

## Final Accounts Timetable 2021/22

Category	Task Description	2021/22 Preparation Date	2021/22 Review Date
Budget Managers	<b>KEY DATE</b> - year-end timetable, closing guidance and accruals instructions/templates issued to Budget Managers	24/02/22	25/02/22
Imprest	<b>KEY DATE</b> - Budget Managers - final claim for reimbursement of non-schools imprest accounts to be submitted to service accountants	21/03/22	21/03/22
Schools	<b>KEY DATE</b> - Schools' final imprest claims to be submitted to Schools Finance Team	22/03/22	23/03/22
Accounts Receivable	<b>KEY DATE</b> - Process final transactional entries within Bank Income and Clearing Account	23/03/22	23/03/22
Accruals and prepayments	<b>KEY DATE</b> - Budget Managers - Orders to be GRN'd in Agresso by 12pm	31/03/22	31/03/22
Bank/Cash	<b>KEY DATE</b> - Final Debtors/Accounts Receivable year-end invoices to be raised by 12pm	31/03/22	31/03/22
Accounts Payable	<b>KEY DATE</b> - No further 2021/22 invoice registrations to be processed after 12pm cut-off	31/03/22	31/03/22
Accruals and prepayments	<b>KEY DATE</b> : Process GRN Accrual by 5pm	31/03/22	31/03/22
Revenue/Capital	<b>KEY DATE</b> - Final date for Revenue postings to Capital codes. <b>Accounting entries processed after this date must be pre-authorized by Chief Financial Accountant</b>	31/03/22	31/03/22
Schools	<b>KEY DATE</b> - Month 12 Agresso Report issued to schools/central services	01/04/22	01/04/22
Capital/Fixed Assets	<b>KEY DATE</b> : Application of funding to Capital cost centres	06/04/22	07/04/22
Capital/Fixed Assets	<b>KEY DATE</b> - Capital Accruals deadline	08/04/22	08/04/22
Revenue	<b>KEY DATE</b> - Review of year-end GRN Accrual completed (latest point by which individual accountants can confirm any necessary reversals)	08/04/22	08/04/22
Revenue	<b>KEY DATE</b> - Action year-end GRN accrual	08/04/22	11/04/22
Revenue	<b>KEY DATE</b> - Cut-off for all material accruals to be reflected within year-end position/vouch correct cut-off treatment for April 2022 expense items to this point	11/04/22	12/04/22
Capital/Fixed Assets	<b>KEY DATE</b> : Transfer of actuals from cost centres	13/04/22	14/04/22
Revenue/Capital	<b>KEY DATE</b> - Closure of General Ledger	14/04/22	14/04/22
Schools	<b>KEY DATE</b> : Final date for closedown of Schools' cost centres and associated upload to Agresso	20/04/22	21/04/22
Capital/Fixed Assets	<b>KEY DATE</b> : Agree final Capital Outturn position and confirm reprofiling	20/04/22	21/04/22
Schools	<b>KEY DATE</b> : Review schools' account codes / prepare year-end working paper documenting reconciliation of Delegations to B Codes, B Codes to Z Codes and consolidation of schools' trial balance	25/04/22	26/04/22
Schools	<b>KEY DATE</b> : Consolidation of schools' trial balance within year-end Statement of Accounts	26/04/22	27/04/22

Category	Task Description	2021/22 Preparation Date	2021/22 Review Date
Capital/Fixed Assets	<b>Key Date:</b> Capital Strategy Group - review Capital Outturn position and reprofiling	27/04/22	28/04/22
Revenue	<b>KEY DATE</b> - Closedown of all Revenue cost centres	03/05/22	03/05/22
Revenue/Capital	<b>KEY DATE</b> - Revenue and Capital Directorate outturn reports to Chief Accountants	04/05/22	05/05/22
Statement of Accounts	<b>KEY DATE</b> - Annual Governance Statement, Going Concern Report and Statement of Responsibilities to Corporate Board and Operations Board. Papers to include Draft Status Report on Statement of Accounts	04/05/22	06/05/22
Revenue	<b>KEY DATE</b> - Outturn report/supporting papers to Corporate Board. <b>Papers due date - Wednesday 11 May 2022 (TBC)</b>	11/05/22	17/05/22
Statement of Accounts	<b>KEY DATE</b> - Deadline for submissions to Operations Board. <b>Papers due date - Thursday 19 May 2022 (TBC)</b>	19/05/22	26/05/22
Statement of Accounts	<b>KEY DATE</b> - finalisation of Draft Statement of Accounts and Inspection Notice for review by S151 Officer and Chief Financial Accountant	20/05/22	25/05/22
Statement of Accounts	<b>KEY DATE</b> - publication of Draft Statement of Accounts and Inspection Notice	30/05/22	31/05/22
Schools	<b>KEY DATE</b> - DSG outturn report and schools' balances to HFG. <b>Papers due date - Wednesday 1 June 2022 (TBC)</b>	01/06/22	08/06/22
Schools	<b>KEY DATE</b> - DSG outturn report and schools' balances to Schools' Forum. <b>Papers due date - Tuesday 14 June 2022 (TBC)</b>	14/06/22	20/06/22
Statement of Accounts	<b>KEY DATE</b> - Draft Statement of Accounts and Going Concern Report to Governance and Ethics Committee	TBC	TBC
Statement of Accounts	<b>KEY DATE</b> - Governance and Ethics Committee	TBC	TBC