

## Financial Guideline 2017/2018 - 01

### Important Dates for the School Year 2017/2018

#### Introduction

Arising from a considerable number of queries the FSSU has been asked to prepare a schedule of important dates in relation to Revenue returns and the preparation and submission of annual financial accounts. The dates listed below for Revenue returns are latest date a return should be filed and paid on ROS i.e. returns can be filed before the 23<sup>rd</sup> of the month. Also filing frequency varies from school to school i.e. some schools are set up for monthly RCT and P30 returns while others file quarterly returns (every 3 months). The table below includes both monthly and quarterly returns- please select the option which is applicable in your school.

Date	Activity
<b>September 2017</b>	
10 <sup>th</sup> September	Production of monthly Financial Reports up to end of August 2017
23 <sup>rd</sup> September	RCT- Review, print and payment for August 2017(Monthly)
23 <sup>rd</sup> September	VAT 3 return and payment for July/August 2017
23 <sup>rd</sup> September	VAT RTD return for the period September 2016 to August 2017
23 <sup>rd</sup> September	P30 return and payment for August 2017(Monthly)
30 <sup>th</sup> September	Prepare and send records for 2016/2017 to External Accountant/Auditor
<b>October 2017</b>	
10 <sup>th</sup> October	Production of monthly Financial Reports up to end of September 2017
23 <sup>rd</sup> October	RCT- Review, print and payment for September 2017(Monthly)
23 <sup>rd</sup> October	RCT- Review, print and payment for July 2017 to September 2017 (Quarterly)
23 <sup>rd</sup> October	P30 return and payment for September 2017 (Monthly)
23 <sup>rd</sup> October	P30 return and payment for July 2017 to September 2017 (Quarterly)
<b>November 2017</b>	
10 <sup>th</sup> November	Production of monthly Financial Reports up to end of October 2017
23 <sup>rd</sup> November	RCT- Review, print and payment for October 2017(Monthly)
23 <sup>rd</sup> November	VAT 3 return and payment for September/October 2017
23 <sup>rd</sup> November	P30 return and payment for October 2017(Monthly)
30 <sup>th</sup> November	Draft accounts are returned to school by External School Accountant/Auditor
<b>December 2017</b>	
10 <sup>th</sup> December	Production of monthly Financial Reports up to end of November 2017
23 <sup>rd</sup> December	RCT- Review, print and payment for November 2017(Monthly)
23 <sup>rd</sup> December	P30 return and payment for November 2017(Monthly)
31 <sup>st</sup> December	Accounts formally ratified by Board, signed by Chairperson and one other Board member. Two copies forwarded to Trustees/Patrons for approval.
<b>January 2018</b>	
10 <sup>th</sup> January	Production of monthly Financial Reports up to end of December 2017
23 <sup>rd</sup> January	RCT- Review, print and payment for December 2017(Monthly)
23 <sup>rd</sup> January	RCT- Review, print and payment for October 2017 to December 2017(Quarterly)
23 <sup>rd</sup> January	P30 return and payment for December 2017 (Monthly)
23 <sup>rd</sup> January	P30 return and payment for October 2017 to December 2017(Quarterly)
23 <sup>rd</sup> January	VAT 3 return and payment for November/December 2017
31 <sup>st</sup> January	Accounts signed by Trustees/Patrons and one copy returned to school

<b>February 2018</b>	
10 <sup>th</sup> February	Production of monthly Financial Reports up to end of January 2018
23 <sup>rd</sup> February	RCT- Review, print and payment for January 2018(Monthly)
23 <sup>rd</sup> February	P30 return and payment for January 2018(Monthly)
23 <sup>rd</sup> February	P35 Annual Return for 2017
23 <sup>rd</sup> February	PRD payment for 2017 to DES
28 <sup>th</sup> February	Signed Final accounts submitted to FSSU and electronic submission completed by External Accountant/Auditor
<b>March 2018</b>	
10 <sup>th</sup> March	Production of monthly Financial Reports up to end of February 2018
23 <sup>rd</sup> March	RCT- Review, print and payment for February 2018(Monthly)
23 <sup>rd</sup> March	P30 return and payment for February 2018(Monthly)
23 <sup>rd</sup> March	VAT 3 return and payment for January/February 2018
<b>April 2018</b>	
10 <sup>th</sup> April	Production of monthly Financial Reports up to end of March 2018
23 <sup>rd</sup> April	RCT- Review, print and payment for March 2018(Monthly)
23 <sup>rd</sup> April	RCT- Review, print and payment for January 2018 to March 2018(Quarterly)
23 <sup>rd</sup> April	P30 return and payment for March 2018(Monthly)
23 <sup>rd</sup> April	P30 return and payment for January 2018 to March 2018(Quarterly)
<b>May 2018</b>	
10 <sup>th</sup> May	Production of monthly Financial Reports up to end of April 2018
23 <sup>rd</sup> May	RCT- Review, print and payment for April 2018(Monthly)
23 <sup>rd</sup> May	P30 return and payment for April 2018(Monthly)
23 <sup>rd</sup> May	VAT 3 return and payment for March/April 2018
<b>June 2018</b>	
10 <sup>th</sup> June	Production of monthly Financial Reports up to end of May 2018
23 <sup>rd</sup> June	RCT- Review, print and payment for May 2018(Monthly)
23 <sup>rd</sup> June	P30 return and payment for May 2018(Monthly)
<b>July 2018</b>	
10 <sup>th</sup> July	Production of monthly Financial Reports up to end of June 2018
23 <sup>rd</sup> July	RCT- Review, print and payment for June 2018(Monthly)
23 <sup>rd</sup> July	RCT- Review, print and payment for April 2018 to June 2018(Quarterly)
23 <sup>rd</sup> July	P30 return and payment for June 2018(Monthly)
23 <sup>rd</sup> July	P30 return and payment for April 2018 to June 2018(Quarterly)
23 <sup>rd</sup> July	VAT 3 return and payment for May/June 2018
<b>August 2018</b>	
10 <sup>th</sup> August	Production of monthly Financial Reports up to end of July 2018
23 <sup>rd</sup> August	RCT- Review, print and payment for July 2018(Monthly)
23 <sup>rd</sup> August	P30 return and payment for July 2018(Monthly)

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Louise McNamara,  
 Director, FSSU  
 17<sup>th</sup> August 2017