THE UNIVERSITY OF HUDDERSFIELD

**TIMETABLE FOR THE PREPARATION AND AUDIT OF THE FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 JULY 2025**

4.7.25 Visiting Lecturers and consultancy claims to Payroll for inclusion in the July payroll.

4.7.25 Last date for employee Expense Claims and purchase invoices to be submitted for 2024/25 to ensure they are processed and approved for July payment.

24.7.25 Last date for input of sales ledger invoices to ensure entry into 2024/25. Details of any sales invoices raised after this date for goods and services delivered to customers before 31.7.25, should be given to Financial Services for inclusion in 2024/25 by the 5.8.25

24.7.25 Schools and Services to clear any outstanding workflow tasks by 4pm. Only items that have completed the workflow cycle will be posted to 2024/25, all other items will be processed in 2024/25.

25.7.25 Last day for spend on purchasing card to ensure on July 2025 statement.

31.7.25 or Trial Balance run either late 31.7.25 or first thing 1.8.25 to be used for

1.8.25 reconciling Sales and Purchase Ledgers.

1.8.25 Schools and Services to run their Outstanding Order Report for goods and services, identifying any items delivered prior to 31.7.25. Any orders that need to be charged to 2024/25 should be passed to Financial Services.

**8.8.25 Last day for FSD to be informed of any Accruals or Prepayments, for inclusion in the 2024/25 Accounts.**

8.8.25 Last date for Corporate card transactions to be processed and approved for 2024/25.

8.8.25 Last date for Purchase card transactions to be processed and approved for 2024/25.

8.8.25 **Cut-off date for input of reversing journals.** No further entries will be made other than agreed journals for significant alterations to the year end accounts.

8.8.25 Human Resources to provide details of 2024/25 untaken leave entitlement.

15.8.25 Income and expenditure of all non government funded Research and Enterprise projects to match milestones.

15.8.25 FSD & R&E not to enter any items after this date.

 FSD to have completed:

 i) Bank and Suspense reconciliations.

 ii) Debtors Analysis and Bad Debt Provisions.

 iii) Review of post year-end credit notes by Sales Ledger.

 iii) Creditors Analysis and review of supplier balances by Purchase Ledger.

 iv) Accruals, Prepayments and Retention Schedules.

 v) Fixed Assets and Depreciation Schedules.

 vi) Deferred Capital Grant Reconciliations

1.9.25 Final Trial Balance run, **UNIT4 2024/25 to be CLOSED for all posting of entries.** July management reports run and commence work on School & Services carry forward based on draft accounts.