

MEMO

DATE: December 15, 2021

TO: ACLT Members
Budget Holders and Budget Officers
Business Administrators

CC: ACLT Assistants

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: 2021-2022 Year End Due Dates

Please share this memo with the appropriate staff within your department.

In order to achieve a successful year end, we require a coordinated effort that involves all of you.

We are seeking your cooperation in meeting the 2021-2022 year end due dates.

Below, please find the following schedules, which are available on our Finance website:

1. [2021-22 Year End Schedule for Business Administrators](#)
2. [2021-22 Year End Processing and Purchasing Due Dates](#)

Should you have any questions, contact information is contained within the attachments. Thank you for your continued support.