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| 2023-24 Year-end Timetable for Schools |

The following timetable and notes are important documents for finance staff and headteachers who administer school financial systems. More detailed guidance can be found in the Financial Year End Procedures - on [Suffolk Learning](https://suffolklearning.com/finance/schools-accountancy/year-end), but staff who have experienced many year-end closes may not require the level of detail contained in the Financial Year End Guidance notes.

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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.

**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: 0300 1231 420 option 1

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](https://suffolklearning.com/finance/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](https://suffolklearning.com/finance/schools-accountancy/year-end)8.1 - New Financial Year 8.2 - Salary Periods  8.4 - VAT Periods |  |
| Budget Plan Approval | The 2023-24 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](https://suffolklearning.com/finance/schools-accountancy/year-end) |  |

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| **February / March Activity Planner** | | | |
| **Date** | | **Task Information** | **Date Actioned/ Initials** |
| February |  |  |  |
| 16th | Friday | 2024-25 Toolkits issued to schools via Suffolk Learning |  |
| March |  |  |  |
| 15th | Friday |  |  |
| 18th | Monday |  |  |
| 20th | Wednesday |  |  |
| 21st | Thursday |  |  |
| 22nd | Friday | Last Journal requests for 2023-24 (by email to [SAT@suffolk.gov.uk](mailto:SAT@suffolk.gov.uk)). See section 7.1 of the [Year-End Procedures](https://suffolklearning.com/finance/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](https://suffolklearning.com/finance/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) |  |
| 25th | Monday | Last day for schools to bank directly to SCC bank account and post the coding slips first class to Endeavour House, 8 Russell Road, [Ipswich](http://en.wikipedia.org/wiki/Ipswich)‎, IP1 2BX‎. |  |
| 26th | Tuesday | Last school extract run 2023-24. Last Payroll Run to be included in this week’s extract  2023-24 Maternity claims. Claims to be paid in 2023-24 must be received by Insurance Team. Email: [insurance@suffolk.gov.uk](mailto:insurance@suffolk.gov.uk) |  |
| 27th | Wednesday | SIMS invoices for the 2023-24 Financial year. Payments team would like the bulk of your invoices submitted as early as possible.  Any invoice dated 31/03/2024 or prior will be accounted for in 2023-24 up until the 28th March. Any invoice submitted after this date will be accounted for within the 2024-25 financial year. |  |
| 28th | Thursday | Deadline for completing authorised step 1. Do not submit at this stage. Submit with step 2.  March VAT returns can be submitted from the 28th until the 4th of April.  If you run your vat report prior to the 1st of April, be sure to run your vat submittal first thing on your return from Easter break or the first day back in the office after the 1st of April. If that is not run, you will run a risk of entries going into March rather than April causing differences between FMS and Oracle. Please do not submit your vat file again if already exported to us as you only need to run your vat submittal. |  |

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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 2024-25 if they are being processed after 31st March 2024**.** |  |
|  | **Invoice Integration Schools**  SIMS files processed on Thursday 28th March (last day before Easter) will be accounted for in 2023-24 so can be imported as normal into P13. If the invoice is dated 31/03/24 or earlier it will be accounted for in 2023-24, if dated 01/04/24 or after it will be accounted for in 2024-25 as both periods will be open, and it is the invoice date that determines which year the transaction is accounted in.  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 2023-24 Budget on FMS | Approved budget to be loaded, checked and fixed on FMS by 30th April. See section 10 of the [Year-End Procedures](https://suffolklearning.com/finance/schools-accountancy/year-end) | **April** |
| Submit Budget Plan to LA | Deadline for 2024-25 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\_2024.xls to enable the upload to work. (Where the ‘nnn’ represents your school number) **PLEASE DO NOT E MAIL YOUR PLANS IN** |  |

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| **April Activity Planner** | | | | | |
| **Date** | | | **Task Information** | **Date Actioned/ Initials** | |
| 29th March – 12th April – Easter Holidays | |  |  |  | |
| 2nd | Tuesday | | **Check Anycomms for receipt of your March Bank Statement.** 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 * Email FMS bank reconciliation to [sat@suffolk.gov.uk](mailto:sat@suffolk.gov.uk),   Run bank history reports for 01/04/23 to 31/03/24 and 01/04/24 to the date of reconciliation. Export and submit to Schools Accountancy Team via Anycomms. |  | |
| 11th | Thursday | | SCC Period 13 service close. |  | |
| 22nd | Monday | | Period 13 Oracle management prints available in Anycomms – schools are required to:   * Reconcile 2023-24 FMS to the Oracle management print in preparation for the rollover. * Clear all 2023-24 outstanding entries on FMS. FMS will not allow “rollover” until these are cleared.   Start to prepare 2023-24 Outturn Statement for presentation to Governors at the summer term meeting.  Deadline for submitting authorised **step 1 and 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 2023  nnn Bank History 2024  (Where the ‘nnn’ represents your school number) |  | |
| 30th | Tuesday | | Deadline for 2024-25 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\_2024.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 2024  nnn YESC 2023  (Where the ‘nnn’ represents your school number) |  | |
|  |  | | **Generic tasks to be completed in Following Months** |  | |
| 30st May | Thursday | | **Deadline for approved 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\_2024.xls to enable the upload to work. (Where the ‘nnn’ represents your school number) |  | |
|  |  | | After FMS has been closed for 2023-24, schools must email their 2023 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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