**Timetable of Key Dates - Submittal of Financial Reports to the School Funding Team**

These are the main activities and key dates in any standard financial year for both funding and school budgeting & monitoring, including deadline dates for the submittal of required documentation by schools to the School Funding Team.

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| **Month** | **Key Activities** | **Reports required from Schools** | **Reports to be Submitted by** |
| **April** |  | * March VAT Submittal Form | * 10th April |
|  | * Year End (School Close Down of Accounts) | * Year End Returns (Bank reconciliation Return including Assets & Liabilities) | * Date TBC |
|  | * Issue of April Advances Update and High Needs Funding Statement |  |  |
|  | * Letter to HT & Chair of Governors detailing the surplus balance threshold for the financial year (IUB) |  |  |
| **May** |  | * April VAT Submittal Form | * 10th May |
|  | * Governor Approved Budget | * Governor Approved 3 Year Budget (HCSS Users) including submission of IUB plans for approval | * 15th May |
|  |  | * Governor Approved 1 Year Budget (non HCSS Users) including submission of IUB plans for approval | * 15th May |
|  |  | * Cat A & LTFM Red Schools: April Bank Reconciliation Return | * 31st May |
|  | * DFE Termly Census |  |  |
|  | * Issue of May Advances Update and High Needs Funding Statement |  |  |
| **June** |  | * May VAT Submittal Form | * 10th June |
|  | * Completion of Year End CFR Report | * Final Year End CFR Report | * Date TBC |
|  | * Publication of each school’s Financial Classification for the next academic year | * Cat A & LTFM Red Schools: May Bank Reconciliation Return | * 30th June |
|  | * Future Year Governor Approved Budgets | * Years 2 & 3 Governor Approved Budget for non HCSS users | * 30th June |
|  | * Issue of June Advances Update and High Needs Funding Statement |  |  |
|  | * Bank Adjustments (advances) |  |  |
| **July** |  | * June VAT Submittal Form | * 10th July |
|  |  | * Quarter 1 Bank Reconciliation Return | * 31st July |
|  | * 1st Quarter Monitoring | * Quarter 1 Monitoring Report including submission of IUB plans for approval | * 31st July |
|  | * Publication of LA Financial Benchmarking Data for Schools |  |  |
|  | * Issue of July Advances Update and High Needs Funding Statement |  |  |
| **August** |  | * July VAT Submittal Form | * 10th August |
|  |  | * Cat A & LTFM Red Schools: July Bank Reconciliation Return | * 31st August |
|  | * Publication of DFE Section 251 Outturn Statement |  |  |
|  | * Publication of DFE national financial benchmarking data |  |  |
|  | * Issue of August Advances Update |  |  |
| **September** |  | * August VAT Submittal Form | * 10th September |
|  |  | * Cat A & LTFM Red Schools: August Bank Reconciliation Return | * 30th September |
|  | * Issue of September Advances Update and High Needs Funding Statement * Reminder letter to HT & Chair of Governors of surplus balance threshold for the financial year (IUB) |  |  |

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| **October** |  | * September VAT Submittal Form | * 10th October |
|  |  | * Quarter 2 Bank Reconciliation Return | * 31st October |
|  | * 2nd Quarter Monitoring | * Quarter 2 Monitoring Report including submission of IUB plans for approval | * 31st October |
|  | * DFE Termly Census |  |  |
|  | * Issue of October Advances Update and High Needs Funding Statement |  |  |
| **November** |  | * October VAT Submittal | * 10th November |
|  |  | * Cat A & LTFM Red Schools: October Bank Reconciliation Return | * 30th November |
|  |  | * Cat A, Bii & LTFM Red Schools: October Monitor | * 30th November |
|  | * Issue of November Advances Update and High Needs Funding Statement |  |  |
| **December** |  | * November VAT Submittal | * 10th December |
|  |  | * Cat A & LTFM Red Schools: November Bank Reconciliation Return | * 31st December |
|  |  | * Cat A, Bii & LTFM Red Schools: November Monitor | * 31st December |
|  |  | * Audit certificate (or copy of audited accounts) for all private, voluntary and/or School Company funds/accounts for previous financial or academic year | * 31st December |
|  | * Issue of December Advances Update and High Needs Funding Statement |  |  |
| **January** |  | * December VAT Submittal Form | * 10th January |
|  |  | * Quarter 3 Bank Reconciliation Return | * 31st January |
|  | * 3rd Quarter Monitoring | * Quarter 3 Monitoring Report including submission of IUB plans for approval | * 31st January |
|  | * DFE Annual Census |  |  |
|  | * Collection of Data for formula funding |  |  |
|  | * Issue of January Advances Update and High Needs Funding Statement |  |  |
| **February** |  | * January VAT Submittal Form | * 10th February |
|  |  | * Cat A & LTFM Red Schools: January Bank Reconciliation Return | * 28th February |
|  |  | * Cat A, Bii & LTFM Red Schools: January Monitor | * 28th February |
|  | * S251 Budget Statements (Primary/Secondary schools) issued |  |  |
|  | * 1st Draft Indicative Early Years Budget |  |  |
|  | * Draft Indicative Early Years Budget |  |  |
|  | * HCSS software available |  |  |
|  | * Preparation for Year End closedown |  |  |
|  | * Issue of February Advances Update and High Needs Funding Statement |  |  |
| **March** |  | * February VAT Submittal Form | * 10th March |
|  |  | * Cat A & LTFM Red Schools: February Bank Reconciliation Return | * 31st March |
|  |  | * Cat A, Bii & LTFM Red Schools: February Monitor | * 31st March |
|  | * Intended Use of Balances | * Submittal of IUB Information | * 31st March |
|  | * Annual Submission (via SFT for CBMDC Audit) of the SFVS (School Financial Value Standard) | * SFVS | * 31st March |
|  | * Issue of High Needs budget statements for High Needs Providers (Special Schools) |  |  |
|  | * Confirmed indicative Early Years Budget |  |  |
|  | * Issue of March Advances Update and High Needs Funding Statement |  |  |