

Maintained Schools Financial Submission and Deadlines to Barnet FY 2025-26

	Month	Document for Submission	Deadline	Responsible
Summer Term	April	March VAT Return	11-Apr-25	SBM
	May	Ratified Budget Submission 2024/25 (include Licence Deficit Application where appropriate)	30-May-25	Governing Body & Head Teacher
		April VAT Return	16-May-25	SBM
	June	May VAT Return	13-Jun-25	SBM
	July	Quarter 1 monitoring & Bank Reconciliation	18-Jul-25	Head Teacher & SBM
		June VAT Return	11-Jul-25	SBM
	August	July VAT Return	15-Aug-25	SBM
Autum Term	September	August VAT Return	12-Sep-25	SBM
	October	Quarter 2 monitoring & Bank Reconciliation	17-Oct-25	Head Teacher & SBM
		September VAT Return	10-Oct-25	SBM
	November	October VAT Return	14-Nov-25	SBM
	December	November VAT Return	12-Dec-25	SBM
Spring Term	January	Quarter 3 monitoring & Bank Reconciliation	16-Jan-26	Head Teacher & SBM
		December VAT Return	16-Jan-26	SBM
	February	January VAT Return	13-Feb-26	SBM
	March	Schools financial value standard (SFVS)	31-Mar-26	Governing Body
		February VAT Return	13-Mar-26	SBM
	April	March VAT Return	10-Apr-26	SBM
		Quarter 4 Yearend Return and Bank Reconciliation	30-Apr-26	Head Teacher & SBM
		Capital Closedown Return		
		Annual Lease Return		
		School Officers Remuneration		
	May	Ratified Budget Submission 2024/25 (include Licence Deficit Application where appropriate)	29-May-26	Governing Body & Head Teacher
		April VAT Return	15-May-26	SBM