

# LOCAL AUTHORITY REPORTING DEADLINES 2025/2026

Reports should be submitted via email to [schoolsfinance@milton-keynes.gov.uk](mailto: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	2 May 2025	<b>Report Route</b> Reports/General Ledger/VAT Reports/VAT Submittal Report (MTD)	Front page must be signed by headteacher, the Excel copy and signed PDF version to be emailed to Schools Finance <b>You must click on the submit button to close your VAT period</b>
	Period 2	6 June 2025		
	Period 3	4 July 2025		
	Period 4	5 September 2025		
	Period 5	5 September 2025		
	Period 6	3 October 2025		
	Period 7	4 November 2025		
	Period 8	5 December 2025		
	Period 9	7 January 2026		
	Period 10	6 February 2026		
	Period 11	4 March 2026		
	Period 12	tbc		
Trial Balances Required Quarterly	Period 3	4 July 2025	<b>Report Route</b> Reports/General Ledger/Trial Balance/Ledger Code Balances Select the period just closed, leave ledger code selection blank	A period 10 TB is required <u>instead of period 9</u> This will be used for pre year end checks
	Period 6	3 October 2025		
	Period 10	6 February 2026		
	Period 11	4 March 2026		
Signed Bank Reconciliation Required Quarterly	Period 3	11 July 2025	<b>Report Route</b> Focus/General Ledger/Bank Reconciliation	Send last bank statement reconciled. Scan signed page and email PDF to Schools Finance
	Period 6	10 October 2025		
	Period 10	13 February 2026		
	Period 11	13 March 2026		
3 Way Reconciliation	Period 3	11 July 2025		Front sheet must be authorised and signed by the headteacher before submitting <u>the signed front page and Excel</u>
	Period 6	10 October 2025		
	Period 10	13 February 2026		
	Period 11	13 March 2026		
	Period 12	tbc		

				<u>copy</u> to Schools Finance
Monitoring Report/Forecast Statement with Explanations on Variances <b>NEW FOR 2024/25</b>	Period 5 Period 9	12 September 2024 14 January 2026		A report should be submitted which gives details of actuals year to date, plus forecast actuals for the remainder of the year. This forecast should be compared to the budget and variances should be explained
3 Year Budget Plan		1 June 2025		
Revised Budget Plan		1 November 2025		

### Notes to the above

- The requirement is for these reports to be submitted in line with the deadlines above, however schools should run all reports monthly and file locally for their records.
- Year end debtors and creditors should be reversed by **30 September 2025**. Any UIFSM debtors and creditors should be reversed in July 2025 when the actual payment is made through the cash advance.
- A bank statement should be submitted with the 3WR if the school does not bank with Natwest as part of the LA pooling arrangement.