

# Year-end checklist 31 July 2025

| JUNE        | Last date  | Actions   | Done<br>✓ |
|-------------|------------|---|-----------|
| w/c 16 Jun  | Tue 17 Jun | Last CUEF unit trading date for 2024/25   |           |
|             | Wed 18 Jun | <b>AR:</b> Final date to submit invoice write off forms to Credit Control >£25k   |           |
| JUNE/JULY   |            |   |           |
| w/c 30 Jun  | Tue 1 Jul  | <b>GL:</b> July 2025 Chest Allocation processed   | N/A       |
|             | Fri 4 Jul  | <b>PAY:</b> Final date for new staff contracts to be with HR  |           |
|             | Fri 4 Jul  | <b>PAY:</b> Final review of institution monthly payroll - ensure correct account codes  |           |
| w/c 7 Jul   | Thu 10 Jul | <b>FA:</b> Distribution of Fixed Asset reports as at 30 Jun to institutions   | N/A       |
|             | Thu 10 Jul | <b>CRA:</b> June Trust Fund statements sent out to institutions   | N/A       |
|             | Fri 11 Jul | <b>PAY:</b> Last date for overtime claims input   |           |
| w/c 14 Jul  | Fri 18 Jul | <b>AP:</b> Establish all petty cash balances, till floats and advance balances held as at 30 Jun and return <i>Cash Holding Confirmation</i> form |           |
| w/c 21 Jul  | Fri 25 Jul | <b>PAY:</b> Final monthly payroll posting   | N/A       |
| JULY/AUGUST |            |   |           |
| w/c 28 Jul  | Thu 31 Jul | <b>AR:</b> Identify and bank all cash and cheques received up until the end of July   |           |
|             | Thu 31 Jul | <b>INV:</b> Physical stocktake for <b>all</b> institutions with stores  |           |
|             | Thu 31 Jul | <b>PO:</b> Run and review the Open Purchase Order Report - Excel Version  |           |
|             | Thu 31 Jul | <b>PO:</b> Run and review Purchasing Requisition Status report  |           |
|             | Thu 31 Jul | <b>PAY:</b> Final <b>approval</b> of timesheets for Casual workers (pay run 15 August)  |           |
|             | Fri 1 Aug  | <b>CRA:</b> Indirect Cost Contribution (ICC) journal posted (Version 1)   | N/A       |
|             | Fri 1 Aug  | <b>GMS:</b> Distribution of Grants Report (version 1)   | N/A       |
|             | Fri 1 Aug  | <b>GL:</b> Trust Fund overheads posted (first posting)  | N/A       |
|             | Fri 1 Aug  | <b>CRA:</b> July 2025 Chest Allocation (second posting)   | N/A       |
|             | Fri 1 Aug  | <b>AP:</b> July Barclaycard statements available  | N/A       |
|             | Fri 1 Aug  | <b>CRA:</b> Appropriations in Aid (Trust Funds)   | N/A       |
| w/c 4 Aug   | Mon 4 Aug  | <b>FSG:</b> Interim summary reports sent out to institutions (Interim report 1)   | N/A       |
|             | Mon 4 Aug  | <b>PAY:</b> Final input for weekly payroll posting 2024/25  |           |
|             | Tue 5 Aug  | <b>AR:</b> Final date to submit invoice write off forms to credit control £10-£25k  |           |
|             | Wed 6 Aug  | <b>PAY:</b> Final weekly payroll posting 2024/25  |           |
|             | Thu 7 Aug  | <b>PAY:</b> Final date for UPS <b>input</b> for 2024/25 (pay run 15 Aug)  | N/A       |
|             | Thu 7 Aug  | <b>GL:</b> Balance and post petty cash journal  |           |
|             | Thu 7 Aug  | <b>AR:</b> Module opened for 2025/26 financial year   | N/A       |
|             | Thu 7 Aug  | <b>AR:</b> Process all cash, cheque and PDQ receipts relating to 2024/25 and run the <i>Receipt Register</i> report(s)                            |           |
|             | Thu 7 Aug  | <b>INV:</b> Process all Inventory transactions ( <b>NB INV closes 5pm</b> )   |           |
|             | Thu 7 Aug  | <b>PO:</b> Process all PO transactions ( <b>NB PO closes 5pm</b> )  |           |
|             | Fri 8 Aug  | <b>Depts:</b> Submit 2024/25 AP items to Shared Services for processing by 5 pm   |           |
|             | Fri 8 Aug  | <b>INV:</b> Institutions provided with inventory reconciliation   | N/A       |
|             | Fri 8 Aug  | <b>CRA:</b> July 2025 Chest Allocation (Third Posting)  | N/A       |
|             | Fri 8 Aug  | <b>GL:</b> 1st interim Trust Fund statement sent out to institutions  | N/A       |
|             | Fri 8 Aug  | <b>GMS:</b> Distribution of Grants Report (version 2)   | N/A       |

| AUGUST     |            |  |     |
|------------|------------|--|-----|
| w/c 11 Aug | Mon 11 Aug | <b>PAY:</b> Final posting date for CCWS payroll  |     |
|            | Tue 12 Aug | <b>AR:</b> Raise all July Internal Trading Invoices  |     |
|            | Tue 12 Aug | <b>FA:</b> Review all institutional assets against the Fixed Asset Register                              |     |
|            | Tue 12 Aug | <b>FA:</b> Physically verify assets against the Fixed Asset Register                                     |     |
|            | Tue 12 Aug | <b>FA:</b> Notify FA helpdesk of disposals/amendments  |     |
|            | Tue 12 Aug | <b>Depts:</b> Deadline for institutions to provide Fixed Asset Register                                  |     |
|            | Tue 12 Aug | <b>Depts:</b> Final date to submit invoice write off forms to Credit Control <£10k                       |     |
|            | Wed 13 Aug | <b>AP:</b> Clear all remaining AP "invoices on hold "  |     |
|            | Wed 13 Aug | <b>AP: Concur:</b> All pre-August Barclaycard transactions to be coded in Concur and fully approved      |     |
|            | Wed 13 Aug | <b>AP:</b> Process all supplier invoices in SoftCo for the 2024/25 year end                              |     |
|            | Wed 13 Aug | <b>PAY:</b> Final UPS payroll posting into 2024/25   | N/A |
|            | Thu 14 Aug | <b>AR:</b> Bank charges and small balance adjustments posted   |     |
|            | Fri 15 Aug | <b>AR:</b> Last date to review and receipt any remaining income, BACS or otherwise, for your institution |     |
|            | Fri 15 Aug | <b>AR:</b> Review BACS lists and ensure all income for your institution has been receipted               |     |
|            | Fri 15 Aug | <b>AR:</b> Last date for issuing invoices to University Group-defined organisations                      |     |
|            | Fri 15 Aug | <b>AR:</b> Raise, complete and dispatch all external AR invoices ( <b>NB AR closes 5pm</b> )             |     |
|            | Fri 15 Aug | <b>AP:</b> Clear in CUFS all remaining <b>Invoices on hold</b>   |     |
|            | Fri 15 Aug | <b>AP:</b> In CUFS, recode all remaining 2024/25 Internal Trading AP invoices.                           |     |
|            | Fri 15 Aug | <b>AP:</b> Notify Finance Division of any disputed Internal Trading invoices                             |     |
|            | Fri 15 Aug | <b>AP:</b> Process all staff and visitors' expenses  |     |
|            | Fri 15 Aug | <b>AP:</b> Resolved Internal Trading disputes notified to institutions                                   | N/A |
|            | Fri 15 Aug | <b>AP:</b> Process all remaining AP invoices ( <b>NB AP closes 5pm</b> )                                 |     |
|            | Fri 15 Aug | <b>GL:</b> July 2025 Chest Allocation (Fourth Posting)   | N/A |
|            | Fri 15 Aug | <b>GMS:</b> Review and clear research grant funds check failures and exceptions                          |     |
|            | Fri 15 Aug | <b>GMS:</b> Correct research grant VAT errors  |     |
|            | Fri 15 Aug | <b>GMS:</b> Clear suspense grants on Grants module   |     |
| w/c 18 Aug | Mon 18 Aug | <b>AR:</b> Full individual debt statements emailed to institutions                                       | N/A |
|            | Mon 18 Aug | <b>AR:</b> 2024/25 internal trading invoices can be raised   | N/A |
|            | Mon 18 Aug | <b>AR:</b> First posting of bad debt provision   | N/A |
|            | Mon 18 Aug | <b>GMS:</b> Distribution of Grants Report (version 3)  | N/A |
|            | Mon 18 Aug | <b>GMS:</b> Unreconciled suspense items cleared to department GL overhead accounts                       | N/A |
|            | Mon 18 Aug | <b>FA:</b> CRA to send out July additions not tracked report to institutions (exceptions)                | N/A |
|            | Tue 19 Aug | <b>GMS:</b> Unresolved Fund Check Failures cleared to original Grant                                     |     |
|            | Tue 19 Aug | <b>GMS:</b> Post EC 'PI Time' journals on Grants module  |     |
|            | Tue 19 Aug | <b>GMS:</b> Finalise and release all research grants journals  |     |
|            | Tue 19 Aug | <b>GMS:</b> Review final grants position BEFORE 5 pm ( <b>NB Grants closes 5pm</b> )                     |     |
|            | Tue 19 Aug | <b>GMS:</b> Overheads and revenue rerun ( <b>NB Grants closes 5pm</b> )                                  | N/A |
|            | Tue 19 Aug | <b>GL:</b> Trust Fund overheads posted (2 <sup>nd</sup> posting if appropriate)                          |     |
|            | Wed 20 Aug | <b>GL:</b> Last date for funds on deposit movement   |     |
|            | Wed 20 Aug | <b>GL:</b> Post EC PI Time adjustment  | N/A |
|            | Wed 20 Aug | <b>GMS:</b> Distribution of Grants Report (version 4)  | N/A |
|            | Thu 21 Aug | <b>GL:</b> July CUEF distribution accrual and deposit account interest posted                            | N/A |
|            | Thu 21 Aug | <b>GL:</b> Deposit account interest posted   | N/A |
|            | Fri 22 Aug | <b>GL:</b> Interim Summary Reports emailed to institutions (interim report 2)                            | N/A |

|  |            |   |     |
|--|------------|---|-----|
|  | Fri 22 Aug | <b>GL:</b> Interim Trust Fund Statement sent out to institutions (interim report 2) | N/A |
|  | Fri 22 Aug | <b>GL:</b> July 2025 Chest Allocation (Fifth Posting)                               | N/A |

| AUGUST     |            |   |     |
|------------|------------|---|-----|
|            | Fri 22 Aug | <b>FA:</b> July not tracked additions included on register  |     |
| w/c 25 Aug | Wed 27 Aug | <b>FA:</b> Notify FA helpdesk of July missed assets BEFORE 27 August (Module close date)          |     |
|            | Wed 27 Aug | <b>FA:</b> Process all amendments to FA register ( <b>NB FA closes 27th, 5pm</b> )                |     |
|            | Wed 27 Aug | <b>GL:</b> Clear any Trust Fund deficits based on a review of 2 <sup>nd</sup> interim statements  |     |
|            | Thu 28 Aug | <b>GL:</b> July 2025 Chest Allocation (Final Posting) - Budget field frozen 27 Aug                | N/A |
|            | Thu 28 Aug | <b>GL:</b> Final journal for Jul-25 VAT return adjustments that impact institutions               | N/A |
|            | Fri 29 Aug | <b>AR:</b> Last date to review for bad debts and notify Credit Control                            |     |
|            | Fri 29 Aug | <b>AR:</b> Final posting of bad debt provision  | N/A |
|            | Fri 29 Aug | <b>PAY:</b> Accrue for Payroll costs to be included in the Financial Year (missed deadline)       |     |
| SEPTEMBER  |            |   |     |
| w/c 1 Sep  | Mon 1 Sep  | <b>GL:</b> Accrue 31 July Concur expenses not processed through CUFS                              |     |
|            | Mon 1 Sep  | <b>GL:</b> CUEF valuation journal posted and institutions notified                                |     |
|            | Mon 1 Sep  | <b>GL:</b> Complete spreadsheets for income and expense accruals                                  |     |
|            | Mon 1 Sep  | <b>GL:</b> Ensure expenditure is coded against the same SoF as related income, and clear deficits |     |
|            | Mon 1 Sep  | <b>GL:</b> Final date for sending GL journals for central processing ( <b>NB GL closes 5pm</b> )  |     |
|            | Tue 2 Sep  | <b>GL:</b> Final ICC journal posted   | N/A |
|            | Tue 2 Sep  | <b>GL:</b> Final Trust Fund Overhead Journal posted   | N/A |
|            | Wed 3 Sep  | <b>GL:</b> Summary Reports - Interim 3 run and emailed to institutions                            | N/A |
|            | Fri 5 Sep  | <b>GL:</b> Final Trust Fund statement sent out to institutions                                    | N/A |
|            | Fri 5 Sep  | <b>GL:</b> Roll forward of balances - basic   | N/A |
| w/c 9 Sep  | Tue 9 Sep  | <b>GL:</b> CUEF Revaluation posted for June and July (Into July GL period)                        | N/A |
|            | Tue 9 Sep  | <b>GL:</b> Actual July CUEF Distribution posted into Adjustment Period 1                          | N/A |
|            | Tue 9 Sep  | <b>GL:</b> Roll forward of balances – special   | N/A |
|            | Tue 9 Sep  | <b>GL:</b> Distribution of Year End Certificates to institutions                                  | N/A |
| w/c 23 Sep | Wed 24 Sep | <b>GL:</b> Return <b>signed</b> year-end certificate(s)   |     |