

# Year End Finance Information

23rd February 2015

**Mel Dharmakirthi**  
**Senior Finance Business Advisor**

Children & Schools Finance, London Borough of Ealing

# KEY DATES For Year-End

## Easter Break: 25/3-10/4

- **18<sup>th</sup> March**                      **Submit final Upload, Revenue Accruals, Capital Accruals & Bank Returns**
- **24<sup>th</sup> March**                      Schools Break Up
- **4<sup>th</sup> April**                              Period 12 BCR's will be emailed to Heads
- **8<sup>th</sup> April**                              Council Revenue Accounts Close
- **11<sup>th</sup> April**                             Schools Return from Easter Break
- **11<sup>th</sup> April**                             Period 13 BCR's will be emailed to Heads

# **CLOSING DOCUMENTS for 18<sup>th</sup> March**

- **Excel Upload**
- **Revenue Accruals**
- **Capital Accruals**
- **Bank Account Returns**

**Separate documents all in one email**

Send to:

**SchoolsAccountancyServices@ealing.gov.uk**

# EXCEL UPLOADS

email to Schools Accountancy

**School name in email subject heading**

**Check school code remains when adding new lines**

**Use Vat Long Summary and payroll expenditure reports**

Net revenue	code 6000	504xxx	CR
Net capital	code 6009	504xxx	CR
Gross payroll	code 6000	504xxx	CR
Net income	code 6590	504xxx	DR



**Remember Excel Upload is a journal so it must total to zero**

**Ealing**

[www.ealing.gov.uk](http://www.ealing.gov.uk)

# ACCRUALS

- **Name & number of the contact officer MUST be entered onto the Accrual spreadsheet.**
- **Revenue Accruals**  
**Schools will be provided with an accruals template, with separate tabs for each different accrual type.**
- **Capital Accruals**  
**Should be over £10k.**

# **BANK ACCOUNT RETURNS**

**Use recent bank statements or Bankline print outs**

**Check VAT rates/codes**

**Signed by Head – essential for Audit**

# OTHER NOTICES

**Reminder!**

**Send in Bank Authorisation Letters  
(audit requirement)**

**RBS Purchase Cards**

# For further information contact

SchoolsAccountancyServices@ealing.gov.uk