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.

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|  | Date | Action | Completed |
| 1 | Wed 27th March | Run a bank statement for 1st to 27th March |  |
| 2 | Wed 27th 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 27th 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 1ST APRIL OR AFTER |  |
| 4 | Wed 27th 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 27th March | Run the VAT Long Summary LRM4 txt report (Reports > General Ledger > VAT Reports > **Click the green plus** > Select VAT Long Summary Report > Click LRM4 Format Export > Save txt report) |  |
| 6 | Wed 27th March | Print VAT Long Summary or VAT Full report |  |
| 7 | Wed 27th 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 27th March | Run and print Bank History (Reports > General Ledger > Bank > Bank History > Select Bank Account and dates 01/03/2024 to 27/03/2024 > OK and print) |  |
| 9 | Wed 27th March | Run unreconciled listing (Reports > General Ledger > Bank > Unreconciled Transaction Listing > Enter end date as 27/03/2024 > OK and print) |  |
| 10 | Wed 27th March | **If Applicable** Run Petty Cash Report (Reports > General Ledger > Petty Cash > Transaction Listing > Select summary and enter dates 01/03/2024 to 27/03/2024 > OK and print) |  |
| 11 | Wed 27th March | Complete REC1. If REC1 doesn’t balance contact School Finance. |  |
| 12 | Wed 27th March | Submit REC1, bank statement, unreconciled listing, VAT txt file and VAT Full Report PDF (MTD) **by 10am** |  |
|  |  | **Reminder:** NO FURTHER TRANSACTIONS TO BE ENTERED ONTO FMS UNTIL 1ST APRIL OR AFTER |  |
| 13 | Mon 1st 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 | Mon 1st 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 15th April | Send C & F Finance the VAT Full Report (MTD) that was produced on or after 1st April **by 4pm** |  |
| 16 | May | When completing your April REC1 ensure you run and reconcile your bank statement from 27th March 2024. |  |