

**To:** Principals, Deans, Academic Directors and Chairs Divisional Business Officers via AMS listserv  
Divisional Financial Officers via DFO listserv

**From:** Sanish Samuel, Controller and Director of Financial Services

**Date:** March 14, 2025

**Re:** **April 30, 2025 Fiscal Year-end Closing**

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As we approach the end of the 2025 fiscal year, it is important to ensure that all financial activity for the year is accurately recorded in your accounts prior to closing the accounts. In order to assist you, please refer to the pages below on the Financial Services website.

The following link provides a detailed explanation of year-end accounting guidelines, reporting requirements (including divisional operating reserves), AMS system availability and available training sessions. Please note that AMS will close for year-end processing on Monday, April 28, 2025 at 7:00 pm:

<https://finance.utoronto.ca/policies/gtfm/financial-management/reporting/fiscal-year-end-closing-procedures/>

For a detailed listing of submission deadlines and contact information:

<https://finance.utoronto.ca/policies/gtfm/financial-management/reporting/fiscal-year-end-closing-procedures/summary-of-year-end-deadlines-and-contact-information/>

Instructions for special processing after year-end closing (from 7:00 am on April 29, 2025 to 12:00 midnight on April 30, 2025):

<https://finance.utoronto.ca/wp-content/uploads/YE-Matrix-2025.pdf>

Specific questions may be referred to the following individuals:

Operating Accounting	Judy Wu	<a href="mailto:judyw.wu@utoronto.ca">judyw.wu@utoronto.ca</a>
Student Revenue & General Accounting	Liana Moscone	<a href="mailto:liana.moscone@utoronto.ca">liana.moscone@utoronto.ca</a>
Restricted Funds	Jenny Cheng	<a href="mailto:jenny.cheng@utoronto.ca">jenny.cheng@utoronto.ca</a>
Capital Funds	Selina Law	<a href="mailto:selina.law@utoronto.ca">selina.law@utoronto.ca</a>
Training Sessions	Rames Paramsothy	<a href="mailto:rames.paramsothy@utoronto.ca">rames.paramsothy@utoronto.ca</a>
AMS Availability	Chris Dimitriadis	<a href="mailto:chris.dimitriadis@utoronto.ca">chris.dimitriadis@utoronto.ca</a>
Purchase Orders over \$50,000	Lisa Myre	<a href="mailto:lisa.myre@utoronto.ca">lisa.myre@utoronto.ca</a>
uSOURCE	Phil Larprom	<a href="mailto:phil.larprom@utoronto.ca">phil.larprom@utoronto.ca</a>
FIS Vendor Setup/Change Requests	Katrina Koo	<a href="mailto:katrina.koo@utoronto.ca">katrina.koo@utoronto.ca</a>