

LOCAL AUTHORITY REPORTING DEADLINES 2023/2024

Reports should be submitted via email 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 2022 Period 9 10 January 2024 Period 10 02 February 2024 Period 11 04 March 2024 Period 12 tbc	Report route: Reports/General Ledger/VAT Reports/VAT Submittal Report (MTD)	Front page must be signed by Headteacher before the submittal is scanned and a Excel and PDF version to be emailed to Schools Finance. You must click on the Submit Button to close your VAT period.
Trial Balances Required Quarterly	Period 3 05 July 2023 Period 6 06 October 2023 Period 10 02 February 2024 Period 11 04 March 2024 Period 12 tbc	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 instead of P9. This will be used for pre year end checks.
Signed Bank Reconciliation Required Quarterly	Period 3 12 July 2023 Period 6 13 October 2023 Period 10 12 February 2024 Period 11 12 March 2024 Period 12 tbc	Report route: Focus/General Ledger/Bank Reconciliation	Send last bank statement reconciled Scan signed page and email pdf to Schools Finance.
Three Way Reconciliation Required Quarterly	Period 3 12 July 2023 Period 6 13 October 2023 Period 10 12 February 2024 Period 11 12 March 2024 Period 12 tbc		Front sheet must be authorised and signed by Headteacher before submitting an excel and PDF signed version to Schools Finance.
Bank Statement	To be submitted monthly with 3WRif school does not bank with Nat West as part of LA pooled arrangement		
3 Year Budget Plan	30 June 2023	3year 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 2023 . 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 2023	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.