

September

- Accounts to 31st August year-end closed
- Prepare schedules for audit
- First payment of General Annual Grant
- Land & Building valuations for recently opened academies
- New academies should notify EFA (if deferring first set of accounts)

October

- Second Pupil Premium payment (paid in April to March financial years)
- Autumn Census, this will determine future funding
- External Audit Commences
- EFA publishes details of Condition Improvement Funding (CIF)
- **New for 2017** - Land and Buildings Collection Tool (LBCT) submitted to EFA by 31st Oct 2017

November

- Primary Sports Grant payment
- Summer School Grant payment
- Workforce Census
- Audit Committee Reviews Accounts
- Board to approve accounts

December

- Closing date for CIF applications
- Submit Audited Accounts and Auditors Management Letter to EFA

January

- Audited accounts and supporting documents published on trust website
- Annual Accounts Return (AAR) to be submitted to EFA
- Spring Census, will determine Pupil Premium
- Third Pupil Premium payment

February

- EFA will issue funding allocations for next academic year

March

- Year 7 Catch-Up Premium Paid
- New academies or new academies joining a MAT may need to prepare March Accounts Return
- EFA publishes details on Budget Forecast Return

April

- Details of Teachers' Pension Scheme Annual Return published (July deadline)
- Details of Teachers' Pension Scheme End of Year Certificate published (May deadline)
- Local Government Pension Scheme year-end return. Deadline determined by LGPS
- Fourth and final Pupil Premium payment

May

- Companies House – Annual accounts to be submitted for the trust
- **New for 2017** - Budget Forecast Return: Outturn (BFRO) submitted to EFA by 19th May 2017

June

- EFA publishes Accounts Direction for accounting period ending 31st August
- EFA hosts webinars for academies and auditors
- Devolved Capital Grant Payment
- Ensure trust board approve budget for following year; if a deficit budget is being proposed the EFA should be advised

July

- EFA publishes Academies Financial Handbook, effective from 1st September
- Details of Pupil Premium and Universal Infant School Meals published. First payments made
- HMRC Annual Return for TPS to be completed
- Budget Forecast Return (BFR) for following year submitted to EFA by 28th July 2017

August

- EFA will publish details on the Annual Accounts Return
- Prepare for financial year-end