CLOSURE OF ACCOUNTS 2021/22 YEAR END TIMETABLE FOR ALL MAINTAINED SCHOOLS

Close period 11 Tue 1 Mar P11 Vat Submittal to be sent Wed 2 Mar Schoolsfinance@milton-keynes.gov.uk Must be signed/email approval sent by the H P11 Trial Balance (Excel version) to be sent Wed 2 Mar Schoolsfinance@milton-keynes.gov.uk P11 Monitoring reports to be sent to schools Fri 4 Mar Email completed healthcheck form Fri 11 Mar Schoolsfinance@milton-keynes.gov.uk P11 3WR to be completed, authorised and signed. Fri 11 Mar Schoolsfinance@milton-keynes.gov.uk P11 VAT Reimbursement to be made Tue 15 Mar Year End Lease Returns Fri 18 Mar Schoolsfinance@milton-keynes.gov.uk To be sent to Schools Finance Amount of March cash advance payment to be advised to schools March cash advance, salaries, UIFSM, debtors and creditors to be posted into P12. After this date no postings to be made unless instructed by Schools Finance All BACS payments must be reconciled Frist P12 Trial Balance (Excel version) to be sent by 10am. Fri 25 Mar Schoolsfinance@milton-keynes.gov.uk Fri 25 Mar Schoolsfinance@milton-keynes.gov.uk Amount of March cash advance, salaries, UIFSM, debtors and creditors to be posted into P12. After this date no postings to be made unless instructed by Schools Finance. Fri 25 Mar Schoolsfinance@milton-keynes.gov.uk Fri 25 Mar Schoolsfinance@milton-keynes.gov.uk Amount of March cash advance, salaries to be sent by 10am. Fri 25 Mar Schoolsfinance@milton-keynes.gov.uk Fri 25 Mar Schoolsfinance@milton-keynes.gov.uk Amendments to be sent by Schools Finance Wed 30 Mar Amendments from Schools Finance Wed 30 Mar Are mandments from Schools Finance Thu 31 Mar Schoolsfinance@milton-keynes.gov.uk Fri 1 Apr Please request this from schools finance in request without Bankine access to assist with completion of 3WR	Guidance Note	RETURNS TO BE COMPLETED	FINAL DEADLINE	Email	Notes	
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Email Final P12 Three Way Reconciliation & Unreconciled Transaction Thu 7 Apr Schoolsfinance@milton-keynes.gov.uk Email Unspent Balances Forms Thu 7 Apr Schoolsfinance@milton-keynes.gov.uk P12 VAT Reimbursement to be made Fri 15 Apr P1 2022/23 Cash Advance Payment Fri 15 Apr Balances confirmed to schools Tue 26 Apr Final close tbc CFR – Preliminary submission tbc Schoolsfinance@milton-keynes.gov.uk	10	Signed P12 VAT submittal to be sent	Mon 4 Apr	Schoolsfinance@milton-keynes.gov.uk		
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P12 VAT Reimbursement to be made Fri 15 Apr P1 2022/23 Cash Advance Payment Fri 15 Apr 12 Balances confirmed to schools Tue 26 Apr Final close tbc CFR – Preliminary submission tbc Schoolsfinance@milton-keynes.gov.uk	11		Thu 7 Apr	Schoolsfinance@milton-keynes.gov.uk		
P1 2022/23 Cash Advance Payment Fri 15 Apr 12 Balances confirmed to schools Tue 26 Apr Final close tbc CFR – Preliminary submission tbc Schoolsfinance@milton-keynes.gov.uk	12	Email Unspent Balances Forms	Thu 7 Apr	Schoolsfinance@milton-keynes.gov.uk		
12 Balances confirmed to schools Tue 26 Apr Final close tbc CFR – Preliminary submission tbc Schoolsfinance@milton-keynes.gov.uk		P12 VAT Reimbursement to be made	Fri 15 Apr			
Final close tbc CFR - Preliminary submission tbc Schoolsfinance@milton-keynes.gov.uk		P1 2022/23 Cash Advance Payment	Fri 15 Apr			
CFR – Preliminary submission tbc Schoolsfinance@milton-keynes.gov.uk	12	Balances confirmed to schools	Tue 26 Apr			
		Final close	tbc			
CFR – Final submission tbc Schoolsfinance@milton-keynes.gov.uk		CFR – Preliminary submission	tbc	Schoolsfinance@milton-keynes.gov.uk		
		CFR – Final submission	tbc	Schoolsfinance@milton-keynes.gov.uk		