

LOCAL AUTHORITY HIGH RISK SCHOOL REPORTING DEADLINES 2025/2026

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	2 May 2025	Report Route 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 You must click on the submit button to close your VAT period
	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 Monthly	Period 1	2 May 2025	Report Route 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 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		
Signed Bank Reconciliation Required Quarterly	Period 1	13 May 2025	Report Route Focus/General Ledger/Bank Reconciliation	Send last bank statement reconciled. Scan signed page and email PDF to Schools Finance
	Period 2	13 June 2025		
	Period 3	11 July 2025		
	Period 4	12 September 2025		
	Period 5	12 September 2025		
	Period 6	10 October 2025		
	Period 7	12 November 2025		
	Period 8	12 December 2025		
	Period 9	15 January 2026		
	Period 10	13 February 2026		

	Period 11 Period 12	13 March 2026 tbc		
3 Way Reconciliation	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6 Period 7 Period 8 Period 9 Period 10 Period 11 Period 12	13 May 2025 13 June 2025 11 July 2025 12 September 2025 12 September 2025 10 October 2025 12 November 2025 12 December 2025 15 January 2026 13 February 2026 13 March 2026 tbc		Front sheet must be authorised and signed by the headteacher before submitting <u>the signed front page and Excel copy</u> to Schools Finance
Monitoring Report/Forecast Statement with Explanations on Variances	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6 Period 7 Period 8 Period 9 Period 10 Period 11 Period 12	13 May 2025 13 June 2025 11 July 2025 - 12 September 2025 10 October 2025 12 November 2025 12 December 2025 15 January 2026 13 February 2026 13 March 2026 tbc		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.