



Year End Timetable 2010/11

Tanya Hitchen, Frances Anson

July 2011



Introduction

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- Timetable
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Finance Staff

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Overview

- Filing deadline 1 December
- Timetable similar to last year
- Maximise processing time in colleges/services
- Closedown Sunday 31 July at 5pm
- Re-open Monday 1 August at 10am

Cut Off

- Need to pay attention to invoices raised/received near year end
- Date goods/service received NOT invoice date
- Accrue for 2010/11 transactions where invoices not received on CD forms
- Deadline for CD forms is 12 noon on 12 August
- Separate codes on CD forms for related party transactions
 - TCS / TDV
 - Exeter Enterprises / Peninsula Innovations / UEC Enterprises
 - Exeter Northcott Theatre
 - INTO (Partnership) / Exeter ISC
 - Students Guild
 - Foundation



Sales Invoices

- 2010/11 invoices – raise as soon as possible, dated when raised or 31 July 2011. (Period 12 closes 11 August 2011.)
- Credit notes against 2010/11 invoices to AR by 9 August 2011.
- Payments received re 2010/11 invoices send immediately to AR. Deadline 12 noon 29 July for inclusion in 2010/11.
- 2011/12 supplies to be invoiced as normal dated August 2011.
- Invoices not raised by 11 August need to be included on CD2/2011/A by 12 noon on 12 August.

Income Received

- Cash for transit to the bank by professional carrier for income up to and including 31 July 2011 to be with Cashier's by 1 August.
- Cash/cheques/cards received up to and including 31 July 2011 to be with Cashier's by 1 August.
- 2010/11 receipts MUST be kept separate from 2011/12 receipts.
- Cash received by Finance Services after 1 August will be processed in 2011/12, irrespective of the date on the paperwork.
- Additional cash collections can be arranged with Estate Patrol.

Purchase Invoices

- Invoices for goods/services received in 2010/11 to be processed in period 12 (period closes 8 August) regardless of the date of invoice.
- Check APTOS default period dates during August to ensure that invoices are posted to the appropriate period.
- Goods/services received in 2010/11 for which the invoice has not been processed by 8 August, to be included on CD1/2011/A by 12 noon on 12 August.
- Where Accounts Payables process invoices for the college/service, deadline is 12 noon on 12 August. Liaise with AP to ensure all transactions posted or accrued.

Foreign Payments

- 2010/11 foreign currency requests to Accounts Payable by 22 July.
- 2010/11 requests received after 22 July will be processed in 2011/12, and will need to be accrued on CD1/2011/A and returned to Finance Business Partners by 12 noon on 12 August.

Purchasing Cards

- Purchasing card payments made in July 2011 will be processed in 2011/12.
- Particularly important for research projects that complete on or before 31 July 2011.
- Where necessary, amounts can be accrued on the CD1 forms and submitted by 12 noon on 12 August.



Staff Expenses

- Expense claims **RECEIVED** in Accounts Payable by 22 July will be processed in 2010/11.
- 2010/11 claims received after 22 July will need to be accrued on CD1/2011/C by 12 noon on 12 August.
- Non-staff expense claims follow same rules.

Student Expenses

- Student expense claims **RECEIVED** in Accounts Payable by 15 July will be processed in 2010/11.
- 2010/11 claims received after 15 July need to be included on CD1/2011/A (where material) by 12 noon on 12 August.

Petty Cash

- For expenditure up to and including 31 July 2011, send petty cash book and claim for reimbursement to Cashier's office by 1 August.
- Do not send in a claim for reimbursement which spans both years.
- It is acceptable to close off petty cash earlier than 31 July 2011 and include all subsequent expenditure in 2011/12 unless material to the budget unit.

Payroll

- The August 2011 payroll claims will be processed into 2011/12.
- However, claims relating to work done in 2010/11 that are **RECEIVED** by Payroll by 9 August will be automatically accrued for in 2010/11.

Equipment

- Capital Equipment schedules (> £25,000) to be issued July 2011 and returned by 5 August 2011.
- Inventory schedules (£500 - £25,000) confirmation that these are held by colleges/services and electronic copies to be returned to Frances Anson by 5 August 2011.
- Inventory schedules may be requested for inspection during the external audit.



Internal Trading

- Deadline for sales invoices raised to be included in 2010/11 is 27 July 2011.
- Invoices received dated up to 27 July must be processed for payment no later than 10 August.
- Outstanding balances after this date will be direct debited.
- Disputed invoices to be resolved by 31 July.
- Supplying department and Julie Martin to be formally notified of any outstanding disputed invoices.
- CD3 forms can be used to accrue for 2010/11 transactions if the value is material to the receiving AND the supplying departments.



Concept Recharges

- General ledger direct recharges from Estates Development Service (Concept) for July 2011 will be processed in 2010/11.
- Concept internal sales invoices for July 2011 will be processed in 2011/12.
- Accruals may be submitted by mutual agreement on CD3, by 12 noon on 12 August.

Net to Zero Codes



- Please ensure that any journals affecting “Net to Zero” Subj1 codes

e.g. B30 IDM

H20 Internal Allocation of Funding

H30 Internal Transfer of Funding

that the same Subj1 code is used on both sides of the journal.

These must all clear across the University.

Journals

- 12 August: Deadline for colleges/services to post their own journal adjustments.
- 24 August: Last day for notification of adjustments to your Finance Business partner.
- 31 August: APTOS closed to all except Corporate Accounting.



Key Dates

- 15 July: Student Expense Claims
- 22 July: Foreign Payments, Staff Expenses, Non-Staff Expenses
- 27 July: Internal Sales Invoices
- 31 July: Year End - APTOS closed at 5pm
- 1 August: APTOS re-opened, last day for cash income
- 5 August: Capital & Inventory Schedules
- 8 August: External Purchase Invoices / EDS recharges
- 10 August: Internal Purchase Invoices
- 11 August: External Sales Invoices
- 12 August: CD Forms, Stock/WIP schedules, Journals
- 24 August: Last notification to Accounting Teams
- 31 August: APTOS closed to All except Corporate Accounting



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