# KEY DATES FOR 2023/24 FINANCE YEAR END

The table below shows key timetable deadlines for 2023/24. There may be minor changes to dates but no major changes are expected. Any changes will be communicated.

| **Deadline 2023/24**  **Year End** | **Description of Deadline** |
| --- | --- |
| **June–mid July** | June soft close on key areas to ensure on track:   * **Departments** to review progress on key departmental accounts to ensure problem areas are being addressed by departments before the year end (e.g. donations, endowment spend, suspense accounts, external trading accounts). * **Departments** to cleanse system of purchase orders currently set to 'Open' and which are no longer required. * **Departments** review spend and claims on departmental and research projects * **Finance Division** to complete 10 month close in areas where practical (e.g. equipment additions, FA projects etc). |
| 8 July | Weekly year-end update emails to departments start |
| 31 July | **Year End**  Deadline for year-end departmental operational checks for completeness of transactions (e.g. all sales invoices issued) and check/resolution of errors with sub-modules (e.g. invoices on hold, balances to clear on research pre-award and suspense accounts). |
| 1–5 August | * Close all modules for July 2024 except General Ledger & Fixed Assets |
| **5 August (WD3)** | **Projects module closed to departments (3 pm)** |
| **9 August (WD7)** | **Deadline for departmental projects returns to the Year End Team (e.g. accruals, prepayments)**  **Deadline for preparation of reconciliations of departmental General ledger accruals and prepayments** |
| **14 August (WD10)** | **General Ledger closed to departments** |
| **21 August** | Departmental adjustments finished e.g. trusts – General Ledger closed and departments can run reports |
| 30 August | Finance Division to produce departmental accounts and distribute |
| **30 September** | **Self Assurance Return (including year-end checklist) due** |
| October - November | Deloitte external audit –Some work has been completed at interim audit stage. |
| **2 December** | **Finalisation of management letter and accounts and signing** |
| **4 December** | **Signed accounts to The Office for Students** |