form to [AccountingMailbox@tdsb.on.ca](mailto:AccountingMailbox@tdsb.on.ca) and send a duplicate hard copy along with the cheque(s) to General Accounting. Cheques must be received by General Accounting on or before August 31, 2025. Cheques received after August 31, 2025 will be deposited into 2025/2026

- Ensure the total amount of the cheque(s) reconcile to the amount of the form to avoid processing delays.
- Ensure the subject line on the electronic submission includes the school (or cost centre) name.

## **9. Printing Services Requests:**

Printing orders processed and closed by August 31, 2025, will be charged to the 2024/2025 school year budget.

Orders submitted prior to August 31 with a different billing requirement must be sent to the Printing mailbox ([Logistics@tdsb.on.ca](mailto:Logistics@tdsb.on.ca)) with details and instructions. Orders will be processed based on resources available.