

## Maintained Schools Financial Submission and Deadlines to Barnet FY 2024-25

	Month	Document for Submission	Deadline	Responsible
Summer Term	April	March VAT Return	12-Apr-24	SBM
	May	Ratified Budget Submission 2024/25 (include Licence Deficit Application where appropriate)	31-May-24	Governing Body & Head Teacher
		April VAT Return	13-May-24	SBM
	June	May VAT Return	12-Jun-24	SBM
	July	Quarter 1 monitoring & Bank Reconciliation	15-Jul-24	Head Teacher & SBM
		June VAT Return	12-Jul-24	SBM
	August	July VAT Return	12-Aug-24	SBM
	Autum Term	September	August VAT Return	12-Sep-24
October		Quarter 2 monitoring & Bank Reconciliation	15-Oct-24	Head Teacher & SBM
		September VAT Return	11-Oct-24	SBM
November		October VAT Return	12-Nov-24	SBM
December		November VAT Return	12-Dec-24	SBM
Spring Term	January	Quarter 3 monitoring & Bank Reconciliation	15-Jan-25	Head Teacher & SBM
		December VAT Return	13-Jan-25	SBM
	February	January VAT Return	12-Feb-25	SBM
	March	Schools financial value standard (SFVS)	31-Mar-25	Governing Body
		February VAT Return	12-Mar-25	SBM
	April	March VAT Return	11-Apr-25	SBM
		Quarter 4 Yearend Return and Bank Reconciliation	30-Apr-25	Head Teacher & SBM
		Capital Closedown Return		
		Annual Lease Return		
		School Officers Remuneration		
	May	Ratified Budget Submission 2024/25 (include Licence Deficit Application where appropriate)	30-May-25	Governing Body & Head Teacher
		April VAT Return	13-May-25	SBM