

Year End Requirements Checklist

What	When	How	Where	Done
Bank Reconciliation	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
Unpresented Cheques/Income list – Please ensure LBB transactions are indicated	25 th March	Emai l	Schools.accountancy@barnet.gov.uk Or Fax to 020 8359 7324	
Posting Summary	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
Capital Detail Form	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
Internal Creditor/Debtor Form	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
External Creditor/Debtor Form	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
Internal RIA/PIA Form	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
External RIA/PIA Form	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
Details of all large Creditors/Debtors & RIA/PIA. Items over £8K for Nursery, Primary & Special Schools. Items over £15K for Secondary Schools.	25 th March	Emai l	Schools.accountancy@barnet.gov.uk	
Signed Bank Reconciliation	21 st April	Post	Schools Accountancy Section, NLBP, A15, First Floor, Building 4.	
Hard Copy of Unpresented Cheques/Income	21 st April	Post	Schools Accountancy Section, NLBP, A15, First Floor, Building 4.	
Signed Creditor/Debtor & RIA/PIA schedules	21 st April	Post	Schools Accountancy Section, NLBP, A15, First Floor, Building 4.	
Copy of Bank Statements to which the final Bank Reconciliation was reconciled to.	21 st April	Post	Schools Accountancy Section, NLBP, A15, First Floor, Building 4.	
Report any errors or omissions on the Provisional Outturn Report to Schools Accountancy	28 th April	Emai l/Pho ne	Schools.accountancy@barnet.gov.uk Or 020 8359 7223/8/5	
CFR Returns – Completed & signed	11 th June	Post	Schools Accountancy Section, NLBP, A15, First Floor, Building 4.	

