



Finance Department
401 Sunset Avenue
Windsor, Ontario, Canada N9B 3P4
T 519.253.3000 F 519.973.7080

Memorandum

TO: Ms. Helen Ellis-Govette, HK
Ms. Laurie Butler-Grondin, Parking Services
Ms. Shelby Marchand, Leddy Library
Mr. Rich Routley & Ms. Elizabeth Chase, UWincard Office
Ms. Cristina Corio, Continuing Ed
Ms. Valerie Newell, Continuing Ed
Ms. Kristen Pickering, CELD
Ms. Cynthia Marshall & Ms. Nicole Young, Student Health Services
Ms. Dannielle Quenneville, Psychological Services
Ms. Gail Puskas, Finance
Mr. Victor Romao, SOCA
Ms. Kristen Siapas, University Players
Ms. Krista Spagnuolo, Advancement
Ms. Wen Teoh, EpiCentre
Ms. Nancy McMahan, Alumni
Ms. Tracy Huff & Mr. Derek Oltean, Print Shop
Mr. Chris Lanoue, Office of the Registrar
Ms. Gina Alb, Career Services

FROM: Finance Department

DATE: March 12, 2024

SUBJECT: **YEAR END CASH DEPOSITS**

This memo is to address an important date reflecting the depositing of physical cash and/or cheques through Brinks or Accounts Receivable for **Year End Fiscal 2023/24**. Please ensure that all cash and cheque deposits received before **April 24th, 2024** are deposited or brought to the Accounts Receivable office on or before **April 25th, 2024**. This is to ensure that the cash is reflected in the bank account before April 30th, 2024.

For any sales/receipts incurred on **April 25th**, please reflect those as normal on your deposit summaries as **April 25th** accounting date. The cash deposit, however, will be recorded as a deposit in transit for accounting purposes. The cash may still be deposited regularly. The above deadline for deposits is to ensure the most up-to date cash balance is reflected at year end.

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