

If you have any queries on the processes please route these through your Support/ Finance Consultant
 ☐ 01372 834275 email: LDP-dfscypshelpline-mailbox@babcockinternational.com

TASKS AND DEADLINES

| | | A separate program applies to LPS schools budget share LPS schools must follow the deadlines in respect of all non budget share transactions, NOT deal with through the local bank account. |
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| FIRST DATE | LAST DATE | ACTION REQUIRED BY SCHOOL |
| | | Undertake the housekeeping in SIMS |
| 01 Mar | 11 Mar | Submission of Printout Queries for Period 11 |
| | 05 Mar | Last day for supply upload for February |
| 01 Mar | 28 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. |
| 01 Mar | 28 Mar | Submission of Mutual fund claims to end February |
| 04 Mar | 31 Mar | Start preparing the End of Year Accruals list for submission by 31 March 2014 |
| | 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. |
| | 21 Mar | Last date for central payments schools to ensure LPS schools have RECEIVED all debtor invoices |
| | 22 Mar | [Capital] – supply Schools Leasing Review to capital Team |
| 24 Mar | 28 Mar | When posting cheques to County Hall between these dates clearly mark the cheque listing " OLD YEAR ". Cheques sent by 1st Class Post after 28th March are not guaranteed to appear in month 12. You will need to check the download data and add any omissions to your debtors schedule. |
| | 25 Mar | Last day for Petty Cash to be reimbursed before end of term. Submit by 5pm |
| | 25 Mar | Last C£ASS run in March – [LPS Schs - Final run before Year End returns are issued] |
| | 26 Mar | Last date for CT10/3 s to reach Revenue section for processing into Period 12 (including internal invoice requests) (Go to Debtors) |
| | 28 Mar | Last date for banking cash income to appear in Month 12 including giving money to G4S Clear any remaining cash to bank |

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| | | Last cash collections for old year |
| | 28 Mar | Online Internal Invoicing closes 5pm |
| | 31 Mar | Deadline for submitting Spring Term Budget Monitoring returns |
| | 31 Mar | Effective deadline by which goods/services need to be received/supplied to be included in 12/13 accounts |
| | 31 Mar | LPS Schools ONLY – 12.00 noon – deadline for March VAT returns. |
| | 31 Mar | Final submission for February 2013 Mutual Fund Claims |
| | 31 Mar | Final BACS & Finest run for OLD YEAR – 12 noon |
| | 31 Mar | Last date for receipt of Staff Travel Expenses Claims made up to 31st March. Claims that are complete before month end can be submitted before the deadline. |
| | 31 Mar | Deadline for First submission of the End of Year Accruals workbook to E&L finance team BEFORE CLOSE FOR EASTER [available 4 Mar] |
| | 01 Apr | Download and reconcile all transactions to date. Submit queries to finance team. |
| | 01 Apr | Last posting date (1st class post) for Governors Expenses, Interview Expenses etc. to be received no later than 4th April in order to be paid through central creditors system and included automatically in the old year. All items to be clearly marked OLD YEAR |
| | 01 Apr | FMS – Period 13 opens FINEST - NEW FINANCIAL YEAR OPEN AND AVAILABLE First Cheque and BACS run in the New Year |
| 02 Apr | 04 Apr | Submission of remaining printout queries by schools |
| 02 Apr | 25 Apr | Printouts run daily to allow checking of End Of Year Accruals and other transactions. |
| | 03 Apr | LPS Schools ONLY – latest dispatch date to LPS Schools of Final Accounts returns. |
| | 04 Apr | Last petty cash old year. |
| | 04 Apr | Manual Supply Claims to reach Payroll Section and claims uploads complete. |
| | 04 Apr | Last day of term - Manual Supply Claims to reach Payroll Section and claims uploads complete. |
| 07 Apr | 21 Apr | SCHOOL EASTER HOLIDAYS |
| | 10 Apr | PFI Schools – deadline for being advised of contract accrual values to be actioned by the school. |
| | 11 Apr | Final submission for outstanding Mutual Fund Claims payable in OLD YEAR . Note this is for central payment schools only. For LPS schools claims received after 24th March will be processed in the new year. |

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| | 11 Apr | Final posting run of old year internal invoices. |
| | 14 Apr | Final C£ASS run for OLD YEAR – non-LPS Schools. Final posting run of old year internal invoices |
| | 15 Apr | LPS Schools ONLY – Submission of Final Accounts returns |
| | 16 Apr | SCRAPS payment (15h00) absolute last date for submissions – errors may mean costs not posted to OLD YEAR if no contact at school. Final date for debtors and creditors income received in advance & payments made in advance to be submitted on G codes. |
| | 17 Apr | Deadline for Final End of Year Accruals workbook to E&L finance team – 4pm [available 4 Mar] |
| | 17 Apr | [Capital] - Deadline for submitting Capital Debtor / Creditor Information using the online form including supporting documentation. |
| | 17 Apr | Deadline for Capital “Spend by site” details to Capital team. |
| | 17 Apr | On-line Journal Transfers close – 4pm |
| | 17 Apr | School accounts closed to Schools – 4pm |
| | 18 Apr | Good Friday |
| | 21 Apr | Easter Monday |
| | 22 Apr | Late Teachers pay [including supply] to OLD YEAR available |
| | 22 Apr | First day of new term – Download Data! |
| | 22 Apr | “Indicative Outturn” Printouts available – subject to Late pay run, SBS contributions to capital works and corrections by E&L finance team. |
| | 22 Apr | All held batches released for posting in NEW YEAR. |
| | 22 Apr | [Capital] - Advise Capital Team of any outstanding Capital Retentions |
| | 22 Apr | [Capital] – Intangible Asset information to Capital Team |
| 22 Apr | 23 Apr | Create and submit late adjustment End of Year Accruals workbook to E&L finance team daily. [available 4 Mar] |
| 22 Apr | 24 Apr | [Capital] - SBS contributions to capital works settled. |
| 22 Apr | 24 Apr | FINAL ADJUSTMENTS (submission of <u>significant</u> corrections and significant omissions) G codes only |
| | 24 Apr | Run preliminary closedown of FMS after FMS period 12 reconciliation. Housekeeping complete. |

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| | 24 Apr | Late Non-Teachers pay to OLD YEAR available |
| | 24 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 2013/14 |

Expected availability of pay / claims data

| Run | March | April | Work done March paid April |
|--------------------------------|------------------|------------------|------------------------------|
| All Teachers, including supply | 20 th | 22 nd | Entered directly to old year |
| Non Teaching staff | 26 th | 24 th | Entered directly to old year |

Key Printout transmission milestones

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| 01 Apr | FMS Period 12 to 31 st March |
| 17 Apr | Last payment date for schools capital codes |
| 22 Apr | Final printout showing late teacher pay & supply claim transactions |
| 24 Apr | Final printout showing late non-teacher pay |
| 25 Apr | All Transactions to end of FMS Mth 13 |
| 30 Apr | Final printout showing final Carry Forward balances for 13/14 |

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.