		Done	w/c 3 Jun	w/c 10 J		w/c 17 Jun	w/c 24 J		/c 1 Jul	w/c 8 Jul	w/c 1		ul w/c 29 Ju	w/c 5	Aug w/	c 12 Aug	w/c 19 Aug	w/c 26 Aug	w/c 2 Sep	w/c 9 Sep	w/c 23 Sep
	Final date for new staff contracts to be with HR	3	3 4 5 6 7	10 11 12	13 14 17 1	18 19 20 21	24 25 26	27 28 1 2	3 4 5	8 9 10 11 1	2 15 16 17	18 19 22 23 24 2	5 26 29 30 31 1	2 5 6 7	8 9 12 13	14 15 16 1	.9 20 21 22 23 2	5 27 28 29 30	2 3 4 5 6	9 10 11 12 13	23 24 25 26
	Final review department monthly payroll - ensure correct account codes Last date for overtime claims input	NATION (IN)																			
	Final monthly payroll posting	N/A																			
	CCWS deadline to approve timesheets																				
	Final input for weekly payroll posting for 2023/24 YE Final weekly payroll posting for 2023/24 YE	N/A																			
	Final date for UPS input for 2023/24 (pay run 16 Aug)																				
	Final Posting date for CCWS payroll Final UPS payroll posting	N/A																			
	Accrue for costs to be included in2023/24 financial year that missed deadline																				
	Run and review Open Purchase Order report (Excel version) Run and review Purchasing Requisition Status report																				
Purchasing	Complete, cancel or finally close open or incomplete POs and requisitions Final data to process all PO transactions (NR PO close 5 pm)																				
	Final date to process all PO transactions (NB PO close 3 pm)																				
	Identify and bank all cash, cheques received up until the end of July Module opened for 2024/25 financial year	N/A																			
	Process all cash, cheque and (if possible) PDQ receipts relating to 2023/24																				
	Last date for raising Internal Trading invoices and sending backing Submit invoice write off forms to Credit Control																				
	Bank charges and small balance adjustments posted	N/A					-														
Accounts	Review BACS lists and ensure all income for department has been receipted																				
receivable	Last date to receipt any remaining income, BACS or otherwise Raise, complete and dispatch all external AR invoices (NB AR closes 5pm)																				
	Last date for issuing invoices to Group-defined organisations																				
	Departments notified of resolved Internal trading disputes Full individual debt statements emailed to departments	N/A																			
	2024/25 internal trading invoices can be raised	N/A																			
	Last date to review for bad debts and notify Credit Control	21/2																			
	Final posting of bad debt provision Complete <i>Cash Holding Confirmation</i> form for balances as at 30 June	N/A																			
	July Barclaycard statements available to print	N/A																			
	Submit 2023/24 AP items to Shared Services by 5 pm All expenses, including Barclaycard, must be processed and approved in Concur																				
Accounts Payable	Clear all remaining Invoices on Hold																				
	Process all remaining 2023/24 Internal Trading AP invoices																				
	Process all remaining staff and visitor expenses Resolved Internal Trading disputes notified to Depts	N/A		 			-		<u> </u>												
	Process all remaining AP invoices (NB AP closes 5pm)																				
	Physical stocktake Undate Inventory balances with results of stock take			 			-		 												
Inventory	Update Inventory balances with results of stock take Process all receipts and issues of stock up to 31 July (NB INV closes 5pm)																				***************************************
	Provide departments with inventory reconciliation	N/A					***************************************									4114141414141414141414141414141414141414					
	Distribution of Grants Report (version 1) Distribution of Grants Report (version 2)	N/A																			
	Review and clear grants fund check failures and exceptions	IV/A					-											***************************************			
	Correct research grant VAT errors	N/A																			
	Clear suspense account Process monthly Barclaycard expenses before AP closes, if using this option	N/A					-														
Grants	Distribution of Grants Report (version 3)	N/A																			
G. G. I. I.	Unreconciled suspense items cleared to department GL overhead accounts Unresolved Fund Check Failures cleared to original Grant	N/A		<u> </u>																	
	Post EC PI time journals																				
	Finalise and release all research grants journals, including EC PI Time journals																				
	Review final grants position BEFORE 5 pm (NB Grants close 5pm) Overheads and revenue re-run	N/A		<u> </u>																	
	Distribution of Grants Report (Final)	N/A																			
	Distribution of Fixed Asset Register as at 30 Jun to departments Review all departmental assets against the Fixed Asset Register	N/A					-		<u> </u>												1/18/18/18/18/18
	Physically verify assets against the Fixed Asset Register																				
Fixed Asset	Notify FA helpdesk of disposals/amendments Return the amended departmental Fixed Asset Register			 			-		 												
TIXEU ASSEC	Exception spreadsheet sent out to departments	N/A																			
	Ensure that July not tracked additions are included on register Notify FA helpdesk of July missed assets (Dept close)																				
	Central processing of all amendments to FA register (NB Module close 5pm)	N/A																			
	CUEF Units: last instructions to be received by Treasury & Investment Team for 23/24	N/A																			
	July 2024 Chest Allocation (5 Postings plus Final) Budget field frozen in CUFS 27 Aug Trust fund overheads posted (1st, 2nd, Final)	N/A		 																	
	Appropriations in Aid																				
	Balance and post petty cash for 2023/24 Process Barclaycard expenses BEFORE AP close	N/A																			
	Carbon Reduction Charge (CRC) journal posted	N/A																			
	Last date for funds on deposit movement	N1/0																			
General	EC PI Time adjustment July CUEF distribution accrual and deposit account interest posted	N/A N/A																			
Ledger	Clear trust fund deficits (<i>Trust Fund Statement #2 issued 22 Aug</i>)																				
	Final journal for Jul-24 VAT return adjustments that impact departments CUEF valuation journal posted and departments notified	N/A N/A										 				 					
	Process journals for any remaining credit card expenditure																				
	Ensure expenditure is coded against same SoF as related income and clear deficits Complete spreadsheets for income and expense accruals - last date 30 Aug											 									
	Process remaining departmental journals (NB GL closes 5 pm)																				
	ICC overhead journals processed (Ver 1 and Final)	N/A																			
	CUEF Revaluation posted for June and July (Into July GL period) Actual July CUEF Distribution posted into Adjustment Period 1	N/A N/A																			
	NB Last CUEF unit trading date for 2023/24: June 17	N/A														<u> </u>					
	Departmental Summary Reports (1, 2 & 3) - Final sent 9 Sept for YE certification Trust Fund Statements (June, 1st, 2nd and Final)	N/A N/A		 								 									
	Basic roll forward of balances	N/A																			
	Special roll forward of balances	N/A																			
	Departmental Certificate to be returned	N/A																			

Version 1.0