



## MEMO

To: All Ongwanada Staff  
From: Meagan McLeod  
Date: December 10, 2024.  
Re: Cheque Run Dates

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Hello all,

I hope this message finds you well. As we approach the holiday season, please note the following adjustments to our regular cheque processing schedule due to the statutory holidays falling on Wednesdays this year:

1. **Wednesday, December 18th:** We will proceed with a regular cheque run. The cutoff for this cheque run remains Monday, December 16th, at 12:00 noon.
2. **Monday, December 23rd:** Given that Christmas Day (December 25th) falls on a Wednesday, we will conduct a cheque run on Monday, December 23rd, instead. The cutoff for this cheque run is **Friday, December 20th, at 12:00 noon.**
3. **Monday, December 30th:** Given that New Year's Day (January 1st) falls on a Wednesday, we will conduct a cheque run on Monday, December 30th. The cutoff for this cheque run is **Friday, December 27th, at 12:00 noon.**

Additionally, for **OPR payments**, please ensure that all invoices are submitted to the finance department no later than **Friday, December 20th, at 12:00 noon** to guarantee payment by the end of the month, with deposits made on December 31st.

**Reminder of Cutoff Process:** The regular cutoff for all cheque runs remains **Monday at 12:00 noon** before the Wednesday cheque processing. Please be advised that this will be enforced moving forward, as the finance department requires sufficient time to receive all supporting documentation and to process requests efficiently. Any cheque requests received after the cutoff date will be processed as part of the following week's cheque run.

**Exception:** When a statutory holiday falls on a Monday, the cutoff will be extended to **Tuesday at 10:00 am.**

Thank you for your attention to these changes, and please do not hesitate to reach out if you have any questions.

Best regards,  
Meagan  
Director, Financial Services