

Year-end checklist 31 July 2021

JUNE	Last date	Actions	Done ✓
w/c 31 May	Fri 4 Jun	AP: Supplier statement reconciliations instructions sent to departments	N/A
w/c 14 Jun	Thu 17 Jun	Last CUEF unit trading date for 2020/21	
w/c 28 Jun	Thu 1 Jul	GL: July 2021 Chest Allocation processed	N/A
JULY			
w/c 5 Jul	Mon 5 Jul	PAY: Final date for new staff contracts to be with HR	
	Mon 5 Jul	PAY: Final review department monthly payroll - ensure correct account codes	
	Wed 7 Jul	FA: Distribution of Fixed Asset reports as at 30 Jun to departments	N/A
	Thu 8 Jul	June Trust Fund statements sent out to Departments	N/A
w/c 12 Jul	Mon 12 Jul	PAY: Last date for overtime claims input	
w/c 19 Jul	Tue 20 Jul	AR: Establish all petty cash balances, till floats and advance balances held as at 30 Jun and return Cash Holding Confirmation form	
	Fri 23 Jul	PAY: Final monthly payroll posting	N/A
w/c 26 Jul	Fri 30 Jul	AR: Identify and bank all cash and cheques received up until the end of July	
	Fri 30 Jul	INV: Physical stock take for all departments with stores	
	Fri 30 Jul	PO: Run and review the Open Purchase Order Report - Excel Version	
AUGUST			
w/c 2 Aug	Mon 2 Aug	GMS: Distribution of Grants Report (version 1)	N/A
	Mon 2 Aug	GL: Trust Fund overheads posted (1st posting)	N/A
	Mon 2 Aug	GL: Indirect Cost Contribution (ICC) journal posted (Version 1)	N/A
	Mon 2 Aug	GL: July 2021 Chest Allocation (Second Posting)	N/A
	Mon 2 Aug	PAY: Final input for weekly payroll posting for 2020/21 YE	
	Mon 2 Aug	AP: July Barclaycard statements available	N/A
	Tue 3 Aug	Interim summary reports sent out to departments (Interim report 1)	N/A
	Wed 4 Aug	GL: Appropriations in Aid	N/A
	Wed 4 Aug	GL: Balance and post petty cash journal	
	Thu 5 Aug	PAY: Final date for UPS input for 2020/21 (pay run 13 Aug)	
	Fri 6 Aug	PAY: Final weekly payroll posting for 2020/21 YE	N/A
	Fri 6 Aug	AR: Process all cash, cheque and (if possible) PDQ receipts relating to 2020/21 and run the <i>Receipt Register</i> report(s)	
	Fri 6 Aug	INV: Process all Inventory transactions (NB INV closes 5pm)	
	Fri 6 Aug	PO: Process all PO transactions (NB PO closes 5pm)	
w/c 9 Aug	Mon 9 Aug	AP: Submit 2020/21 items to Shared Services for processing by 5 pm	
	Mon 9 Aug	GL: July 2021 Chest Allocation (Third Posting)	N/A
	Mon 9 Aug	1st interim Trust Fund statement send out to Departments.	N/A
	Wed 11 Aug	AR: Last date for raising Internal Invoices and sending backing	
	Wed 11 Aug	FA: Deadline for Departments to provide Fixed Asset Register	
	Wed 11 Aug	AR: Submit invoice write off forms to Credit Control	
	Thu 12 Aug	AP: Concur depts: All pre-August Barclaycard transactions to be coded in Concur and fully approved	
	Fri 13 Aug	AR: Bank charges and small balance adjustments posted	N/A
	Fri 13 Aug	PAY: Final UPS payroll posting	N/A
AUGUST/SEPTEMBER...			

AUGUST (CONT)			
w/c 16 Aug	Mon 16 Aug	AR: Receipt any remaining BACS receipts and unclaimed PDQ income	
	Mon 16 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	
	Mon 16 Aug	AR: Last date for issuing invoices to University Group-defined organisations	
	Mon 16 Aug	AP: Process all remaining 2020/21 Internal Trading AP invoices.	
	Mon 16 Aug	AP: Process all staff and visitors' expenses	
	Mon 16 Aug	AP: Resolved Internal Trading disputes notified to departments	N/A
	Mon 16 Aug	AP: Process all remaining AP invoices (NB AP closes 5pm)	
	Mon 16 Aug	GL: July 2021 Chest Allocation (Fourth Posting)	N/A
	Mon 16 Aug	GMS: Review and clear research grant funds check failures and exceptions	
	Mon 16 Aug	GMS: Correct research grant VAT errors	
	Mon 16 Aug	GMS: Post EC 'PI Time' journals on Grants module	
	Mon 16 Aug	GMS/GL: Process monthly <i>Barclaycard</i> expenses before AP closes, if using this option	
	Tue 17 Aug	AR: Full individual debt statements emailed to departments	N/A
	Tue 17 Aug	AR: First posting of bad debt provision	N/A
	Tue 17 Aug	FA: CRA to send out July additions not tracked report to departments	N/A
	Tue 17 Aug	GMS: Clear suspense grants on Grants module	
	Tue 17 Aug	GMS: Distribution of Grants Report (version 2)	N/A
	Wed 18 Aug	GMS: Finalise and release all research grants journals, including EC <i>PI Time</i> journals	
	Wed 18 Aug	GMS: Overheads, revenue and EC FW7 Price Adjustments re-run (NB Grants closes 5pm)	N/A
	Wed 18 Aug	GL: Trust Fund overheads posted (2 nd posting if appropriate)	N/A
Wed 18 Aug	GL: Carbon Reduction Charge (CRC) journal posted	N/A	
Thu 19 Aug	GL: Last date for funds on deposit movement		
Thu 19 Aug	GL: EC PI Time adjustment	N/A	
Thu 19 Aug	GMS: Distribution of Grants Report (version 3)	N/A	
Fri 20 Aug	GL: July CUEF distribution accrual and deposit account interest posted	N/A	
w/c 23 Aug	Mon 23 Aug	Interim Summary Reports emailed to departments (interim report 2)	N/A
	Mon 23 Aug	2nd interim Trust Fund Statement sent out to departments	N/A
	Mon 23 Aug	GL: July 2021 Chest Allocation (Fifth Posting)	
	Tue 24 Aug	FA: Process all amendments to FA register (NB FA closes Wed 25, 5 pm)	
	Wed 25 Aug	AP: Return supplier statements reconciliations	
	Wed 25 Aug	GL: Clear any Trust Fund deficits based on a review of 2 nd interim statements	
	Wed 25 Aug	PAY: Coronavirus Job Retention Scheme Credit (July posting)	
	Thu 26 Aug	AR: Last date to review for bad debts and notify Credit Control	
	Thu 26 Aug	GL: Final journal for Jul-21 VAT return adjustments that impact departments	N/A
	Thu 26 Aug	GL: July 2021 Chest Allocation (Final Posting) - Budget field frozen 25 Aug	N/A
	Fri 27 Aug	AR: Final posting of bad debt provision	N/A
w/c 30 Aug	Tue 31 Aug	GL: CUEF valuation journal posted and departments notified	N/A
	Tue 31 Aug	GL: Process journals for any remaining credit card expenditure	
	Tue 31 Aug	GL: Complete spreadsheets for income and expense accruals	
	Tue 31 Aug	GL: Ensure expenditure is coded against the same SoF as related income, and clear deficits	
	Tue 31 Aug	GL: Final date for sending GL journals for central processing (NB GL closes 5pm)	
	Wed 1 Sep	GL: Final ICC journal posted	N/A
	Wed 1 Sep	GL: Final Trust Fund Overhead Journal posted	N/A
	Thu 2 Sep	Summary Reports - Interim 3 run and emailed to departments	N/A
SEPTEMBER...			

SEPTEMBER			
w/c 6 Sep	Mon 6 Sep	Final Trust Fund statement sent out to departments	N/A
	Mon 6 Sep	Roll forward of balances - basic	N/A
	Wed 8 Sep	GL: CUEF Revaluation posted for June and July (Into July GL period)	N/A
	Wed 8 Sep	GL: Actual July CUEF Distribution posted into Adjustment Period 1	N/A
	Wed 9 Sep	Roll forward of balances – special	N/A
	Thu 9 Sep	Distribution of Year End Certificates to Departments	N/A
w/c 20 Sep	Fri 24 Sep	Return signed year-end certificate(s)	