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| 2020-21 Year-end Timetable for Schools |

The following timetable and notes are important documents for Head teachers and all staff who administer school financial systems. More detailed guidance can be found in the Financial Year End Procedures - on [Suffolk Learning](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end/listed-entry-forms-guidance), but more experienced staff may not require the level of detail contained in the Financial Year End Guidance notes.

Schools should also refer to FAQs at [‘Ask Schools Choice’](https://www.schoolschoice.org/). The FAQs are updated frequently, and it is recommended that schools check for any latest news/updates on a regular basis. -----------------------------------------------------

If you have a year end query which has not been answered by the above documents, then you may wish to contact the Finance Helpline. Please be aware that March is a very busy time for both the Schools’ Accountancy and the Schools’ Choice Teams, so you may experience difficulty in getting through via the telephone and we would therefore recommend that you consider using email as an alternative. We will endeavour to respond to your queries as quickly as possible, normally within 24 hours.

**Schools’ Accountancy Team** **Schools’ Choice**

Email: [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) Email: [finance@schoolschoice.org](mailto:finance@schoolschoice.org)

Telephone: 01473 265626 Telephone: 0345 603 7684

This document includes the following timetables:

* **Generic Tasks**  - tasks that can be completed at any time throughout each month
* **Activity Planner** - tasks that must be completed on or by specific dates   
  N.B. please note that some days have multiple tasks that need to be completed by certain times.

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| **Generic tasks to be completed in March** | | |
| **Task** | **Information** | **Date Actioned/ Initials** |
| On FMS6 clear all outstanding items before year-end. | See following sections of the in the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end) 5.1 - Unreconciled Invoices  5.4 – Outstanding Purchase Orders  5.5 - Outstanding Cheques  6.2 - Accounts Receivable  6.3 - Non-invoiced Income  7.2 - ‘Ordinary’ Journals on FMS  8.3 - Outstanding Staff Commitments  8.7 - ‘Year-end system check’ report |  |
| Before 31st March: Define new financial year, Salary and VAT Periods in FMS6 | See following sections of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end)8.1 - New Financial Year 8.2 - Salary Periods  8.4 - VAT Periods |  |
| Budget Plan Approval | The 2021-22 budget plan requires Governor approval, as specified in the school’s RoFR delegation arrangements, by 31st March. Approval must be formally recorded in the minutes. See section 1.6 of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end) |  |

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| **February / March Activity Planner** | | | |
| **Date** | | **Task Information** | **Date Actioned/ Initials** |
| February |  |  |  |
| 12th | Friday | 2021-22 Toolkits issued |  |
| March |  |  |  |
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| 12th | Friday | Deadline for **February** Staff Absence Insurance Claims to be received by the Insurance Team at [insurance@schoolschoice.org](mailto:insurance@schoolschoice.org). |  |
| 15th | Monday |  |  |
| 16th | Tuesday |  |  |
| 17th | Wednesday |  |  |
| 18th | Thursday |  |  |
| 19th | Friday | Last Journal requests for 2020-21 (by email to [finance@schoolschoice.org](mailto:finance@schoolschoice.org)). See section 7.1 of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end) 5pm Deadline: Email Listed Creditor, Debtor, Receipts and Payments in Advance to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk)For requests over £50,000 supporting evidence must also be submitted with a completed front sheet. See section 3.1-3.7 of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end) **If no Listed Entry adjustments are required or permitted schools must submit a ‘Nil Return’ form to** [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk)  **Last Payroll Run – this will be in extract w/c 22nd**  Last A Accounts for inclusion in 2020-21 accounts must be received by Transactional Services in Constantine House today.  Deadline for centrally paid paper invoices with coding slips for 2020-21 to be with Transactional Services in Constantine House |  |
| Will22nd | Monday |  |  |
| 24th | Wednesday |  |  |
| 26th | Friday | Last day for schools to bank directly to SCC bank account and post the coding slips First Class to Constantine House. (Constantine House – 3rd Floor, 5 Constantine Road, Ipswich, IP1 2DH)  Last G4S collection for cheques income for 2020-21  Last G4S collection for cash income for 2020-21  Enter all remaining Local Payments for 2020-21 on FMS. See section 1.4 of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end/listed-entry-forms-guidance).  Schools need to run, export and submit Petty Cash reports as appropriate and update Data Sheet – **Step 1 by 10 am (Do not submit your data sheet at this time)**  Schools need to run, export and submit Aged Debtors reports as appropriate and update Data Sheet – **Step 1 by 10 am (Do not submit your data sheet at this time)**  2020-21 Maternity claims. Claims to be paid in 2020-21 must be received by Insurance Team at Constantine House by the 26th of March. Email: [insurance@schoolschoice.org](mailto:insurance@schoolschoice.org) |  |
| 29th | Monday | Last School Extract Run although this may be subject to change due to Oracle Fusion processes |  |
| 30th | Tuesday | Last day to submit SIMS invoices for the 2020-21 Financial year  Schools must submit their files by 1.00pm on Tuesday 30th March for their invoices to be processed in 20-21.  There is a period between the 30th of March and the 6th of April where invoices can still be submitted however, and can be accounted for within 2020-21 as long as the invoice date is prior to April 1st 2021. |  |
| 31st | Wednesday | Deadline for 2020-21 Damage/Loss Risk Pooling Insurance claims to be received by the Insurance Team at Constantine House. Email: [insurance@schoolschoice.org](mailto:insurance@schoolschoice.org). |  |

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| **Generic tasks to be completed in April** | | |
| **Task** | **Information** | **Date Actioned/ Initials** |
| General reminder | Important: Please remember that any local transactions including cashbook journals which need to be entered into FMS in order to complete the 31st March bank reconciliation must be entered into 2021-22 if they are being processed after 31st March 2021**.** |  |
|  | **Invoice Integration Schools**  SIMS files processed on Tuesday 30th March will be accounted for in 2020-21 so can be imported as normal into P13. Schools must submit their files by 1.00pm on Tuesday 30th March for their invoices to be processed in 20-21.  There is a period between the 30th of March and the 6th of April where invoices can still be submitted however, and can be accounted for within 2020-21 as long as the invoice date is prior to April 1st 2021.  Any invoices processed after the deadline on 6h April 2021 should be entered on FMS in the new financial year.    Whilst every effort is made to account for your transactions in the correct period please be advised that this is not guaranteed. Please check your transactions and take corrective action as and where necessary. |  |
| Load 2021-22 Budget on FMS | Approved budget to be loaded, checked and fixed on FMS by 30th April. See section 10 of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end) | **April** |
| Submit Budget Plan to LA | Deadline for 2021-22 budget plans to be submitted to the Local Authority is 30th April.Schools should submit plans via AVCO/Anycomms into Other\Out\Budget Plan. Schools will need to ensure that this file is saved as nnn\_BP\_2021.xls to enable the upload to work. (Where the ‘nnn’ represents your school number) |  |

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| **April Activity Planner** | | | | |
| **Date** | | **Task Information** | **Date Actioned/ Initials** | |
| 1st | Thursday | March VAT returns can be run and submitted between 1st April to 6th April. See section 8.6 of the [Year-End Procedures](http://www.suffolklearning.co.uk/leadership-staff-development/schools-accountancy/year-end) |  | |
| 2nd | Friday | Check Anycomms for receipt of Bank Statement dated 31st March 2021. These should be available by 2nd April in Other/in/CSD Finance. If this cannot be located, please contact [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk)  As soon as bank statement received:   * Complete the March bank reconciliation * Post FMS bank reconciliation, statement and unreconciled items list to Schools Accountancy Team (Constantine House – 3rd Floor, 5 Constantine Road, Ipswich, IP1 2DH) * Run bank history reports for 01/04/20 to 31/03/21 and 01/04/21 to the date of reconciliation. Export and submit to Schools Accountancy Team via Anycomms. |  | |
| 6th | Tuesday | Last day to submit your March VAT returns. |  | |
| 14th | Wednesday | Period 13 closes  Deadline for Staff Absence claims for receipt of all 2020/21 claims, paid in 2021/22 financial year– Email: [insurance@schoolschoice.org](mailto:insurance@schoolschoice.org). |  | |
| 15th | Thursday | Period 13 Oracle management prints available in Anycomms from 12pm – schools are required to:   * Reconcile 2020-21 FMS to the Oracle management print in preparation for the rollover. * Clear all 2020-21 outstanding entries on FMS. FMS will not allow “rollover” until these are cleared. |  | |
| 19th | Monday | Prepare 2020-21 Outturn Statement for presentation to Governors at the summer term meeting. |  | |
| 20th | Tuesday |  |  | |
| 21st | Wednesday | Deadline for submitting authorised step 2 of your reconciliation data sheet to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) Accompanying reports must have also been posted and/or sent via Anycomms by 5pm on this date.  Please note files must be saved as:-  nnn Data Sheet  nnn Bank History 2020  nnn Bank History 2021  (Where the ‘nnn’ represents your school number) |  | |
| 23rd | Friday |  |  | |
| 30th | Friday | Deadline for 2021-22 budget plans to be submitted to the Local Authority.Schools should submit plans via AVCO/Anycomms into Other\Out\Budget Plan. Schools will need to ensure that this file is saved as nnn\_BP\_2021.xls to enable the upload to work. (Where the ‘nnn’ represents your school number) Deadline for submitting authorised step 3 of your reconciliation data sheet to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk) Accompanying reports must have also been posted and/or sent via Anycomms by 5pm on this date. Please note files must be saved as:-  nnn Data Sheet  nnn Fund Review 2021  nnn YESC 2020  (Where the ‘nnn’ represents your school number) |  | |
|  |  | **Generic tasks to be completed in Following Months** |  | |
| 31st May | Monday | **Deadline for approved 2022-23 and 2023-24 Strategic Plan to be submitted to the Local Authority**  Schools should submit plans via AVCO/Anycomms into Other\Out\Strategic Plan. Schools will need to ensure that this file is saved as nnn\_SP\_2021.xls to enable the upload to work. (Where the ‘nnn’ represents your school number) |  | |
| 11th June |  | Deadline for all invoices/estimates relating to 2020-21 Damage/Loss Risk Pool claims |  | |
|  |  | After FMS has been closed for 2020-21, schools must email their 2020 Fund Allocation Audit Trail Summary report to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk). Details will be provided in rollover authorisation letter. |  | |
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