Enquiries to: Julie Meacock  
Mobile No: 07894257961  
Email: julie.meacock@si.liverpool.gov.uk   
Our Ref: JM/Year End Procedures 2022-23

Date: 14th February 2024

TO: HEADTEACHERS AND SCHOOL FINANCE OFFICERS/ BURSARS

Dear Colleague

END OF YEAR PROCEDURES 2023/24

I am writing to you regarding the arrangements for the end of the 2023/24 financial year.

It is essential that schools meet the following deadlines for submittal of the March Monthly Statement of Expenditure.

All schools must stop working in FMS on Wednesday 27th March. This will be the last day for processing any transactions e.g. Cheques, Income, Journals and Petty Cash.

Schools who operate their own payroll must ensure that both the Normal Journal and the Cash Book Journals have been entered. This will enable you to submit your MSE reports on Thursday 28th March.

|  |  |
| --- | --- |
| 1 to 27 March 2024  26April 2024 | Chequemate files should be sent to the Schools Finance Team on Thursday 28th March.  Manual MSE/SIMS documents must be scanned and emailed to [antonia.okoro@si.liverpool.gov.uk](mailto:antonia.okoro@si.liverpool.gov.uk) on Thursday 28th March  Final Trial Balance and I&E Reports for 2023/24 should be emailed to your School Budget Officer on/before Friday 26th April. These reports should include the posting of all Hierarchical Statements up to and including March. |

Please ensure that you submit the Monthly Statement of Expenditure documents to Schools Finance on the dates specified above. I would advise schools who have not already done so to register for online banking as soon as possible. This will enable you to print your bank statements on the 27th March to check for any income/direct debits etc. which may need entering into FMS on that last day.

Any VAT reimbursements relating to 2023/24, which have not been entered in FMS before submitting the final March MSE, should be entered in the 2024/2025 (new) financial year on/after 1st April.

IMPORTANT: The April Cash Advance must be entered into the 2024/25 (new) financial year on/after 1st April. (You must not enter it in March when you receive the remittance advice.) This will ensure that it appears on your MSE in the correct financial year.

Further information and guidance can be found in the SIMS year end guidance notes which will be emailed to schools who purchase the Finance SLA.

Should you require any further information please contact your Budget Officer on their mobile or myself on 07894257961

Yours sincerely,

*Julie Meacock*

*Principal Finance Officer*

*(Schools Finance Team)*