

University of Kent

Monthly Accounts Processing Timetable 2022/23

Calendar Year		2022				2023					
Month	Working day	Aug/Sep 202201/02	October 202203	November 202204	December 202205	January 202206	February 202207	March 202208	April 202209	May 202210	June 202211
Month End Date		Fri 30 Sep	Mon 31 Oct	Wed 30 Nov	Sat 31 Dec	Tue 31 Jan	Tue 28 Feb	Fri 31 Mar	Sun 30 Apr	Wed 31 May	Fri 30 Jun
Payroll	- Final Run processed by	Mon 26 Sep	Tue 25 Oct	Thu 24 Nov	Fri 16 Dec	Wed 25 Jan	Wed 22 Feb	Mon 27 Mar	Tue 25 Apr	Wed 24 May	Mon 26 Jun
Cash Sheets	- including as a minimum all up to week ended... - With Finance	Mon 26 Sep Wed 5 Oct	Mon 24 Oct Thu 3 Nov	Mon 28 Nov Mon 5 Dec	Mon 26 Dec Thu 5 Jan	Mon 30 Jan Fri 3 Feb	Mon 27 Feb Fri 3 Mar	Mon 27 Mar Wed 5 Apr	Mon 1 May Thu 4 May	Mon 29 May Mon 5 Jun	Mon 26 Jun Wed 5 Jul
Budget Virements etc MUST be with Finance by:		Fri 30 Sep	Sat 29 Oct	Wed 30 Nov	Thu 22 Dec	Tue 31 Jan	Tue 28 Feb	Fri 31 Mar	Sat 29 Apr	Wed 31 May	Fri 30 Jun
All Budget Amendments posted into UBW by	WD 3 (noon)	Wed 5 Oct	Thu 3 Nov	Mon 5 Dec	Thu 5 Jan	Fri 3 Feb	Fri 3 Mar	Wed 5 Apr	Thu 4 May	Mon 5 Jun	Wed 5 Jul
In order to be included in the month's figures:-											
The following Items MUST be with Finance on...	WD 3 (noon)	Wed 5 Oct	Thu 3 Nov	Mon 5 Dec	Thu 5 Jan	Fri 3 Feb	Fri 3 Mar	Wed 5 Apr	Thu 4 May	Mon 5 Jun	Wed 5 Jul
- Supplier and Customer Invoices - All Recharges											
The following Items MUST be with Finance on...	WD 3 (pm)	Wed 5 Oct	Thu 3 Nov	Mon 5 Dec	Thu 5 Jan	Fri 3 Feb	Fri 3 Mar	Wed 5 Apr	Thu 4 May	Mon 5 Jun	Wed 5 Jul
-Online Journals authorised -All bifs for Accruals & Adjustments											
All initial input complete	WD 4 (noon)	Thu 6 Oct	Fri 4 Nov	Tue 6 Dec	Fri 6 Jan	Mon 6 Feb	Mon 6 Mar	Thu 6 Apr	Fri 5 May	Tue 6 Jun	Thu 6 Jul
Financial Accounts Checks, Accruals and Adjustments	WD 5 (pm)	Fri 7 Oct	Mon 7 Nov	Wed 7 Dec	Mon 9 Jan	Tue 7 Feb	Tue 7 Mar	Tue 11 Apr	Mon 8 May	Wed 7 Jun	Fri 7 Jul
Budget statements available online	WD 5 (pm)	Fri 7 Oct	Mon 7 Nov	Wed 7 Dec	Mon 9 Jan	Tue 7 Feb	Tue 7 Mar	Tue 11 Apr	Mon 8 May	Wed 7 Jun	Fri 7 Jul
Divisional dashboards and ad-hoc reports distributed	WD 6	Mon 10 Oct	Tue 8 Nov	Thu 8 Dec	Tue 10 Jan	Wed 8 Feb	Wed 8 Mar	Wed 12 Apr	Tue 9 May	Thu 8 Jun	Mon 10 Jul
Any significant errors noted as part of the variance analysis of the commentaries should be notified to MA	WD 7	Tue 11 Oct	Wed 9 Nov	Fri 9 Dec	Wed 11 Jan	Thu 9 Feb	Thu 9 Mar	Thu 13 Apr	Wed 10 May	Fri 9 Jun	Tue 11 Jul
Departmental Commentaries to MA	WD 8 (pm)	Wed 12 Oct	Thu 10 Nov	Mon 12 Dec	Thu 12 Jan	Fri 10 Feb	Fri 10 Mar	Fri 14 Apr	Thu 11 May	Mon 12 Jun	Wed 12 Jul
Departmental forecast update to MA (Quarterly)	WD 8 (pm)		Thu 10 Nov			Fri 10 Feb			Thu 11 May		
Central Finance production deadlines:											
Main reports (I&E,BS,CFS & Capital Report) Completed by FA	WD 5	Fri 7 Oct	Mon 7 Nov	Wed 7 Dec	Mon 9 Jan	Tue 7 Feb	Tue 7 Mar	Tue 11 Apr	Mon 8 May	Wed 7 Jun	Fri 7 Jul
Analysis reports run	WD 6	Mon 10 Oct	Tue 8 Nov	Thu 8 Dec	Tue 10 Jan	Wed 8 Feb	Wed 8 Mar	Wed 12 Apr	Tue 9 May	Thu 8 Jun	Mon 10 Jul
Forecast updated ready for review	Wed before commentary		Wed 16th Nov								
Appendix analysis and commentary	Friday before pack due	Fri 14th Oct	Fri 18th Nov		Fri 13th Jan	Fri 17th Feb	Fri 17th Mar	Fri 14th Apr	Fri 12th May	Fri 16th Jun	
Monthly accounts pack circulated to EG	As confirmed (noon)	Thu 20th Oct	Thurs 24th Nov		Thurs 19th Jan	Thurs 23rd Feb	Thurs 23rd Mar	Thurs 20th Apr	Thurs 18th May	Thurs 22nd Jun	

Important Notes:

- This timetable has been implemented to meet our stated service level making budget statements available on the 5th working day after the month end. It is **very tight indeed** and can **only** be achieved with the assistance of all concerned.
- It is better to have a steady stream of input than a peak at the end of the month. In particular, please note:
 - Departments which save large numbers of invoices and journals to the end of the month may find that it is not possible to process them in the time available.
 - Each week's cash sheets should be sent to Finance by the following Thursday.
- There are no dates given for July as they will be the subject of specific Year End procedures to be published later in the year.
- If you have any queries about this timetable please email finrep@kent.ac.uk