

INTERNAL MEMO

YEAR-END ACCOUNTING DEADLINES

DATE November 16, 2012
TO All City Employees
FROM Tara Johnston, Sr. Corporate Analyst, Reporting
DEPARTMENT Finance
SUBJECT YEAR-END ACCOUNTING DEADLINES

Inventory

- Inventory should be counted in December 2012 with all physical stock adjustments in the system by year end.
- Finance will send a reminder in early December to all known inventory owners with count instructions and system information.
- Please send inventory count sheets and the reconciliation of these count sheets with JDE and provide any adjustments required to bring JDE accounts in line with physical count to Tara Johnston by December 31, 2012.

Purchase Orders (WAM)

- Purchase Orders created in 2012 will be closed Friday January 18, 2013 at 4:30pm unless the new process is followed to request to keep the purchase order open. On January 2, 2013 all employees who have purchase orders in "issued" status will receive a list of these purchase orders. If the purchase order needs to remain open employees will be required to go into each purchase order in WAM to make the request electronically and provide a reason. Detailed instructions will be provided in the email notification sent on January 2, 2013. If a request is not made by January 18, 2013 by 4:30pm the purchase order will be closed and will not be re-opened, no exceptions.

Petty Cash

- All petty cash is required to be counted and reconciled at year end.
- Owners of petty cash are to count and submit their Petty Cash / Float Count Form Kelly Bunder by January 11, 2013.
- Replenishment of Petty Cash is not required for year end — please follow normal process and procedures if you require your cash to be replenished.

Bank Deposits and Cash Journal Entries

- All cash/cheques received on or before December 31, 2012 MUST be deposited into the bank by 31st December 2012. All JDE journal entries related to these deposits should be entered into JDE by Friday, January 11, 2013.
- In the rare occurrence that cash was received prior to December 31, 2012 but not deposited in bank by year end — please complete the Cash on Hand form. Please submit to Kelly Bunder by Friday, January 11, 2013.

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Table of Contents Accounting 2014 Grade 11 End Of Year Memo

1. Understanding the eBook Accounting 2014 Grade 11 End Of Year Memo
 - The Rise of Digital Reading Accounting 2014 Grade 11 End Of Year Memo
 - Advantages of eBooks Over Traditional Books
2. Identifying Accounting 2014 Grade 11 End Of Year Memo
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Accounting 2014 Grade 11 End Of Year Memo
 - User-Friendly Interface
4. Exploring eBook Recommendations from Accounting 2014 Grade 11 End Of Year Memo
 - Personalized Recommendations
 - Accounting 2014 Grade 11 End Of Year Memo User Reviews and Ratings
 - Accounting 2014 Grade 11 End Of Year Memo and Bestseller Lists

5. Accessing Accounting 2014 Grade 11 End Of Year Memo Free and Paid eBooks
 - Accounting 2014 Grade 11 End Of Year Memo Public Domain eBooks
 - Accounting 2014 Grade 11 End Of Year Memo eBook Subscription Services
 - Accounting 2014 Grade 11 End Of Year Memo Budget-Friendly Options
6. Navigating Accounting 2014 Grade 11 End Of Year Memo eBook Formats
 - ePUB, PDF, MOBI, and More
 - Accounting 2014 Grade 11 End Of Year Memo Compatibility with Devices
 - Accounting 2014 Grade 11 End Of Year Memo Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Accounting 2014 Grade 11 End Of Year Memo
 - Highlighting and Note-Taking Accounting 2014 Grade 11 End Of Year Memo
 - Interactive Elements Accounting 2014 Grade 11 End Of Year Memo
8. Staying Engaged with Accounting 2014 Grade 11 End Of Year Memo
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Accounting 2014 Grade 11 End Of Year Memo
9. Balancing eBooks and Physical Books Accounting 2014 Grade 11 End Of Year Memo
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Accounting 2014 Grade 11 End Of Year Memo
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Accounting 2014 Grade 11 End Of Year Memo
 - Setting Reading Goals Accounting 2014 Grade 11 End Of Year Memo
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Accounting 2014 Grade 11 End Of Year Memo
 - Fact-Checking eBook Content of Accounting 2014 Grade 11 End Of Year Memo
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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