

LOCAL AUTHORITY REPORTING DEADLINES 2026/2027

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 Period 2 Period 3 Period 4 Period 5 Period 6 Period 7 Period 8 Period 9 Period 10 Period 11 Period 12	5 May 2026 2 June 2026 2 July 2026 7 September 2026 7 September 2026 2 October 2026 3 November 2026 2 December 2026 6 January 2027 2 February 2027 2 March 2027 12 April 2027	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.
Trial Balances Required Quarterly	Period 3 Period 5 Period 6 Period 9 Period 10 Period 11 Period 12	2 July 2026 7 September 2026 2 October 2026 6 January 2027 2 February 2027 2 March 2027 tbc	Report Route Reports/General Ledger/Trial Balance/Ledger Code Balances Select the period just closed, leave ledger code selection blank	Excel copy to be emailed to Schools Finance.
3 Way Reconciliation	Period 3 Period 6 Period 10 Period 11 Period 12	10 July 2026 12 October 2026 10 February 2027 10 March 2027 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 5 Period 9	15 September 2026 14 January 2027		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 2026		
Revised Budget Plan		1 November 2026		

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.
- **De-delegated amounts and National Non-Domestic Rates (NNDR)** based on the actual rates notice rather than the provisional amount provided in the budget, should be journalled by **30 April 2026**.
- **Year end debtors and creditors** should be reversed by **30 April 2026**. Any UIFSM debtors and creditors should be reversed in July 2026 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.