



Submittal of the March VAT Return and final REC1 for 2025/26

As a consequence of the Easter break, the timelines and deadlines for submitting year-end information to ensure the smooth closure of the 2025/26 financial year are very tight and different to what you may expect.

The key dates are contained in the 2025/26 Final Accounts Information which is being loaded onto the Portal w/c 16th February 2026.

One of the major difficulties for many schools is the submittal of the March VAT return and REC1 which must be submitted to C&F Finance by **2.00pm on Wednesday 25th March 2026**.

If you would like C&F Finance to submit the March VAT and complete the March REC1 on the school's behalf, please complete the proforma attached. Note that there will be a £50 charge for C&F Finance to complete the returns remotely.

C&F Finance will only be able to access your system to complete the VAT and REC1 if there is someone available in school to accept a Teamviewer log in request.

Only complete the remote access pro-forma if you require C&F Finance to submit the March VAT and complete the March REC1 on your behalf.

The proforma should be scanned and emailed to cyp.finance@nottscc.gov.uk by Friday 27th February 2026. If you have any queries then please do not hesitate to contact us, as detailed below.

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