

Quarter 3 (Q3) - July 1 to September 30, 2022

Employee Action/Documents	Reporting Deadline	Finance Team Contact
Petty Cash Logs and Floats Every location with petty cash must complete the petty cash log as of Sept 30. Locations open as at Sept 30 please ensure float balance is correct on daily sales report	Oct 3	Kay Hyat
Vehicle and Equipment Usage Reports Please complete for all usage up to and including Sept 30.	Oct 3	Lana Gordiyenko
Daily Revenue Reports Ensure submission of all daily revenue reports up to and including September 30.	Oct 3	Lana Gordiyenko
Visa Purchases Final Visa billing for Q3 occurs on Sept 20. Please ensure that online coding is complete, and reports authorized. Attach all receipts before submitting	Oct 3	Silvia Mazotta (interim)
Employee Expense Reports In order to complete quarterly closing, we ask that all claims relating up to Sept 30 be submitted. Please ensure that all receipts are scanned in pdf format before submitting.	Oct 3	Ericka Miranda
Payroll time tickets Timesheets are due for pay period 2221. Personnel transactions (i.e. new hires, rehires, terminations) are due by Oct 5.	Oct 7	Ericka Miranda
Supplier Invoices (payment requisitions) If a product or service has been delivered by September 30, ensure invoices are received by accounts payable and the coding and authorization of invoices is complete.	Oct 11	Kay Hyat
Purchase Orders Review the status of your purchase orders that remain open past the expiry date of September 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.	Oct 11	Anita Geier
Request to Invoice (customer invoicing and receipts “R2I”) Customer invoices for sales or services rendered occurring up to and including September 30.	Oct 12	Lana Gordiyenko
Internal Billings Billings covering the period ending Sept 30 must be submitted. Please include all funding requests for Toronto and Region Conservation Foundation.	Oct 12	Lana Gordiyenko
Journal Entries Journal entries for period June 30 to Sept 30 are due. Please do not wait for this date to process your entries if they can be processed sooner.	Oct 13	Brenda Breedon
Q3 Variance 2021 Q3 financial variance is to be done through Variance Sheets and non-financial reporting is to be done in CPR database, due by October 28. Variances will be available on October 24.	Oct 28	Jenifer Moravek, Variance, CPR Svitlana Zinina, Variance, IT support