

Quarter 1 (Q1) - January 1 to March 31, 2022

Employee Action/Documents	Reporting Deadline	Finance Team Contact
<b>Employee Expense Claims</b> For expense report claims relating to Jan 1 to March 31, please ensure that all receipts are scanned in pdf format before submitting.	<b>April 4</b>	Ericka Miranda
<b>Payroll time tickets</b> Timesheets are due for pay period 2207. Personnel transactions (i.e. new hires, rehires, terminations) are due by March 23.	<b>March 28</b>	Ericka Miranda
<b>Visa Purchases</b> Final Visa billing for Q1 occurs on March 20. Please ensure that online coding is complete, and reports authorized. Attach all receipts before submitting.	<b>April 4</b>	Brenda Breedon
<b>Petty Cash Logs and Floats</b> Every location with petty cash must complete the petty cash log as of March 31. Locations open as at March 31 please ensure float balance is correct on daily sales report.	<b>April 4</b>	Kay Hyat
<b>Daily Revenue Reports</b> Ensure submission of all daily revenue reports up to and including March 31.	<b>April 4</b>	Lana Gordiyenko
<b>Vehicle and Equipment Usage Reports</b> Please complete for all usage up to and including March 31.	<b>April 4</b>	Sheila Scott
<b>Supplier Invoices (payment requisitions)</b> If a product or service has been delivered by March 31, ensure invoices are received by accounts payable and the coding and authorization of invoices is complete.	<b>April 6</b>	Kay Hyat
<b>Purchase Orders</b> Review the status of your purchase orders that remain open past the expiry date of March 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.	<b>April 6</b>	Brenda Breedon
<b>Journal Entries</b> Submit journal entries up to period March 31. Please do not wait for this date to process your entries if they can be processed sooner.	<b>April 6</b>	Brenda Breedon
<b>Internal Billings</b> Billings covering the period ending March 31 must be submitted. Please include all funding requests for Toronto and Region Conservation Foundation.	<b>April 6</b>	Sheila Scott
<b>Request to Invoice (customer invoicing and receipts “R2I”)</b> Customer invoices for sales or services rendered occurring up to and including March 31.	<b>April 6</b>	Lana Gordiyenko
<b>Q1 Variance</b> 2022 Q1 financial variance is to be done through Variance Sheets and non-financial reporting is to be done in the CPR database.  Variances will be available on April 8.	<b>April 13</b>	Jenifer Moravek, Variance,CPR  Svitlana Zinina, Variance, IT support

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

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

Employee Action/Documents	Reporting Deadline	Finance Team Contact
<b>Petty Cash Logs and Floats</b> 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
<b>Vehicle and Equipment Usage Reports</b> Please complete for all usage up to and including Sept 30.	Oct 3	Lana Gordiyenko
<b>Daily Revenue Reports</b> Ensure submission of all daily revenue reports up to and including September 30.	Oct 3	Lana Gordiyenko
<b>Visa Purchases</b> 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)
<b>Employee Expense Reports</b> 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
<b>Payroll time tickets</b> Timesheets are due for pay period 2221. Personnel transactions (i.e. new hires, rehires, terminations) are due by Oct 5.	Oct 7	Ericka Miranda
<b>Supplier Invoices (payment requisitions)</b> 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
<b>Purchase Orders</b> 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
<b>Request to Invoice (customer invoicing and receipts “R2I”)</b> Customer invoices for sales or services rendered occurring up to and including September 30.	Oct 12	Lana Gordiyenko
<b>Internal Billings</b> 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
<b>Journal Entries</b> 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
<b>Q3 Variance</b> 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

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

Employee Action/Documents	Reporting Deadline	Finance Team Contact
<b>Employee Expense Reports</b> 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.	<b>Dec 12</b>	Ericka Miranda
<b>Payroll time tickets</b> Timesheets are due for final pay period 2226. Personnel transactions (i.e. new hires, rehires, terminations) are due by Dec. 14.	<b>Dec 19</b>	Ericka Miranda
<b>Petty Cash Logs and Floats</b> 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.	<b>Jan 5</b>	Kay Hyat
<b>Vehicle and Equipment Usage Reports</b> Please complete for all usage up to and including December 31.	<b>Jan 5</b>	Lana Gordiyenko
<b>Daily Revenue Reports</b> Ensure submission of all daily revenue reports up to and including December 31.	<b>Jan 5</b>	Lana Gordiyenko
<b>Visa Purchases Prior to December</b> 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.	<b>Jan 6</b>	Silvia Mazotta (interim)
<b>Visa Purchases Between December 20 - 31</b> If you incur any charges between Dec 20 and 31, please send a copy of the invoice and account number.	<b>Jan 6</b>	Silvia Mazotta (interim)
<b>Employee Expenses Between December 13 - 31</b> If you incur any expenses between Dec 13 and 31, please send Ericka Miranda a copy of the invoice/receipt and account number.	<b>Jan 9</b>	Ericka Miranda
<b>Supplier Invoices (payment requisitions)</b> 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.	<b>Jan 19</b>	Kay Hyat
<b>Purchase Orders</b> 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.	<b>Jan 19</b>	Anita Geier
<b>Request to Invoice (customer invoicing and receipts “R2I”)</b> 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.	<b>Jan 20</b>	Lana Gordiyenko
	<b>Jan 27</b>	
<b>Internal Billings</b> Billings covering the period ending December 31 must be submitted. Please include all funding requests for Toronto and Region Conservation Foundation.	<b>Jan 21</b>	Lana Gordiyenko
<b>Inventory Counts</b> Locations with retail, food and nursery inventory are required to complete an inventory count as of December 31.	<b>Jan 21</b>	Brenda Breedon (Retail / Food)
<b>Journal Entries</b> 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.	<b>Feb 1</b>	Brenda Breedon
<b>Q4 Variance</b> 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.	<b>Feb 16</b>	Jenifer Moravek, Variance,CPR  Svitlana Zinina,Variance, IT support