

2024/25 Financial Year - Schools Year End Timetable

Date	Day	Old Year Period	New Year Period	Tasks to be completed
03-Mar	Mon	12	Not open	
04-Mar	Tues			All pool premium claims forms to be returned to School Support Finance (claims up to 28/02/2025)
05-Mar	Wed			Last date to raise a negotiated journal to enable automatic clearing in the old year after 21 days
06-Mar	Thurs			
07-Mar	Fri			
10-Mar	Mon	12	Not open	Begin clearing VIM box, clear GR/IR, receipt goods received
11-Mar	Tues			
12-Mar	Wed			
13-Mar	Thurs			
14-Mar	Fri			Deadline for returning Trade Union claim forms + Public Duty / Maternity claim forms (maternity excludes secondary schools)
17-Mar	Mon	12	Not open	
18-Mar	Tues			
19-Mar	Wed			A reminder that any parked 2024-25 documents remaining on 01/04/2025 will be deleted, please ensure you authorise these before then
20-Mar	Thurs			
21-Mar	Fri			Last date for any payments / transfers on capital codes (i.e. cost centres beginning with a 'CHD' or 'CHG')
				All amendments and additions to Master Data to be forwarded to Exchequer Section by 4pm
24-Mar	Mon	12	Not open	Last day for invoices to be received by Exchequer for scanning into VIM for old year processing by 10am
				Corporate property postings to schools completed - authorise any outstanding negotiated journals
25-Mar	Tues			
26-Mar	Wed			Customer invoices in SAP to go direct into 2024-25 by 12 noon
				Carry forward of devolved formula capital / general capital reserve balances
				Provision for doubtful debts completed
27-Mar	Thurs			All banking and cash receipts completed for 2024-25 by 5pm
				All workflow items to be coded, approved, goods receipted, with exceptions resolved (Orderpoint) by 5pm
28-Mar	Fri			5PM SAP DOWN FOR YEAR END UPDATES
31-Mar	Mon	12	Not open	SAP UNAVAILABLE
01-Apr	Tues		SAP unavailable initially but likely to reopen during the day	
				Outstanding 2024-25 workflow items deleted
02-Apr	Wed	12&13	1	
03-Apr	Thurs			Pool premium refunds completed
				VIM Invoices paid in 2025-26 with 2024-25 invoice date written back into old year
04-Apr	Fri			Last date to code / approve invoices in new year to be written back to old year (only relates to invoices with old year invoice dates)
				Last date to return any school debtor / creditor / income in advance adjustments
07-Apr	Mon	12&13	1	
08-Apr	Tues			
09-Apr	Wed			Last date for schools to authorise journals in 2024-25 (Usual month-end deadline has been extended for year-end) by 5pm
10-Apr	Thurs	14		
11-Apr	Fri			
14-Apr	Mon	14	1	
15-Apr	Tues			2024-25 School Accounts completed (12 Noon)
16-Apr	Wed	15	1	School carry forwards balances available as 2025-26 budget in SAP
17-Apr	Thurs			
18-Apr	Fri			