**2023-24 Yearly Timetable for Returns to LA**

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|  | **Monthly VAT Claims 1** | **Quarterly Return 2** |
| **April** |  |  |
| **May** |  |  |
| **June** | 12th June for April / May VAT |  |
| **July** | 12th July for June VAT | Q1 14th July |
| **August** | 14th August for July VAT |  |
| **September** | 13th September for August VAT |  |
| **October** | 12th October for September VAT | Q2 13th October |
| **November** | 13th November for October VAT |  |
| **December** | 12th December for November VAT |  |
| **January** | 16th January for December VAT | Q3 22nd January |
| **February** | 9th 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 (unless specified above), amount will be added to following month’s pay run.  For VA Schools: Please also supply details of any transactions on your report (in the column “amount payable excl. VAT”) **>£6k** - we need the CFR code & a brief description of what expenditure was incurred. | | | |
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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](mailto:schools.accountancy@barnet.gov.uk)
* the LA does **not** require monthly posting summaries