**LB Barnet Finance Year Planner -Maintained Schools**

|  |  |  |  |
| --- | --- | --- | --- |
| **September 2016 period 6**  **Schools**   * Bank reconciliation and Postings Summary 3 Oct * Integra reports published on website 10 Oct. * Year-end forecast (September) 14 October   Term begins Monday 5 September | **October 2016 period 7**  **Schools**   * Bank reconciliation and Postings Summary 21 October * Integra reports published on website 3 November   ½ term Monday 24 – Friday 28 October | **November 2016 period 8**  **Schools**   * Bank reconciliation and Postings Summary 1t December * Integra reports published on website 8 December | **December 2016 period 9**  **Schools**   * Bank reconciliation and Postings Summary 3 January * Integra reports published on website 10 Jan * Long Term/Mat/Medium Term Sickness Autumn Term claim deadline 9 December * Year-end forecast ( December) 20 January   Term ends Wednesday 21 December |
| **January 2017 period 10**  **Schools**   * Bank reconciliation and Postings Summary 1 February * Integra reports published on website 8 February * SFVS submission due 31 Jan at the latest   Term begins Tuesday 3th January | **February 2017 period 11**  **Schools**   * Bank reconciliation and Postings Summary 1 March * Integra reports published on website 8 March (period 11) * Governing Body must inform CFO in writing of any changes to the arrangements for the payment of instalments of the budget share and banking for the forthcoming financial year by 28t Feb. * Option B, C & D schools submit payroll dates for 2016/17 by 24 February   ½ term Monday 13– Friday 17 February | **March 2017 period 12**  **Schools**   * School Budgets approved by full Governing Body by 31 March * Children’s Centres Budget approved and submitted to LA by 31 March * Long Term/Mat/Medium Term Sickness Spring Term claim deadline 10 March * *Integra reports for period 12 will be published during the closing period. A separate closing timetable will be issued to schools.*   Term ends Friday 31st March | **April 2017 New Financial Year period 1**  **Schools**   * Bank reconciliation and Postings Summary 2nd May   Term begins Tuesday 18 April |
| **May 2017 period 2**  **Schools**   * Schools Report Budget Plan by 1st May. * Bank Reconciliation and Postings Summary 1st June * Integra reports published on website 8th June   ½ term Monday 29 May – Friday 2 June  May day bank holiday 1 May | **June 2017 period 3**  **Schools**   * Bank reconciliation and Postings Summary 3rd July * Integra reports published on website 10th July * Year –end forecast for Children Centres (June) 14 July | **July 2017 period 4**  **Schools**   * *Recommended* Bank reconciliation and Postings Summary for periods 4 and 5 by end of term. * Integra reports published on website 8th September * Long Term/Mat/Medium Term Sickness Summer Term claim deadline 7th July   Term ends Friday 21 July | **August 2017 period 5** |