

TO:

Ms. Helen Ellis-Govette, HK	Ms. Valerie Newell, Continuing Ed
Ms. Laurie Butler-Grondin, Parking Services	Ms. Cynthia Marshall, Student Health Services
Ms. Shelby Marchand, Leddy Library	Ms. Dannielle Quenneville, Psychological Services
Mr. Rich Routley & Ms. Elizabeth Chase, UWincard Office	Ms. Gail Puskas, Finance
Ms. Cristina Corio, Continuing Ed & CELD	Ms. Valerie Bonasso, SOCA
Ms. Krista Spagnuolo, Advancement	Mr. Derek Oltean, Print Shop
Ms. Shawna Munro, Alumni	Mr. Chris Lanoue, Office of the Registrar
Ms. Gina Alb, Career Services	

FROM: Finance Department**DATE:** April 2, 2025**SUBJECT:** Year End Cash Deposits

This memo is to highlight an important year-end deadline related to the depositing of physical cash and cheques through Brinks or the Accounts Receivable Office.

To ensure all deposits are reflected in the University's bank account prior to the fiscal year-end on **April 30, 2025**, please ensure the following:

- **All cash and cheque deposits received on or before April 25, 2025** must be **deposited via Brinks or delivered to the Accounts Receivable Office by April 24, 2025**.
- For **sales or receipts dated April 24**, please include them on your deposit summary with an **accounting date of April 24**. These deposits will be treated as **deposits in transit** for accounting purposes, even if the funds are deposited through regular procedures after April 24.

This deadline is necessary to ensure the University reflects the most accurate and up-to-date cash balance at year-end.

If you have any questions, please contact **Miguel Pe Benito**, Senior Accountant, at miguelp@uwindsor.ca.