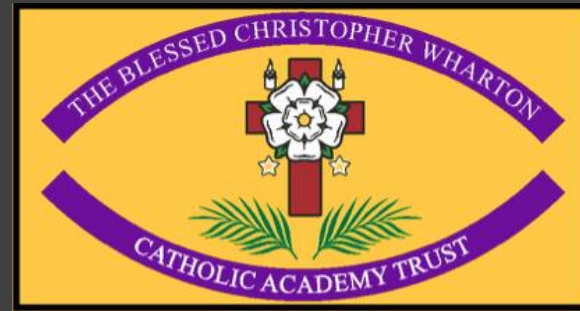


THE BLESSED CHRISTOPHER WHARTON
CATHOLIC ACADEMY TRUST

Registered Office:
St. Joseph's Catholic Primary School
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<u>BCWCAT - Finance Timetable - Example year</u>			
<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
1 st Sept	Start of New Financial Year		
30 th Sept	Business Managers to complete Accounts for the month of July and August	Business Managers	Director of Finance = FD
15 th Oct	Financial Draft Accounts required for Review by FD with supporting schedules of income, copy invoices for accruals, prepayments, deferred and accrued income, salary breakdown, school statistics for Trustees Reports etc.	Business Managers	FD
21 st Oct	Business Managers to complete Accounts for the month of September	Business Managers	FD
30 th Oct	1st Draft Audit Accounts to Auditors to review	FD	Auditors
31 st Oct	DFE Land & Buildings Declaration	FD	EFSA



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<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
6 th June – 17 th Nov	Auditors Visits to schools during two weeks	Auditors	Schools
21 st Nov	Business Managers to complete Accounts for the month of October 17	Business Managers	FD
30 th Nov	Trust Board to reviews and agree final accounts 2016/17 and reports	FD	Trust Board
08 th Dec	Trust Board & Auditors Final review and sign off audited accounts 2016/17	Trust Board	Auditors
21 st Dec	Business Managers to complete Accounts for the month of November	Business Managers	FD
31 st Dec	Signed Audited Accounts to Companies House and DFE	FD	Companies House & DFE
31 st Dec	Academies Accounts online submission	FD	ESFA
21 st Jan	Business Managers to complete Accounts for the month of December	Business Managers	FD



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<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
19 th Jan	Full Academy Financial Return and Census with detailed breakdown of Financial Statements including school statistics for Staff numbers, gender, permanent / Temp, days sick leave etc. Benchmarking comparison of schools and key Counterparty Transactions.	FD & Business Managers	ESFA
21 st Feb	Business Managers to complete Accounts for the month of January	Business Managers	FD
21 st March	Business Managers to complete Accounts for the month of February	Business Managers	FD
31 st March	Gender Pay Reporting	FD	Gov.uk
21 st April	Business Managers to complete Accounts for the month of March	Business Managers	FD
19 th May	DFE Return actual results 1 st Sept – 31 st March + Projection 1 st April-31 st Aug	Business Managers	FD



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<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
20 th May	Business Managers and FD to prepare TPS Return (Teachers Pension Return) ready for auditors.	Business Manager + FD	FD
21 st May	Business Managers to complete Accounts for the month of April 18	Business Managers	FD
26 th May	National Statistics - Annual Survey of Hours & Earnings - Sample SJK / WIN	Business Manager + FD	FD
31 st May	Deadline for audit of TPS (Teachers pension Scheme Return).	FD	Auditors
31 st May	Corporation Tax Return due for Trust	FD	Auditors
16 th June	Annual Return to Companies House	FD	Companies House
21 st June	Business Managers to complete Accounts for the month of May	Business Managers	FD
30 th June	Deadline for Draft Budget to FD to review	Business Managers	FD



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<u>Date</u>	<u>Comments</u>	<u>From</u>	<u>To</u>
15 th July	Deadline for Trust Board to review and agree school budgets	Business Managers	FD
21 st July	Business Managers to complete Accounts for the month of June	Business Managers	FD
31 st July	Final agreed Academy Budget to be submitted to DFE	FD	DFE
31 st Aug	Trust 'declarations of Interest' forms due	Trust Board	FD
31 st Aug	Financial Year End		

