

## Finance Timetable

The below sets out the target dates that we are looking to complete month end accounts. If we do manage to complete accounts early, then they will be published before the dates below.

Month	School Close	Central Finance Close	Month End Accounts to Trust Board
Sept 2023	Fri 13 Oct 2023	Fri 27 Oct 2023	Tue 31 Oct 2023
Oct 2023	Fri 10 Nov 2023	Tues 21 Nov 2023	Thurs 23 Nov 2023
Nov 2023	Thurs 7 Dec 2023	Fri 15 Dec 2023	Tues 19 Dec 2023
Dec 2023	Fri 12 Jan 2024	Tues 23 Jan 2024	Thurs 25 2024
Jan 2024	Weds 7 Feb 2024	Fri 16 Feb 2024	Tue 20 Feb 2024
Feb 2024	Thurs 7 Mar 2024	Mon 18 Mar 2024	Wed 20 Mar 2024
Mar 2024	Fri 12 Apr 2024	Weds 24 Apr 2024	Fri 26 Apr 2024
Apr 2024	Weds 8 May 2024	Fri 17 May 2024	Tues 21 May 2024
May 2024	Fri 7 June 2024	Wed 19 June 2024	Fri 21 June 2024
June 2024	Fri 5 July 2024	Wed 17 July 2024	Fri 19 July 2024
July 2024	Wed 7 Aug 2024	Fri 16 Aug 2024	Tue 20 Aug 2024
Aug 2024	Fri 13 Sept 2024	Fri 27 Sept 2024	Wed 2 Oct 2024

### School Close

This is the month end close for input of:

- bank transactions,
- credit card transactions,
- sales invoice and receipts,
- purchase invoices,
- expenses
- month end allocation journals

Should schools be on holiday during the closure period, then the central team will accrue on a “best to our knowledge” basis.

### Central Finance Close

This is the target for the finance leads to have completed the month end adjustments for schools.

### Month End Accounts to Trust Board

Target for delivery of accounts to the Trust Board following consolidated review.

Please note it is possible that as a result of the consolidated accounts review, adjustments may be needed at school level. If this occurs a member of the central team will advise the school.

### Governors Meetings

Should you have a governor’s meeting that is before the central finance close date, where you need accounts, then please talk to your finance lead in the first instance. If it is only a few days before, they may well be able to prioritise workloads, subject to having sufficient notice (at least two weeks) to accommodate.