

Quarter 4 (Q4) October 1 to December 31, 2022

Employee Action/Documents	Reporting Deadline	Finance Team Contact
Employee Expense Reports In order to complete quarterly closing, we ask that all claims relating to Nov 12 to Dec 12 be submitted by this deadline. Please ensure that all receipts are scanned in pdf format before submitting.	Dec 12	Ericka Miranda
Payroll time tickets Timesheets are due for final pay period 2226. Personnel transactions (i.e. new hires, rehires, terminations) are due by Dec. 14.	Dec 19	Ericka Miranda
Petty Cash Logs and Floats Every location with petty cash must complete the petty cash log as of December 31. Locations closed for the season are required to deposit float funds and record deposits returned on the daily revenue report.	Jan 5	Kay Hyat
Vehicle and Equipment Usage Reports Please complete for all usage up to and including December 31.	Jan 5	Lana Gordiyenko
Daily Revenue Reports Ensure submission of all daily revenue reports up to and including December 31.	Jan 5	Lana Gordiyenko
Visa Purchases Prior to December Final Visa billing for the year occurs on Dec 19. Please ensure that online coding is complete, and reports authorized. Attach all receipts before submitting.	Jan 6	Silvia Mazotta (interim)
Visa Purchases Between December 20 - 31 If you incur any charges between Dec 20 and 31, please send a copy of the invoice and account number.	Jan 6	Silvia Mazotta (interim)
Employee Expenses Between December 13 - 31 If you incur any expenses between Dec 13 and 31, please send Ericka Miranda a copy of the invoice/receipt and account number.	Jan 9	Ericka Miranda
Supplier Invoices (payment requisitions) If a product or service has been delivered by Dec 31, it must be recorded as part of 2022 business. Alternatively, if a service has not been delivered by December 31 please do not request “interim” invoices from suppliers.	Jan 19	Kay Hyat
Purchase Orders Review the status of your purchase orders that remain open past the expiry date of December 31. 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.	Jan 19	Anita Geier
Request to Invoice (customer invoicing and receipts “R2I”) Customer invoices for sales or services rendered occurring up to and including December 31. For customer invoices relying on final 2022 expenditures deadline is January 27.	Jan 20	Lana Gordiyenko
	Jan 27	
Internal Billings Billings covering the period ending December 31 must be submitted. Please include all funding requests for Toronto and Region Conservation Foundation.	Jan 21	Lana Gordiyenko
Inventory Counts Locations with retail, food and nursery inventory are required to complete an inventory count as of December 31.	Jan 21	Brenda Breedon (Retail / Food)
Journal Entries Final journal entries for the period Oct 1 to Dec 31 are due. Please do not wait for this date to process your entries if they can be processed sooner.	Feb 1	Brenda Breedon
Q4 Variance 2021 Q4 financial variance is to be done through Variance Sheets and non-financial reporting is to be done in CPR database, due by February 16. Variances will be available on February 6.	Feb 16	Jenifer Moravek, Variance,CPR Svitlana Zinina,Variance, IT support