



## Memorandum

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Date	February 14, 2022
To	Heads and School Directors, Senior and PGME Administrators, Finance Managers
From	Andrew Glynn, Senior Director, Finance, UBC Faculty of Medicine
Subject	2021/22 Year End Timelines for Postgraduate Medical Education

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The University's fiscal year-end of March 31, 2022 is approaching and we ask for your assistance to ensure that all transactions relating to the current fiscal year are included in the 2021/22 financial report to the Ministry of Health.

The University's cut-off date for supplier invoice and expense report approvals is March 25, 2022. This is the date by which supplier invoices and expense reports must be approved in Workday in order to be included in March. Departments and Programs may have earlier internal deadlines to meet operational needs.

If you are unable to approve transactions in Workday before the cut-off date, you may add outstanding transactions to the Year End Financial Statement file for your program and process transactions in April.

The deadline for completing Year End Financial Statements is Friday, April 22, 2022 (see Appendix for more information).

This reporting deadline applies to:

- Resident Activity Fund expenses
- Teaching Payments
- Standing Committee and Competency Committee Payments
- Program Director and Program Administrator salary expenses
- CBME expenses

Please continue to send BCIRPA resident reimbursement forms to the PGME Office for processing by VCH.

Please don't hesitate to contact Meredith Edwards at [meredith.edwards@ubc.ca](mailto:meredith.edwards@ubc.ca) if you have any questions or concerns related to PGME year-end. The Academic Finance Team can also provide support and guidance for year-end processes and detailed information on the University's year-end schedule can be found here: <https://finance.ubc.ca/important-dates>.

## Appendix

The Year End Financial Statements will be used to report 2021/22 expenses to the Ministry of Health.

- A February Year-To-Date Statement will be available in OneDrive on Tuesday, March 8th, with February year-to-date payroll and invoice information.
- An updated version will be provided on Friday, April 8<sup>th</sup> with March Actuals.
- Statements should be completed and returned to the Education Finance Team by Friday, April 22<sup>nd</sup>.
- Statements will be pre-populated with financial information from Workday for each Program.
- Program Administrators may add transactions that have not been processed in Workday by March 31st. Only expenses relating to 2021/22 should be manually added to the statement, do not add expenses for activities that occurred in April.
- All expenses should comply with the PGME FY2021/22 funding guidelines.
- As in prior years, you will be asked to explain negative ending balances, large surpluses and any exceptional items.
- This year, it is not necessary for programs to provide salary details, if we need additional information on salary expenses we will contact individual programs.

### Year End Financial Statement example

<b>2021/22 PGME Year End Statement</b>				
	PD/Admin	RAF	Didactic Teaching	Teaching w Patient Care
2022-03-31	PM000001	PM000002	PM000003	PM000004
Carry Over Funding		7,870.93		
2021/22 MoH Funding	63,150.00	7,650.00	26,695.66	36,000.00
<b>Year To Date Funding</b>	<b>63,336.50</b>	<b>15,520.93</b>	<b>22,916.85</b>	<b>36,000.00</b>
5000:Salaries   Faculty	19,675.97			
5010:Salaries   Staff	13,919.29			
5100:Benefits	5,323.53			
6000:Cost of Goods Sold				
6100:Professional Fees			19,248.30	
6300:Supplies and Sundries				
6390:Supplies and Sundries   Internal				
6500:Travel and Accommodation				
6600:Utilities				
6700:Scholarships, Fellowships and Bursaries				
8015:Capital Expenditures   Furnishing, Equipment and Systems				
8020:Capital Expenditures   Library Acquisitions				
<b>Prior Year Expenses processed in Fiscal Year 2021/22</b>				
<b>2021/22 YTD Expenses (as at March 31, 2022)</b>	<b>38,918.79</b>	<b>-</b>	<b>19,248.30</b>	<b>-</b>
1500:Prepaid Expenses	-	-	-	-
Commitments & Obligations				
<b>2021/22 Surplus / (Deficit)</b>	<b>24,417.71</b>	<b>15,520.93</b>	<b>3,668.55</b>	<b>36,000.00</b>
Expenses processed or accrued in 2021/22 will appear in the report above.				
<b>If you have additional expenses to report to MoH (that are not recorded in Workday by March 31st) please add details below in the orange cells.</b>				
Expense Description	PD/Admin	RAF	Didactic Teaching	Teaching w Patient Care
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>