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1. Year End Checklist

All Business Units/Areas are responsible to ensure completion of the financial reports and the audit in a timely manner. So what can you do in preparation?

- Review all PG balances and clear any deficit balances.
- Approve all outstanding bulk invoices and salary verification.
- Submit all forms to Financial Services for Accounts Receivable and Accounts Payable processing on a timely basis.
- Follow up on outstanding items such as credit card acquittals, petty cash reconciliations, recoups, cash advance acquittals, and any vehicle recoups.
- Review debtors listing and any open purchase orders.

2. 2013 Year-End Reporting Timetable


All staff with transaction level processing/administration responsibilities should be working towards these dates to ensure 2013 data is entered within the deadlines. Please be mindful of the requirement to progressively forward input data to Financial Services wherever possible rather than in bulk amounts or on the last day. Your support in this regard will greatly assist our office with the regular input of data and ensures our data processing staff are able to meet their deadlines.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Task details</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th December 2013</td>
<td>5:00 pm</td>
<td>Last day for receipt of vouchers for guaranteed payments before Christmas closure.</td>
</tr>
<tr>
<td>12th December 2013</td>
<td>5:00 pm</td>
<td>Last day for final receipt of requests for Project Grant creations or amendments.</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16th December 2013</td>
<td>5:00 pm</td>
<td>Final receipt of AP, GL and AM forms for input prior to year-end:</td>
</tr>
<tr>
<td>17th December 2013</td>
<td>5:00 pm</td>
<td>Invoice authorisation forms</td>
</tr>
<tr>
<td>17th December 2013</td>
<td>5:00 pm</td>
<td>N-forms</td>
</tr>
<tr>
<td>17th December 2013</td>
<td>5:00 pm</td>
<td>Asset acquisition forms</td>
</tr>
<tr>
<td>17th December 2013</td>
<td>5:00 pm</td>
<td>Asset transfer and retirement forms</td>
</tr>
<tr>
<td>18th December 2013</td>
<td>5:00 pm</td>
<td>Invoice request forms and credit notes</td>
</tr>
<tr>
<td>19th December 2013</td>
<td>9:00 am</td>
<td>Final 2013 payment run.</td>
</tr>
<tr>
<td>19th December 2013</td>
<td>12:00 pm</td>
<td>Final input of receipts to AR by BU.</td>
</tr>
<tr>
<td>19th December 2013</td>
<td>2:00 pm</td>
<td>Final 2013 IFT upload into PeopleSoft.</td>
</tr>
<tr>
<td>19th December 2013</td>
<td>5:00 pm</td>
<td>Final input of all inter-BU charges and allocations impacting Funds 10 to 99 (excluding Research Services and Financial Services).</td>
</tr>
<tr>
<td>20th December 2013</td>
<td>5:00 pm</td>
<td>1. Final changes to purchase orders (including cancellation)</td>
</tr>
<tr>
<td>20th December 2013</td>
<td>5:00 pm</td>
<td>2. Final approval of credit card expense reports to appear in 2013 Project Grants</td>
</tr>
<tr>
<td>20th December 2013</td>
<td>5:00 pm</td>
<td>3. Final input of all inter-BU charges and allocations impacting Funds 10 to 99 input by Research Services</td>
</tr>
<tr>
<td>24th December 2013</td>
<td>10:30 am</td>
<td>Cashier closed².</td>
</tr>
<tr>
<td>6th January 2014</td>
<td>5:00 pm</td>
<td>AR closed.</td>
</tr>
<tr>
<td>7th January 2014</td>
<td>12:00 pm</td>
<td>1. Final 2013 online journal input by Business Units².</td>
</tr>
<tr>
<td>7th January 2014</td>
<td>5:00 pm</td>
<td>2. Receipt of accrual information from Business Units complete (including final AP vouchers for processing)³.</td>
</tr>
<tr>
<td>10th January 2014</td>
<td>5:00 pm</td>
<td>FRRR (Section 2) checklists due.</td>
</tr>
</tbody>
</table>

Discuss with your Faculty Accountant if you think there will be any non-standard accruals or other year-end journals.

**Notes:**

a) Final collection from Cashier.

b) For 2013 online journals entered after 31/12/2013, please remember to manually change the date to 31/12/2013.
c) Business Units should discuss any accrual requirements with their Faculty Accountant and in particular, goods and services received prior to 31/12/2013 for which invoices had not been sent to Financial Services for processing

3. Delegation Authority Amount

The amount upon which the delegation authority is to be determined is GST exclusive.

4. Changes to Motor Vehicle Policy

The Motor Vehicle Policy has recently been updated, please see the new policy as following:

**Permission to take vehicle home or use for private purposes**

The only occasions when it is permissible for a staff member to take a University vehicle home or to use it for private purposes are:

- when the staff member is due to leave on a field trip in that vehicle early the next morning – before normal work hours
- when the staff member has arrived back from a field trip in that vehicle after normal working hours
- when there is a roster of staff such that there is always one person on call at night and over weekends
- when after-hours use of a University vehicle is required for conducting University business

The Head of School or equivalent (subject to hierarchical approval) has authority to approve in writing a University staff member to take a University pool vehicle home and to potentially include some minor private use. The Head of School or equivalent's authority is strictly limited to temporary, short term circumstances and does not apply for longer term or standing arrangements.

Certain University officers may in very limited situations be authorised to use University vehicles for personal use beyond the temporary approval circumstances. Applications for longer term or standing arrangements are to be made by the Head of School or equivalent hierarchically via the Director of HR for approval of the Remuneration Committee.

5. Procurement

Strategic Procurement is pleased to announce the appointment of a new preferred supplier, Brownes, for the provision of dairy and juice products. They offer a full range of dairy and juice products, distributed via Subiaco Milk directly to your Faculty, School or Business Unit location. Payment for all orders to Brownes will be by University credit card method only.

Full details of the ordering process for Brownes products is provided within an online UWA Buyer’s Guide on the [Strategic Procurement Web page](#). Please also contact Laura Harper (Strategic Procurement Officer) on 6488 4600 or [laura.harper@uwa.edu.au](mailto:laura.harper@uwa.edu.au) should you require assistance.

Please note that the previous supplier agreement with Lions Dairy for the provision of milk has now ceased. Please ensure that any outstanding balances due / credits owed are settled with Lions Dairy as soon as possible. A final bulk invoice will be processed in January 2014. If you require internal support regarding the Lions Dairy bulk invoice, please contact FS Client Services on Ext: 8777.

6. Tax

The Taxation Team would like to remind staff that during the Christmas period, Fringe Benefits Tax (FBT) Meal Entertainment will be charged on the employee portion of all food/drink at a Christmas event. This is regardless of the location of the Christmas event or whether alcohol was served as it is considered ‘social’.
If you are unsure if your event will attract FBT, please contact James Morgan on 2827 for an assessment.

7. Did You Know

- **Financial Delegation Audit** – In the next coming week/s, Client Services will be undertaking an audit on the Financial Delegations within all faculties and business units. The audit will primarily be completed to tidy up any authorisations that may not be required for the new financial year or employees who have left business units/ UWA. Information will be distributed to Business Units in the near future.

- **Peoplesoft & Trobexis Training** - All workshops for PeopleSoft & Trobexis have finished for 2013. Upcoming workshops will be announced at the beginning of the year. Please keep an eye on upcoming announcements for future training dates.

- **Password Protection** – Be sure to keep all your login details confidential. It is against regulations to give others access to your computer, or to give out your log in details. Please be sure to keep the following guidelines in consideration:
  - Always keep your password a secret
  - never give your password to anyone else, including people in authority
  - never change your password to a string known or suggested by someone else
  - if you must write down your password, keep it in a safe place.

- **Accounts Payable** – All documentation that is submitted to Data Management must be complete. Any missing information will result in the paperwork being sent back on a green form and will not be processed until all required information is provided.

Tips to ensure your payment is processed:

- If a foreign invoice needs to be processed, please ensure that the correct paperwork is submitted to Data Management the Friday prior to Wednesday’s payment run.
- Please make sure that your Business Unit is using the most up to date forms that are available on the Financial Services Homepage.
- The ABN Lookup printout must be provided when submitting a vendor amendment form. This can be located at the following address: [http://abr.business.gov.au/](http://abr.business.gov.au/).
- All invoices that require payment must be correctly addressed to UWA.
- Vendor numbers need to be provided on Invoice Authorisation form.

FROM EVERYONE AT FINANCIAL SERVICES, HAVE A HAPPY CHRISTMAS AND A SAFE AND PROSPEROUS NEW YEAR!!

*If you have any queries regarding the content of the newsletter, please contact Client Services by email at fshelp-finserv@uwa.edu.au or by phone 6488 8777.*