



TO:

Ms. Helen Ellis-Govette, HK	Ms. Valerie Newell, Continuing Ed
Ms. Julie Sando, Student Success and Leadership Centre	Ms. Nicole Young & Ms. Julie Conlon, Student Health Services
Ms. Nej Yilmaz, Leddy Library	Ms. Carolin Lekic, Psychological Services
Mr. Rich Routley & Ms. Elizabeth Chase, UWincard Office	Ms. Gail Puskas, Finance
Ms. Deirdre Prior, Continuing Ed & CELD	Mr. Trevor Pittman, 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	Ms. Kim McQueen, Parking Services
Ms. Lily McAllister, Gift and Pledge	

FROM: Finance Department

DATE: March 31, 2026

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, 2026**, please ensure the following:

- **All cash and cheque deposits received on or before April 24, 2026** must be **deposited via Brinks or delivered to the Accounts Receivable Office by April 24, 2026**.
- For **sales or receipts dated April 27-30** please include them on your deposit summary with an **accounting date of April 30**. These deposits will be treated as **deposits in transit** for accounting purposes, even if the funds are deposited through regular procedures after April 27.

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 **Eric Gee**, Senior Accountant, at ericgee@uwindsor.ca.