**Financial Year 2021/22**

**Financial Year End Timetable - Dates for Budget Holders (Cost Centres and Projects)**

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| **By close of business (unless otherwise stated):** | **Please refer to Financial Year End - Guidance for further information** |
| **Friday 22 July 2022** | **IExpenses claims**: All claims relating to 2021/22 to be submitted **and** approved by line managers by 22 July for inclusion in 2021/22.\*  \*Payments to employees will be made in accordance with published payment procedures & timetable |
| **Friday 22 July 2022** | **Expenditure transfer forms**  Last day for electronic expenditure transfer forms to be submitted |
| **Monday 25 July 2022** | **Receipt of Income**  All income collected up to 24 July to be counted and passed for Security collection and banking on the 25 July. Income collected after 24 July will be banked in August and accrued income adjustment should be processed. |
| **Wednesday 3 August 2022** | **Petty Cash**  All petty cash expenditure incurred up to and including 31 July to be claimed.\*  \*Payments will be made in accordance with published payment procedures & timetable  All petty cash floats should be counted and reconciled as at close of business on 31 July using the Petty Cash Reconciliations Form 6.  The Petty Cash Reconciliations should be returned to Sharon McNicholl on 3 August. |
| **Sunday 31 July 2022** | **Stock**  Count and value stock held on 31 July and complete the Stock Sheet Control Form 5.  The Stock Control Forms should be returned to Agnes Russell **by/on 3 August.** |
| **Friday 22 July 2022** | **PECOS Orders**: For goods & services received relating to FY 2021/22 the electronic receipt should be made in PECOS. |
| **Tuesday 19 July 2022** | **Income**  All sales invoices/credit notes to be raised for goods & services supplied by the University up to 31 July to be passed to Finance for inclusion in 2021/22. |
| **Thursday 11 August 2022** | **Expenditure Cut off – Non payroll**  **There are no budgets carried forward to 2022/23. All orders receipted or IExpenses approved after 22 July will be charged to the next financial year unless a manual adjustment is passed to Finance by 11 August. To ensure expenditure is allocated to the correct financial year please adhere to the following:**  Materiality: > £1,000 – Manual entries will NOT be raised for values below £1,000.  Non –PECOS Orders: All Good Received Notes and invoices for goods & services received up to 31 July to be passed to Agnes Russell for inclusion in 2021/22, clearly marked ‘Financial Year 2021/22’ and summarised on Creditors Form 1.  Pecos Orders: Notification of all orders receipted after 22 July for goods and services received before 31 July to be passed to Agnes Russell for inclusion in 2021/22. A Goods Received Note/ Delivery Note will be required for a manual accrual to be processed with the details being summarised on Creditors Form 1.  IExpenses: Expenses incurred prior to 31 July and not entered and/ or approved by 22 July to be passed to Agnes Russell for inclusion in 2021/22. Receipts will be required for a manual accrual to be processed with the details being summarised on Creditors Form 1 (do not include credit card related claims).  Prepayments: Form 2 identifying expenditure incurred in 2021/22 to be allocated to 2022/23 to be returned to Agnes Russell. |
| **Thursday 11 August 2022** | **Income Cut off**  **To ensure all income due to the University is included in the correct financial year please adhere to the following:**  Materiality: > £1,000 – Manual entries will NOT be raised for values below £1,000.  Accrued Income: All income earned in 2021/22 for which an invoice request has **not** been sent to Accounts Receivable by 19 July to be included on Form 3 and sent to Agnes Russell.  Deferred Income (Income received in advance): All invoices raised at 31 July for services to be carried out in 2022/23 to be included on Form 4 and sent to Agnes Russell. |
| **Monday 8 August 2022** | **Fixed Asset Disposals**  Confirmation of all fixed assets disposals in 2021/22 to be sent to Agnes Russell. |
| **Monday 8 August 2022** | All overtime, part time day lecturing schedules and one-off payments relating to July to be passed to Payroll. |
| **Friday 19 August 2022** | All Budget holders will have access to check their Project / Cost Centre Account summary for 2021/22. |
| **Friday 26 August 2022** | All Project/ Cost Centre Account Budget holders to confirm agreement of year end project account balances to Finance Business Partner/ Management Accounts. |