

SCHOOL FINANCE RETURNS TIMETABLE 2026 – 2027

Friday 29th May 2026 (The last day of half term is Friday 22nd May 2026)	2026/27 – 2028/29 - Three Year Budget Plans approved by GB (Followed by FMS Chart of Account Review and Income & Expenditure report showing budget uploaded as per signed budget plan). Report of intended use of surplus balances if the school surplus is above the threshold (8% Primaries/Specials/Nurseries, 5% for Secondaries). Deficit Schools – Application for licenced deficit including plans outlining recovery of deficit according to initial projections
Wednesday 17th June 2026	Upload Preliminary CFR report to COLLECT for checking – Final upload date to be advised (Friday 3rd July 2026 – provisional date)
Wednesday 17th June 2026 1 st QTR Capital Returns	Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)
Friday 3rd July 2026 1 st Quarter Reports	VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT usually within six weeks) Cost Centre Summary Report, Income and Expenditure Report Copy of bank statement (all delegated accounts including reserve / savings) as at 30th June, System Bank Reconciliation Report and System Unreconciled Items Listing For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings
Wednesday 16th Sept 2026 2 nd Quarter Capital Return	Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)
Wednesday 7th Oct 2026 2 nd Quarter Reports	VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT usually within six weeks) Cost Centre Summary Report, Income and Expenditure Report Copy of bank statement (all delegated accounts including reserve / savings) to 30 Sept, System Bank Reconciliation Report and System Unreconciled Items Listing For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings
Friday 16th Oct 2026	Budget monitoring return in Excel for Q2
Monday 16th Nov 2026	Budget monitoring in Excel for October – deficit schools only
Friday 27th Nov 2026	Cost Centre Summary report (All funds)
Tuesday 8th Dec 2026 3 rd Quarter Capital Returns	Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)
Wednesday 16th Dec 2026	Budget monitoring in Excel for November – deficit schools only
Friday 8th Jan 2027 3 rd QTR Reports - VAT submittal	VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT usually within six weeks)
Wednesday 13th Jan 2027 3 rd QTR Reports - remaining reports	Cost Centre Summary, Income and Expenditure Report, Copy of bank statement (all delegated accounts including reserve / savings) to 31 Dec, System Bank Reconciliation Report and System Unreconciled Items Listing For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings
Friday 15th Jan 2027	Budget monitoring return in Excel for Q3
Friday 12th Feb 2026	Annual Lease Return
Monday 15th Feb 2027	Budget monitoring in Excel for January – deficit schools only
Friday 26th Feb 2027	Cost Centre Summary report (All funds)
Friday 26th Feb 2027	Annual IR35 Declaration and Bank Authorisation letter
Friday 12th March 2027 (Provisional date) 4th Quarter/Final Capital Returns	Final 2026-27 Capital Monitoring Spreadsheet including Capital Accruals (All payments to March 31st to be accrued) and Cumulative Expense Analysis (by Capital Cost Centre Group)
Friday 12th March 2027	Cost Centre Summary report / Income and Expenditure report / Year End System Check / Aged Debtor Report for pre- year end checks
Monday 15th March 2027	Budget monitoring in Excel for February – deficit schools only
Wednesday 31st March 2027	SFVS approved by Chair of GB
Year End Dates to be advised. 4th QTR Reports – Final Returns Guidance.	Final Year-end Return – confirmation of date to be communicated

Please refer to the Schools Finance LEAP webpage for guidance on completing the above. **Bank reconciliations, Income & Expenditure reports and cost centre summaries should be run consecutively so that the figures on all reports reconcile, avoiding differences due to timing of running reports.**

Submission:

- ❑ The quarterly reports are timed to receive your VAT submittals for reimbursement of VAT usually within six weeks. School's information has to be included in the LA HMRC claim by 12th of each month.
- ❑ Send a copy of the bank statement to show the balance being reconciled to (this can be an on-line statement) with your Quarterly Returns to the Schools Finance Team.
- ❑ All reports to be submitted electronically in PDF/Excel format (**sorry no XML reports**) to: schoolfinancereturns@hillingdon.gov.uk and cc link officer.
- ❑ If you have any queries, please contact the Schools Finance Team –
- ❑ **01895 250451 / 250458 / 556107 / 250432**