

SCHOOL FINANCE RETURNS TIMETABLE 2023 – 2024

<p>Wednesday 31st May 2023</p> <p>(The last day of half term is Friday 26th May 2023)</p>	<p>2023/24 – 2025/26 - Three Year Budget Plans approved by GB (Accompanied 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 – Plans outlining recovery of deficit according to initial projections / application for licenced deficit</p>
<p>Friday 9th June 2023</p>	<p>Upload Preliminary CFR report to COLLECT for checking – Final upload date to be advised.</p>
<p>Friday 16th June 2023 1st QTR Capital Returns</p>	<p>Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)</p>
<p>Tuesday 4th July 2023</p> <p>1st Quarter Reports</p>	<p>VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT by the end of following month) 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</p> <p>For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings</p>
<p>Friday 7th July 2023</p>	<p>Early Year Pupil Premium submission</p>
<p>Friday 15th Sept 2023 2nd Quarter Capital Return</p>	<p>Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)</p>
<p>Wednesday 4th Oct 2023</p> <p>2nd Quarter Reports</p>	<p>VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT by the end of following month) 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</p> <p>For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings</p>
<p>Friday 10th Nov 2023</p>	<p>Cost Centre Summary report (All funds)</p>
<p>Friday 17th Nov 2023</p>	<p>Early Year Pupil Premium submission</p>
<p>Thursday 7th Dec 2023 3rd Quarter Capital Returns</p>	<p>Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)</p>
<p>Tuesday 9th Jan 2024 3rd QTR Reports - VAT submittal</p>	<p>VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT by the end of following month)</p>
<p>Friday 12th Jan 2024</p> <p>3rd QTR Reports - remaining reports</p>	<p>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</p> <p>For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings</p>
<p>Wednesday 7th Feb 2024</p>	<p>Cost Centre Summary report (All funds)</p>
<p>Friday 9th Feb 2024</p>	<p>Early Years Pupil Premium submission</p>
<p>Friday 23rd February 2024</p>	<p>IR35 Declaration</p>
<p>Friday 8th March 2024 (Provisional date) 4th Quarter/Final Capital Returns</p>	<p>Final 2023-24 Capital Monitoring Spreadsheet including Capital Accruals (All payments to March 31st to be accrued) and Cumulative expense analysis (Capital cost centre group)</p>
<p>Friday 15th March 2024</p>	<p>Cost Centre Summary report / Income and Expenditure report / Year End System Check / Aged Debtor Report for pre- year end checks</p>
<p>Thursday 28th March 2024</p>	<p>SFVS approved by Chair of GB</p>
<p>Year End Dates to be advised 4th QTR Reports – Final return</p>	<p>Final Year-end Return – confirmation of date via Year End Guidance in January / February</p>

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 by the end of the following month. 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, 4W/04, Civic Centre.
- All reports to be submitted electronically in PDF/Excel format (**sorry no XML reports**) to: schoolfinancereturns@hillingdon.gov.uk
- If you have any queries, please contact the Schools Finance Team –
- 01895 250451 / 250458 / 277665**