



April 2nd. 2024

Re: Cashier/Bank Deposits

In order for UTM to meet the Financial Services Department deadlines regarding deposits, please ensure that all cash and cheques are deposited in the UTM Cash Drop Box no later than

Friday, April 12, 2024 by 5pm. (This requires departments NOT to process deposits in FIS which will not reach the UTM Cash Drop Box by this submission deadline)

Deposits made directly with the bank must be recorded in FIS no later than **Wednesday April 24, 2024 at 12pm**, and the banking reports and backup documentation received by the Cashier at 215 Huron Street (fsdcashiersoffice@utoronto.ca) no later than **Wednesday April 24, 2024 at 5:00 pm**.

For the next fiscal year recording:

- Deposits and processing can resume on Wednesday, May 1, 2024.

If you have any questions, please contact me.

A handwritten signature in black ink, appearing to read 'Vesela Angelova'.

Vesela Angelova, CPA, CGA, MBA

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