

**TIMETABLE FOR THE PREPARATION AND AUDIT OF THE FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED 31 JULY 2011**

- 1.7.11 Budgets for 2011/12 available to allow orders for 2011/12 expenditure to be placed. Those orders already on Agresso for 2011/12 can be transferred into the correct year to ensure that the management reports for 2011/12 show all outstanding commitments.
- 7.7.11 Visiting Lecturers and consultancy claims to Payroll for inclusion in the July payroll.
- 15.7.11 Any Expense Claims to date for 2010/11 should be passed to Finance by 4pm.
- 28.7.11 Last date for input of sales ledger invoices into 2010/11, need to complete the workflow cycle by 4pm 29.7.11.  
  
Details of any sales invoices over £10,000 raised on or after 1.8.11 for goods and services delivered to customers before 31.7.11, should be passed to the relevant Accounting Technician for inclusion in 2010/11 by the 12.8.11
- 29.7.11 Schools and Services to clear any outstanding workflow tasks by 4pm . Only items that have completed the workflow cycle will be posted to 2010/11, all other items will be processed in 2011/12.
- 1.08.11 Schools and Services to run their Outstanding Order Report for goods and services, identifying any items delivered prior to 31.7.11. Any orders over £10,000 that need to be charged to 2010/11, should be passed to the relevant Accounting Technician.
- 8.8.11 Schools & Services inform the relevant Accounting Technician of any non regular staff payments over £10,000 not passed to Payroll by 5.8.11 relating to 2010/11.
- 12.8.11 Last day for FSD to be informed of any Accruals or Prepayments for items above the £10,000 threshold as at 31.7.11, for inclusion in the 2010/11 Accounts.**
- 1.9.11 Final Trial Balance run, **July period end closed.**
- 1.9.11 July management reports run and departmental reports sent to Schools and Services.