

Quarter 2 (Q2) - April 1 to June 30, 2022

Employee Action/Documents	Reporting Deadline	Finance Team Contact
<b>Employee Expense Claims</b> To complete quarterly closing, all claims relating to May 30 to June 28 are submitted by this deadline. Please ensure that all receipts are scanned in pdf format before submitting.	June 27	Ericka Miranda
<b>Petty Cash Logs and Floats</b> Every location with petty cash must complete the petty cash log as of June 30. Locations open as at June 30 please ensure float balance is correct on daily sales report.	July 4	Kay Hyat
<b>Vehicle and Equipment Usage Reports</b> Please complete for all usage up to and including June 30.	July 4	Sheila Scott
<b>Daily Revenue Reports</b> Ensure submission of all daily revenue reports up to and including June 30.	July 4	Lana Gordiyenko
<b>Payroll time tickets</b> Timesheets are due for pay period 2214. Personnel transactions (i.e. new hires, rehires, terminations) are due by June 29.	July 4	Ericka Miranda
<b>Visa Purchases</b> Final Visa billing for Q2 occurs on June 20. Please ensure that online coding is complete, and reports authorized. Attach all receipts before submitting.	July 6	Rachel Holmes
<b>Supplier Invoices (payment requisitions)</b> If a product or service has been delivered by June 30, ensure invoices are received by accounts payable and the coding and authorization of invoices is complete.	July 12	Kay Hyat
<b>Purchase Orders</b> Review the status of your purchase orders that remain open past the expiry date of June 30. Where no further product or service will be delivered the PO must be closed. If expecting further product or service, PO requires extension to expiry date.	July 12	Brenda Breedon
<b>Request to Invoice (customer invoicing and receipts “R2I”)</b> Customer invoices for sales or services rendered occurring up to and including June 30.	July 13	Lana Gordiyenko
<b>Internal Billings</b> Billings covering the period ending June 30 must be submitted. Please include all funding requests for Toronto and Region Conservation Foundation.	July 13	Sheila Scott
<b>Journal Entries</b> Journal entries for period April 1 to June 30. Please do not wait for this date to process your entries if they can be processed sooner.	July 15	Brenda Breedon
<b>Q2 Variance</b> 2021 Q2 financial variance is to be done through Variance Sheets and non-financial reporting is to be done in the CPR database due by July 28.  Variances will be available on July 20.	July 27	Jenifer Moravek, Variance,CPR  Svitlana Zinina, Variance, IT support