

Final Accounts Month End Checklist

As a consequence of the Easter break, the timelines and deadlines for submitting year end information are very tight.

Full details are in the final accounts pack.

To aid with ensuring the process runs smoothly the below checklist has been created.

Please follow the points in order

	Date	Action	Completed
1	Wed 25 th March	Run a bank statement for 1 st to 25 th March	
2	Wed 25 th March	Reconcile bank statement on FMS ensuring that all transactions required to balance the bank statement are added to FMS prior to running any other reports.	
3	Wed 25 th March	Check the bank statement closing balance matches the closing balance on the bank reconciliation on FMS	
		NO FURTHER TRANSACTIONS TO BE ENTERED ONTO FMS UNTIL 1 ST APRIL OR AFTER	
4	Wed 25 th March	Run the VAT Full report (MTD) (Reports > General Ledger > VAT Reports > Click the green plus > Select VAT Full Report (MTD) > Save PDF report)	
5	Wed 25 th March	Run the VAT Long Summary LRM4 txt report (Reports > General Ledger > VAT Reports > <u>Click the green plus</u> > Select VAT Long Summary Report > Click LRM4 Format Export > Save txt report)	
6	Wed 25 th March	Print VAT Long Summary or VAT Full report	
7	Wed 25 th March	Run and print Summary Trial Balance (Reports > General Ledger > Trial Balance > Summary Trial Balance by Ledger Code > Select March > OK and print)	
8	Wed 25 th March	Run and print Bank History (Reports > General Ledger > Bank > Bank History > Select Bank Account and dates 01/03/2026 to 25/03/2026 > OK and print)	
9	Wed 25 th March	Run unreconciled listing (Reports > General Ledger > Bank > Unreconciled Transaction	

		Listing > Enter end date as 25/03/2026 > OK and print)	
10	Wed 25 th March	If Applicable Run Petty Cash Report (Reports > General Ledger > Petty Cash > Transaction Listing > Select summary and enter dates 01/03/2026 to 25/03/2026 > OK and print)	
11	Wed 25 th March	Complete REC1. If REC1 doesn't balance contact School Finance.	
12	Wed 25 th March	Submit REC1, bank statement, unreconciled listing, VAT txt file and VAT Full Report PDF (MTD) by 2pm	
		Reminder: NO FURTHER TRANSACTIONS TO BE ENTERED ONTO FMS UNTIL 1 ST APRIL OR AFTER	
13	Wed 1 st April (or first working day after)	Run VAT Submittal (MTD) (Reports > General Ledger > VAT Reports > Click the green plus > Select VAT Submittal Report (MTD) > Click Preview > Click Submit, OK, OK)	
14	Wed 1 st April (or first working day after)	Run the VAT Full report (MTD) (Reports > General Ledger > VAT Reports > Highlight March 2023 Line > Select VAT Full Report (MTD) > Save PDF report)	
15	Mon 13 th April	Deadline to send C & F Finance the VAT Full Report (MTD) that was produced on or after 1 st April by 4pm	
16	May	When completing your April REC1 ensure you run and reconcile your bank statement from 25 th March 2026.	