

LOCAL AUTHORITY REPORTING DEADLINES 2022/2023

Reports should be submitted via [email](mailto:schoolsfinance@milton-keynes.gov.uk) to schoolsfinance@milton-keynes.gov.uk.
Reports must be run once the period has been closed. (Tools/Close Period)

REPORT NAME	DEADLINE		REPORT	NOTES
VAT Submittal Required Monthly	Period 1	06 May 2022	Report route: Reports/General Ledger/VAT Reports/VAT Submittal Report (MTD)	Front page must be signed by Headteacher before submittal is scanned and a pdf version emailed to Schools Finance. You must click on the Submit button to close your VAT period.
	Period 2	08 June 2022		
	Period 3	04 July 2022		
	Period 4	05 September 2022		
	Period 5	05 September 2022		
	Period 6	04 October 2022		
	Period 7	02 November 2022		
	Period 8	02 December 2022		
	Period 9	05 January 2023		
	Period 10	02 February 2023		
	Period 11	02 March 2023		
	Period 12	tbc		
Trial Balances Required Quarterly	Period 3	04 July 2022	Report route: Reports/General Ledger/Trial Balance/Ledger Code Balances Select the period just closed, leave Ledger code selection blank.	A P10 TB is required <u>instead</u> of P9. This will be used for pre year end checks.
	Period 6	04 October 2022		
	Period 10	02 February 2023		
	Period 11	02 March 2023		
	Period 12	tbc		
Signed Bank Reconciliation Required Quarterly	Period 3	12 July 2022	Report route: Focus/General Ledger/Bank Reconciliation	Send last bank statement reconciled. Scan signed page and email pdf to Schools Finance.
	Period 6	11 October 2022		
	Period 10	10 February 2023		
	Period 11	10 March 2023		
	Period 12	tbc		
Three Way Reconciliation Required Quarterly	Period 3	12 July 2022		Front sheet must be authorised and signed by Headteacher before submitting <u>all 4</u> pages to Schools Finance.
	Period 6	11 October 2022		
	Period 10	10 February 2023		
	Period 11	10 March 2023		
	Period 12	tbc		
Bank Statement	To be submitted monthly with 3WR <u>if</u> school does not bank with Nat West as part of LA pooled arrangement.			
3 Year Budget Plan	30 June 2022		3 year template will be available on LMS website. An <u>Excel</u> version should be emailed to Schools Finance along with a scanned pdf copy of the signed front page.	
Year End Debtors & Creditors	All year end debtors and creditors should be reversed by 30th September 2022 . Any UIFSM debtor or creditor should be reversed in July 2022 when actual payment is made via the cash advance.			
Revised Budget Plan	01 November 2022		Revised template will be available on LMS website. An <u>Excel</u> version should be emailed to Schools Finance along with a scanned pdf copy of the signed front page.	

Notes to the above:

Schools should run all reports monthly and file locally for their records.