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HCSS Year End Checklist

# LMS Finance Team

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These are guidelines and dates are subject to change year on year , Please check for changes

These should be notified by the LMS Team

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Description** | Deadline |  |  |
| Chase outstanding cheques (6 months old) | 28/03/2022 |  |  |
| Chase outstanding order commitments | 28/03/2022 |  |  |
| Write off bad debts approved by Governing Body | 28/03/2022 |  |  |
|  |  |  |  |
| Capital  |  |  |  |
| Revenue Contribution to Capital (RCCO) | 18/04/2022 |  |  |
|  |  |  |
| Revenue |  |  |  |
| Period 12 - Query Sheet | 16/04/2022 |  |   |
|  |  |  |  |
| Period 13 - Query Sheet | 24/04/2022 |  |   |
|  |  |  |  |
| **Scheme 1 Bank Account Schools** |  |  |  |
| Maternity/Long Term Absence Recompense - Scheme 1 | 26/03/2022 |  |   |
|  |  |  |  |
| Petty Cash - Posted/Reconciled | 29/03/2022 |  |   |
|  |  |  |  |
| Creditors/Debtors - to LMS | 19/04/2022 |  |   |
| (Before Trial Balance is run) |  |  |  |
|  |  |  |  |
| Period 12 March Final Bank Return - to LMS | 18/04/2022 |  |   |
| also include the following :- |  |  |  |
| Closure of Accounts Form | 18/04/2022 |  |   |
| VAT Control Account Reconciliation | 18/04/2022 |  |   |
|  |  |  |  |
| Scheme 2 Bank Account Schools |  |  |  |
| Maternity/Long Term Absence Recompense - to LMS | 29/03/2022 |  |   |
|  |  |  |  |
| Petty Cash - Posted/Reconciled | 29/03/2022 |  |   |
|  |  |  |  |
| Period 12 March Final Bank Claim - to LMS via email | 17/04/2022 |  |   |
| also include the following :- |  |  |  |
| Closure of Accounts Form | 17/04/2022 |  |   |
| VAT Control Account Reconciliation | 17/04/2022 |  |   |
| Creditors/Debtors lists - to LMS – by noon | 19/04/2022(noon) |  |   |
| CFR |  |  |  |
|  |  |  |  |
| Interim CFR Report, entered onto Collect | 04/05/2022 |  |   |
|  |  |  |  |
| E-mail, copy of Provisional Analysis of Revenue Balance | 04/05/2022 |  |   |
| Form with back up evidence |  |  |  |
|  |  |  |  |
| Summary of Trial Balance showing Retained Earnings | 04/05/2022 |  |   |
| (RE) balances in the new financial year |  |  |  |
|  |  |  |  |
| Final CFR Report, Final Analysis of Balances Form with | 11/05/2022 |  |   |
| accompanying documents  |  |  |  |
|  |  |  |  |
| Copy of CFR approved/signed by Governing Body | 01/07/2022 |  |   |