Appendix 1

Timetable for Closure of Accounts

For Schools Financial Year 2017-18

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| Activity | Date Due | Who? | Action |
| 1 | Thursday 1st March | Schools outside Barnet Capita payroll contract | Provide details of the number of staff with gross salaries over £50k |
| 2 | Thursday 1st March | All schools | Provide the number and cost of redundancies /exit packages issued 1st April 2017 to 31st March 2018. |
| 3 | Friday 9 March | *Participating* ***Schools*** | Final Date for Submission of claims for Long Term Sickness and Maternity Leave to **Schools Accountancy Section** |
| 4 | Wednesday 28 March | All Schools | * Complete March Bank Reconciliation up to and including   **20 March 2018**   * Complete March Posting Summary * Complete End of Year Adjustment Form (creditors/debtors/PIA/RIA) * Complete Capital Expenditure Detail Form   **Submit all to Schools Accountancy Section** |

**School Spring Holiday: Friday 30th March – Friday 13th April 2018 inclusive**

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| 5 | Monday  16 April | Schools Accountancy Section | **Provisional Outturn**  Produce and publish to the funding website Period 12 (March) Statement of School / LA Accounts. This will also act as a Provisional Outturn Report |
| 6 | Wednesday  18 April | All Schools | * Scanned signed copies of Year-end Adjustments form * March Bank Reconciliation up to and including 20 March 2017,including Bank statement with unpresented cheques & income breakdown |
| 7 | Wednesday  18 April | All Schools | Final date for reporting queries, errors and omissions on Statement of School / LA Accounts to the Schools Accountancy Section |
| 8 | Friday  20 April | All Schools | **Schools to submit certified year-end financial statement.**  **Signed and dated by Head Teacher** |
| 9 | Monday23 April | All Schools | Analysis of Movement including signed bank statement for the period 21st to 31st March 2018 inclusive.  (This is an external audit requirement) |
| 10 | Monday23 April | Schools Accountancy | **Integra Closed**. |
| 11 | Monday30 April | Schools Accountancy Section | Outturn Position/Period 12 Reports produced showing all corrections and published to the website |
| 12 | Friday25 May | Schools Accountancy | Outturn Reports and Outturn Statement published to funding website including CFR balance forms |
| 13 | Friday 8 June | All Schools | Deadline for return of Information on Breakdown of CFR Balances |