

TASKS AND DEADLINES 2015-16		
FIRST DATE	LAST DATE	ACTION REQUIRED BY SCHOOL
25 Mar	10 Apr	SCHOOL EASTER HOLIDAYS - Tasks during this period are shaded
		Undertake the housekeeping in SIMS
01 Mar	04 Mar	Printouts - Submission of Printout Queries for Period 11
	05 Mar	Supply - Last day for supply upload for February
01 Mar	10 Mar	Mutual Fund - Submission of claims to end February 2015
	10 Mar	LPS - Last day to raise debtor invoices to LPS schools only . Should you miss this deadline, you will need to raise the invoice in the new financial year. No maintained school whether LPS or central payment can raise year end debtors or creditors against another DCC maintained school.
	11 Mar	Capital - Schools with previous years spending on intangible Assets (C701 & C702) need to confirm that they have not been impaired during the year and that they still exist.
	16 Mar	Invoices - Last date for CT10/3 s to reach Revenue section for processing into Period 12 (including internal invoice requests) (Go to Debtors)
	18 Mar	Capital – supply Schools Leasing Review to Capital Team
	18 Mar	Banking - Last date for banking cash income to appear in Month 12 including giving money to G4S. Clear any remaining cash to bank. Last cash collections for old year
	18 Mar	C£ASS - Last C£ASS run in March LPS Schools - Final run before Year End returns are issued
01 Mar	21 Mar	EOY Accruals - Deadline for First submission of the End of Year Accruals workbook to give EAL Finance Team chance to review BEFORE CLOSE FOR EASTER [available 1 Mar] This year you should include accruals for Travel and Supply staff claims to 31 March Pay – End of Year Accruals Workbook
	21 Mar	PFI – deadline for schools being charged their March contract values. PFI Schools will not need to raise an accrual. Should you have any queries relating to this matter please contact Leroy Venn on 01392 381200.
	21 Mar	Mutual Fund - Deadline for March. Any short term absence relating to March is required to be submitted by this date. Any new absence commencing 18 – 24 March would not be entitled due to the minimum 5 days waiting period.
	22 Mar	Petty Cash - Last day for Petty Cash to be reimbursed before end of term. Submit by 5pm

21 Mar	24 Mar	Banking - Cheques must be sent 1 st Class to County Hall and during these dates must clearly marked on the cheque listing " OLD YEAR ". After the 24 March we cannot guarantee that they will appear in month 12. You will need to check the download data and add any omissions to your debtors schedule.
	24 Mar	Invoices - Central Payment School Online Internal Invoicing closes 5pm
01 Mar	31 Mar	Capital - Please ensure that all capital projects have been appropriately coded to capital codes (Please do not split invoices between revenue codes and capital codes) if the SBS is funding part or all of the project please e-mail Capital Team or call on 01392 383669 to arrange the appropriate SBS transfer.
	31 Mar	Old Year - Final BACS & Finest run for OLD YEAR – 12 noon
	31 Mar	Travel Claims - Last date for receipt of Staff Travel Expenses Claims made up to 31 March. Claims that are complete before month end can be submitted before the deadline.
	31 Mar	Effective deadline by which goods/services need to be received/supplied to be included in 2015/16 accounts
	31 Mar	LPS – deadline for March VAT returns 12 noon
	01 Apr	FMS – Period 13 opens FINEST - NEW FINANCIAL YEAR OPEN AND AVAILABLE First Cheque and BACS run in the New Year
	01 Apr	EOY Accruals - Deadline for Final End of Year Accruals workbook and Pay – End of Year Accruals Workbook to E&L finance team – 4pm [available 1 Mar]
	01 Apr	Reconcile - Download and reconcile all transactions to date. Submit queries to finance team.
	01 Apr	LPS – latest dispatch date that the LPS Schools will receive their Final Accounts returns from the Schools Finance Team.
	04 Apr	Printouts - Schools Finance Team will run printouts to allow checking of End Of Year Accruals and other transactions.
	05 Apr	C£ASS - Final C£ASS run for OLD YEAR – non-LPS Schools. Final posting run of old year internal invoices
	06 Apr	SCRAPS – all submissions to be made by 3pm – errors may mean costs not posted to OLD YEAR if no contact at school.
	08 Apr	Printouts - Schools Finance Team will run printouts to allow checking of End Of Year Accruals and other transactions.
	08 Apr	LPS - Submission of Final Accounts returns
	08 Apr	Capital - Deadline for submitting Capital Debtor / Creditor Information including supporting documentation to the Capital Team .
	08 Apr	Capital - Advise Capital Team of any outstanding Capital Retentions.
	08 Apr	Journals - On-line Journal Transfers close – 4pm
	11 Apr	Printouts - Schools Finance Team will run printouts to allow checking of End Of Year Accruals and other transactions.

11 Apr	FINAL ADJUSTMENTS - submission of significant corrections and significant omissions
12 Apr	School accounts closed to Schools – 4pm
12 Apr	All held batches released for posting in NEW YEAR .
13 Apr	Capital - Deadline for Capital “Spend by site” details to Capital team .
13 Apr	Capital – In Year Intangible Asset spend (C701 & C702) information to Capital Team
13 Apr	Capital – SCHOOLS CAPITAL ACCOUNTS CLOSED
13 Apr	Printouts – final printouts prior to school ledgers being closed to allow checking of End Of Year Accruals and other transactions.
18 Apr	Closedown - Run preliminary closedown of FMS after FMS period 12 reconciliation. Housekeeping complete.
20 Apr	SCHOOLS LEDGERS CLOSED – 5pm
30 Apr	FINAL YEAR END CONFIRMATION PRINTOUTS available for download by schools – both Revenue and Capital
30 Apr	Carry forward confirmed by issue of final printout Run final closedown of FMS system FMS – Close of Period 13 and Financial Year 2015/16

If you have any queries on the processes please direct these through to your Finance Officer
□ 01372 834275 email: LDP-dfscypshelpline-mailbox@babcockinternational.com

Expected availability of pay / claims data

Run	March	April	Work done March paid April
All Teachers, including supply	21 st	20 th	Accruals will be required
Non Teaching staff	24 th	26 th	Accruals will be required

Key Printout transmission milestones

01 Apr	FMS Period 12 th to 31 st March
08 Apr	Last payment date for schools capital codes
25 Apr	All Transactions to end of FMS Mth 13
30 Apr	Final printout showing final Carry Forward balances for 14/15

Please do not leave everything to the last minute - the deadlines are absolute and we cannot guarantee that late submissions will be processed in time.