

Finance Timetable

Accountancy Timetable Check for ledger dates		
Weekly Petty Cash orders, invoices, cheques Equipment Register Bank income (depending on Securicor/school policy)		Monthly Reconcile bank statements Check salaries & enter on FMS6, check additional funds
PLASC	January	Issue budget holders with spending analysis
Staffing list for budget setting print off actuals for budget setting	February	Chasing outstanding orders/invoices Last order deadline
Cancel commitments & old cheques Set up new finance year on FMS Creditors provisions FMS year end system check	March	Out turn prediction SLA decide on buy backs with Headteacher Decide on cost centre structure for new financial year
Provisional close down on FMS S16 form to audit	April	Commitments for utilities, SLA buy backs etc Allocate estimated budgets to cost centres to allow orders to be raised
	May	Budget setting deadline
Allocate and fix approved budget including Standards Funds Give print out to budget holders	June	Order deadline for September deliveries Check final (year end) BCR CFR return
	July	Carried forward standards fund expenditure form.
	August	Most schools on holidays
	September	
	October	
	November	Order deadline for January orders
	December	
Termly Finance Return Report for Governing Body/Finance committee/budget holders Salary predictions Letting invoices Check before hols that time-sensitive invoices have been paid.		Half Termly Maternity and long term sick claims Budget monitoring report for Headteacher
	Yearly Private fund audit Inventory stock check School journey reconciliation	

