

## LOCAL AUTHORITY MONTHLY REPORTING DEADLINES 2023/2024



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 05 May 2023 Period 2 09 June 2023 Period 3 05 July 2023 Period 4 08 September 2023 Period 5 08 September 2023 Period 6 06 October 2023	Period 7 03 November 2023 Period 8 04 December 2023 Period 9 10 January 2024 Period 10 2 February 2024 Period 11 04 March 2024 Period 12 tbc	<b>Report route:</b> 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. An excel version needs to be submitted along with the PDF. You must click on the <b>Submit</b> button to close your VAT period.
Trial Balances Required Monthly	Period 1 05 May 2023 Period 2 09 June 2023 Period 3 05 July 2023 Period 4 08 September 2023 Period 5 08 September 2023 Period 6 06 October 2023	Period 7 03 November 2023 Period 8 04 December 2023 Period 9 10 January 2024 Period 10 2 February 2024 Period 11 04 March 2024 Period 12 tbc	<b>Report route:</b> Reports/General Ledger/Trial Balance/Ledger Code Balances Select the period just closed, leave Ledger code selection blank. Email <a href="#">Excel</a> version to Schools Finance.
Monthly Monitoring Report with explanations on variances Required Monthly	Period 1 12 May 2023 Period 2 12 June 2023 Period 3 12 July 2023 Period 4 - Period 5 15 September 2023 Period 6 13 October 2023	Period 7 13 November 2023 Period 8 12 December 2023 Period 9 15 January 2024 Period 10 12 February 2024 Period 11 12 March 2024 Period 12 tbc	A report should be submitted which gives details of actuals year to date, plus forecast actuals for rest of year. This forecast should be compared to the original budget and variances should be explained.
Signed Bank Reconciliation Required Monthly	Period 1 12 May 2023 Period 2 12 June 2023 Period 3 13 July 2023 Period 4 15 September 2023 Period 5 15 September 2023 Period 6 13 October 2023	Period 7 13 November 2023 Period 8 12 December 2023 Period 9 15 January 2024 Period 10 12 February 2024 Period 11 12 March 2024 Period 12 tbc	<b>Report route:</b> Focus/General Ledger/Bank Reconciliation Send last bank statement reconciled. Scan signed page and email pdf to Schools Finance.
Cash Flow Forecast	Period 1 12 May 2023 Period 2 12 June 2023 Period 3 14 July 2023 Period 4 15 September 2023 Period 5 15 September 2023 Period 6 13 October 2023	Period 7 13 November 2023 Period 8 12 December 2023 Period 9 15 January 2024 Period 10 12 February 2024 Period 11 12 March 2024 Period 12 tbc	Provide a cash flow forecast with a projection for the next 3 months ahead.
Three Way Reconciliation Required Monthly	Period 1 12 May 2023 Period 2 12 June 2023 Period 3 15 July 2023 Period 4 15 September 2023 Period 5 15 September 2023 Period 6 13 October 2023	Period 7 13 November 2023 Period 8 12 December 2023 Period 9 15 January 2024 Period 10 12 February 2024 Period 11 12 March 2024 Period 12 tbc	Front sheet must be authorised and signed by Headteacher before submitting <u>all 4</u> pages to Schools Finance.
Bank Statement	To be submitted monthly with 3WR if school does not bank with Nat West as part of LA pooled arrangement.		
3 Year Budget Plan	30 June 2023	3 year template will be available on LMS website. An <a href="#">Excel</a> 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 <b>30th September 2023</b> . Any UIFSM debtor or creditor should be reversed in July when actual payment is made via 2023 the cash advance.		
Revised Budget Plan	01 November 2023	Revised template will be available on LMS website. An <a href="#">Excel</a> version should be emailed to Schools Finance along with a scanned pdf copy of the signed front page.	