

Year-end checklist 31 July 2025

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

AUGUST			
w/c 11 Aug	Mon 11 Aug	PAY: Final posting date for CCWS payroll	
	Tue 12 Aug	AR: Raise all July Internal Trading Invoices	
	Tue 12 Aug	FA: Review all institutional assets against the Fixed Asset Register	
	Tue 12 Aug	FA: Physically verify assets against the Fixed Asset Register	
	Tue 12 Aug	FA: Notify FA helpdesk of disposals/amendments	
	Tue 12 Aug	Depts: Deadline for institutions to provide Fixed Asset Register	
	Tue 12 Aug	Depts: Final date to submit invoice write off forms to Credit Control <£10k	
	Wed 13 Aug	AP: Clear all remaining AP "invoices on hold "	
	Wed 13 Aug	AP: Concur: All pre-August Barclaycard transactions to be coded in Concur and fully approved	
	Wed 13 Aug	AP: Process all supplier invoices in SoftCo for the 2024/25 year end	
	Wed 13 Aug	PAY: Final UPS payroll posting into 2024/25	N/A
	Thu 14 Aug	AR: Bank charges and small balance adjustments posted	
	Fri 15 Aug	AR: Last date to review and receipt any remaining income, BACS or otherwise, for your institution	
	Fri 15 Aug	AR: Review BACS lists and ensure all income for your institution has been receipted	
	Fri 15 Aug	AR: Last date for issuing invoices to University Group-defined organisations	
	Fri 15 Aug	AR: Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)	
	Fri 15 Aug	AP: Clear in CUFS all remaining Invoices on hold	
	Fri 15 Aug	AP: In CUFS, recode all remaining 2024/25 Internal Trading AP invoices.	
	Fri 15 Aug	AP: Notify Finance Division of any disputed Internal Trading invoices	
	Fri 15 Aug	AP: Process all staff and visitors' expenses	
	Fri 15 Aug	AP: Resolved Internal Trading disputes notified to institutions	N/A
	Fri 15 Aug	AP: Process all remaining AP invoices (NB AP closes 5pm)	
	Fri 15 Aug	GL: July 2025 Chest Allocation (Fourth Posting)	N/A
	Fri 15 Aug	GMS: Review and clear research grant funds check failures and exceptions	
	Fri 15 Aug	GMS: Correct research grant VAT errors	
	Fri 15 Aug	GMS: Clear suspense grants on Grants module	
w/c 18 Aug	Mon 18 Aug	AR: Full individual debt statements emailed to institutions	N/A
	Mon 18 Aug	AR: 2025/26 internal trading invoices can be raised	N/A
	Mon 18 Aug	AR: First posting of bad debt provision	N/A
	Mon 18 Aug	GMS: Distribution of Grants Report (version 3)	N/A
	Mon 18 Aug	GMS: Unreconciled suspense items cleared to department GL overhead accounts	N/A
	Mon 18 Aug	FA: CRA to send out July additions not tracked report to institutions (exceptions)	N/A
	Tue 19 Aug	GMS: Unresolved Fund Check Failures cleared to original Grant	
	Tue 19 Aug	GMS: Post EC 'PI Time' journals on Grants module	
	Tue 19 Aug	GMS: Finalise and release all research grants journals	
	Tue 19 Aug	GMS: Review final grants position BEFORE 5 pm (NB Grants closes 5pm)	
	Tue 19 Aug	GMS: Overheads and revenue rerun (NB Grants closes 5pm)	N/A
	Tue 19 Aug	GL: Trust Fund overheads posted (2 nd posting if appropriate)	N/A
	Wed 20 Aug	GL: Last date for funds on deposit movement	
	Wed 20 Aug	GL: Post EC PI Time adjustment	N/A
	Wed 20 Aug	GMS: Distribution of Grants Report (version 4)	N/A
	Thu 21 Aug	GL: July CUEF distribution accrual and deposit account interest posted	N/A
	Thu 21 Aug	GL: Deposit account interest posted	N/A
	Fri 22 Aug	GL: Interim Summary Reports emailed to institutions (interim report 2)	N/A

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

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