

SCHOOL FINANCE RETURNS TIMETABLE 2024 – 2025

Friday 31st May 2024 (The last day of half term is Friday 24 th May 2024)	2024/25 – 2026/27 - 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
Friday 14th June 2024	Upload Preliminary CFR report to COLLECT for checking – Final upload date to be advised (5 th July 2024 – potential date).
Friday 21st June 2024 1 st QTR Capital Returns	Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)
Thursday 4th July 2024 1 st Quarter Reports	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 30 th 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
Friday 5th July 2024	Early Year Pupil Premium submission
Wednesday 18th Sept 2024 2 nd Quarter Capital Return	Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)
Friday 4th Oct 2024 2 nd Quarter Reports	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 For deficit schools only: Quarterly update report on progress against recovery plan + minutes of finance sub-committee meetings
Friday 15th Nov 2024	Cost Centre Summary report (All funds)
Friday 22nd Nov 2024	Early Year Pupil Premium submission
Monday 9th Dec 2024 3 rd Quarter Capital Returns	Capital Monitoring Spreadsheet Cumulative expense analysis (Capital cost centre group)
Thursday 9th Jan 2025 3 rd QTR Reports - VAT submittal	VAT Submittal Report, Full Report MTD and VAT Submittal MTD (submit by this date for reimbursement of VAT by the end of following month)
Monday 13th Jan 2025 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 7th Feb 2025	Cost Centre Summary report (All funds)
Monday 10th Feb 2025	Early Years Pupil Premium submission
Friday 21st Feb 2025	IR35 Declaration
Friday 14th March 2025 (Provisional date) 4 th Quarter/Final Capital Returns	Final 2024-25 Capital Monitoring Spreadsheet including Capital Accruals (All payments to March 31st to be accrued) and Cumulative Expense Analysis (by Capital Cost Centre Group)
Friday 14th March 2025	Cost Centre Summary report / Income and Expenditure report / Year End System Check / Aged Debtor Report for pre- year end checks
Friday 28th March 2025	SFVS approved by Chair of GB
Year End Dates to be advised. 4 th 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 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 / 556107**