**2022-23 Yearly Timetable for Returns to LA**

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|  | **Monthly VAT Claims 1** | **Quarterly Return 2** |
| **April** | - |   |
| **May** |   |   |
| **June** | 13th June for April / May VAT |   |
| **July** | 12th July for June VAT | Q1 15th July |
| **August** | 12th August for July VAT |   |
| **September** | Or 12th September for July / August VAT |   |
| **October** | 12th October for September VAT | Q2 14th October |
| **November** | 14th November for October VAT |   |
| **December** | 12th December for November VAT |   |
| **January** | 12th January for December VAT | Q3 20th January |
| **February** | 13th February for January VAT |   |
| **March** | TBC | Q4 TBC |

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| 1 **Monthly VAT Claims**: Please provide system reports showing both VAT on income & expenditure in an **excel format** (2 reports each month). If supplied by **12th of month**, amount will be paid within that month. If after 12th, amount will be added to following month’s pay run |
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| 2 Guidance will be issued with each quarterly template - supporting documents are an essential part of the return. |  |

Notes:

* When returning the monthly VAT claims, please make sure the relevant school name is at the beginning of the subject line followed by “VAT return *month* 22” and send to schools.accountancy@barnet.gov.uk
* VA Schools – please make sure to include details of any amounts >£6k including the CFR code & a brief description of what was purchased. These details can be included on the relevant line of the actual excel VAT expenditure report
* the LA does **not** require monthly posting summaries