2025/2026 Financial Year – Schools Year End Timetable

Old Year Period	New Year Period	Date	Day	Tasks to be completed
12	Not open	02 March	Mon	
		03 March	Tues	
		04 March	Weds	All pool premium claims forms to be returned to School Support Finance **(claims up to 28/02/2026)**
		05 March	Thurs	Last date to raise a negotiated journal to enable automatic clearing in the old year after 21 days
		06 March	Fri	
12	Not open	09 March	Mon	
		10 March	Tues	Begin clearing VIM box, clear GR/IR, receipt goods received
		11 March	Weds	
		12 March	Thurs	
		13 March	Fri	Deadline for returning Trade Union claim forms + Public Duty / Maternity claim forms (maternity excludes secondary schools)
12	Not open	16 March	Mon	
		17 March	Tues	
		18 March	Weds	
		19 March	Thurs	A reminder that any parked 2025-26 documents remaining on **01/04/2026** will be deleted, please ensure you authorise these before then
		20 March	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**
12	Not open	23 March	Mon	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
		24 March	Tues	
		25 March	Weds	Customer invoices in SAP to go direct into 2025-26 **by midday** Carry forward of devolved formula capital / general capital reserve balances Provision for doubtful debts completed
		26 March	Thurs	All banking and cash receipts completed for 2025-26 **by 5pm** All workflow items to be coded, approved, goods receipted, with exceptions resolved (Orderpoint) **by 5pm**
		27 March	Fri	**5PM SAP DOWN FOR YEAR END UPDATES**
12	Not open	30 March	Mon	**SAP unavailable initially but likely to reopen during the day**
		31 March	Tues	**4PM SAP DOWN FOR YEAR END UPDATES**
12&13	1	01 April	Weds	**SAP unavailable initially but likely to reopen during the day** Outstanding 2025-26 workflow items deleted
		02 April	Thurs	
		03 April	Fri	**GOOD FRIDAY**
12&13	1	06 April	Mon	**BANK HOLIDAY MONDAY**
		07 April	Tues	Pool premium refunds completed 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) VIM Invoices paid in 2026-27 with 2025-26 invoice date written back into old year Last date to return any school debtor / creditor / income in advance adjustments
		08 April	Weds	
		09 April	Thurs	
		10 April	Fri	
12&13	1	13 April	Mon	
		14 April	Tues	
		15 April	Weds	Last date for schools to authorise journals in 2025-26 (Usual month-end deadline has been extended for year-end) **by 5pm**
12, 13 & 14		16 April	Thurs	
14		17 April	Fri	
14	1	20 April	Mon	
		21 April	Tues	2025-26 School Accounts completed **(Midday)**
		22 April	Weds	School carry forwards balances available as 2025-26 budget in SAP
		23 April	Thurs	
15		24 April	Fri	