

Year-end Checklist

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| Check LA deadline date for returns | <input type="checkbox"/> |
| Complete LA forms <ul style="list-style-type: none"> • Contracts over £50k • Leases • Staff remuneration over £50k • Payments to consultants/self employed persons • External payroll information such as NI, tax and pensions <p>These forms invariably have to be sent to the LA prior to year-end processing. In academies similar information will be required by the auditors.</p> | <input type="checkbox"/> |
| Acquire copy of bank statement and deposit accounts <ul style="list-style-type: none"> • Request copy from bank if school does not have online access • Ensure dated end of financial year (i.e. 31st March) | <input type="checkbox"/> |
| Review finance system for unrepresented cheques/income <ul style="list-style-type: none"> • Clear the system of any transactions over 3 months old | <input type="checkbox"/> |
| Review system for outstanding orders <ul style="list-style-type: none"> • Investigate whether orders are still “live” • Double check that order invoices haven’t been processed as non-order invoices • Clear system of non “live” orders | <input type="checkbox"/> |
| Post all invoices to relevant budgets received dated up to and including year end (last day of the month i.e. 31st March/31st August) | <input type="checkbox"/> |
| Post all income received prior to year-end | <input type="checkbox"/> |
| Ensure all cash/cheques are paid into the bank account prior to year-end | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Chase suppliers for outstanding invoices for goods already received i.e. Supply staff invoices • Check supplier statements for invoices not received | <input type="checkbox"/> |

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| Chase LA for outstanding VAT and process on finance system Submit VAT claim to LA/HMRC at year-end | <input type="checkbox"/> |
| Process payroll for March/August if information available | <input type="checkbox"/> |
| Check data for Consistent Financial Reporting (CFR) or GAG and amend any incorrect transactions | <input type="checkbox"/> |
| Bank reconciliation • Ensure opening and closing balances are the same on system and statement | <input type="checkbox"/> |
| Accruals: • Process pre-payments • Process debtors • Process creditors • Process payments in advance Items that may need accruing are: • Utilities, catering, ICT, SLAs, agency staffing, building maintenance, income adjustments and banker funds | <input type="checkbox"/> |
| Note in the LA returns notebook the balances for uncommitted and committed balances (restricted funds) as appropriate | <input type="checkbox"/> |
| Print system reports and complete LA year-end forms • Email copies to LA/auditor • Paper copies should be left with school for signing and posting to LA/auditor | <input type="checkbox"/> |
| Complete year-end as per system requirements | <input type="checkbox"/> |