MEMORANDUM

TO: Senior Administrative Officers, Managers of Finance and Administration, Administrative Assistants and Administrative Staff Specialists

CC: Deans, Directors, Department Heads, Registrar, Executive Directors, Director of Finance (Grenfell Campus), Manager of Finance and Contracts, Marine Institute, University Librarian, and General Counsel

FROM: Peter Mooney

DATE: March 17, 2020

SUBJECT: COVID-19 UPDATE: YEAR END – MARCH 31, 2020

Based on the COVID-19 pandemic, Financial and Administrative Services has identified critical items that need to be addressed by March 31, 2020 to assist you in planning for year end with reduced capacity.

Please feel free to contact us if you have any questions or require additional information. Thank you for your cooperation in ensuring that we meet our year end reporting requirements and for helping make the year end process run as smooth as possible in this unprecedented time.

This information is also available on Financial and Administrative Services Web site: http://www.mun.ca/finance.

Peter Mooney

PM: cw
Attachment
MEMORIAL UNIVERSITY
COVID-19 UPDATE - FISCAL YEAR END GUIDE 2020

IMPORTANT DATES

March 23, 2020  **Wire Transfer Payments** required by March 31, 2020 must be submitted to Financial and Administrative Services by 5:00 pm.

All **cash/cheques** for deposit currently in the possession of departments should be hand carried immediately to Cashier's Office by end of day.

March 25, 2020  **Procurement Card** transactions to March 25, 2020 have to be reconciled by 5:00 pm March 27, 2020 to be uploaded to Banner Finance on March 30, 2020. **Any expenditures relating to COVID-19 must have the Activity Code COVD19 added during your reconciliation process to enable expenditure tracking by Memorial University.**

March 31, 2020  **Cash/cheques** received up to and including this morning, to be hand carried to Cashier’s Office by 11:00 am.

Any departments holding **inventory** (i.e. Bookstore, MI Cafeteria, Facilities Management, IT Procurement, Science Stores, Geo Centre, Botanical Gardens, MURC) must ensure a physical count is performed to report the balances on hand as at March 31, 2020. An Inventory Manual will be emailed out to all departments holding inventory and placed on our website later this week. **Due to the COVID-19 pandemic, we recognize this count may not be able to be physically performed before/on March 31. However we need to ensure we have an accurate inventory value as at March 31, 2020. Specific questions should be directed to Peter Mooney at pmooney@mun.ca.**

April 1, 2020  Final day to deposit **cash/cheques** relating to 2019/2020. (Must be hand-carried before 11:00 am to Cashier’s Office).

April 9, 2020  **Receiving** for items received up to March 31, 2020 must be completed by 5:00 pm and must be dated March 31, 2020 or prior.

TBD  Financial Oversight Checklist for March 31, 2020. Any outstanding checklists for prior months should be reviewed and submitted as soon as possible.

All other revised year-end deadlines will be communicated as soon as dates are determined.
# FINANCIAL SERVICES STAFF
## CONTACT NUMBERS AND AREAS OF RESPONSIBILITY

**Administration**  
Deborah Collis  Director  864-8222  
Cheryl Whitten  Associate Director  864-8221  

**Strategic Procurement**  
Deanne Piercey  Associate Director  864-7593  
Keith Field  Manager  864-4605  
Paula Hynes  Tendering Clerk  864-4524  
Doug Rowe  Customs Clerk  864-4517  

**Research Accounting**  
Melissa Squires  Manager Research Accounting  864-2471  
Matthew Dawson  Project Accountant  864-2710  

**Cashiers Office**  
Shannon Bartlett  Senior Staff Accountant  864-2599  

**Accounts Payable**  
Nicole Codner  Staff Accountant  864-4392  

**Disbursements**  
Scott Murphy  Staff Accountant  864-2597  

**Travel**  
Stephanie Edgecombe  Travel Clerk  864-8003  
Alicia Boland  Travel Clerk  864-7959  

**Financial Systems**  
Bill Hillyard  Manager  864-8996  
Doug Bailey  Computer Systems Officer  864-4604  

**Financial Reporting**  
Peter Mooney  Financial Analyst  864-2174  
Allison Rose  Staff Accountant  864-8985  

**Procurement Card**  
Jillian Kean  Procurement Card Coordinator  864-4576