

## CLOSURE OF ACCOUNTS 2021/22

### YEAR END TIMETABLE FOR ALL MAINTAINED SCHOOLS

Guidance Note	RETURNS TO BE COMPLETED	FINAL DEADLINE	Email	Notes
<b>DEADLINES FOR ALL STAFF</b>				
	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 HT
1	P11 Trial Balance (Excel version) to be sent	Wed 2 Mar	Schoolsfinance@milton-keynes.gov.uk	Reports/General Ledger/Trial Balance/Ledger Code Balances
	P11 Monitoring reports to be sent to schools	Fri 4 Mar		
2	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		
3	Year End Lease Returns	Fri 18 Mar	Schoolsfinance@milton-keynes.gov.uk	To be sent to Schools Finance
4	Amount of March cash advance payment to be advised to schools	Tue 22 Mar		
4	March cash advance, salaries, UIFSM, debtors and creditors to be posted into P12. <b>After this date no postings to be made unless instructed by Schools Finance.</b>	Thu 24 Mar		
5	All BACS payments must be reconciled	Thu 24 Mar		
6	First P12 Trial Balance (Excel version) to be sent by 10am.	Fri 25 Mar	Schoolsfinance@milton-keynes.gov.uk	
7	Email Creditors Lists ( <u>or nil return</u> ) which must match the creditors on CR01	Fri 25 Mar	Schoolsfinance@milton-keynes.gov.uk	
7	Email Debtors Lists ( <u>or nil return</u> ) which must match the debtors on DR01	Fri 25 Mar	Schoolsfinance@milton-keynes.gov.uk	
	P12 Monitoring reports to be sent to schools - Early	Wed 30 Mar		
	Amendments to be sent by Schools Finance	Wed 30 Mar		
	Any amendments from Schools Finance to be posted if requested	Thu 31 Mar		
9	Email completed SFVS returns	Thu 31 Mar	Schoolsfinance@milton-keynes.gov.uk	Can be submitted any time between 1st January and 31st March
	March bank statements sent to schools with pooled bank accounts without Bankline access to assist with completion of 3WR	Fri 1 Apr		Please request this from schools finance if required
10	Close Period 12 by completing preliminary close and run month end reports (up to 31/03/22) - VAT submittal and second P12 TB	Fri 1 Apr	Schoolsfinance@milton-keynes.gov.uk	Send unsigned VAT submittal as soon as it is run - signed version to follow
10	Final P12 TB to be sent	Fri 1 Apr	Schoolsfinance@milton-keynes.gov.uk	
8	Production of Payroll Information by schools operating their own Payroll system.	Fri 1 Apr	Schoolsfinance@milton-keynes.gov.uk	
	Traded schools to send 3WR info to Schools Finance for completion	Mon 4 Apr	Schoolsfinance@milton-keynes.gov.uk	Send TB, bank claim, petty cash
10	Signed P12 VAT submittal to be sent	Mon 4 Apr	Schoolsfinance@milton-keynes.gov.uk	
	P12 Monitoring reports to be sent to schools - Final	Tue 5 Apr		
11	Email Final P12 Three Way Reconciliation & Unreconciled Transaction	Thu 7 Apr	Schoolsfinance@milton-keynes.gov.uk	
12	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		
12	Balances confirmed to schools	Tue 26 Apr		
	Final close	tbc		
	CFR – Preliminary submission	tbc	Schoolsfinance@milton-keynes.gov.uk	
	CFR – Final submission	tbc	Schoolsfinance@milton-keynes.gov.uk	