Year End 2025 Gantt Chart

		c	Done w/c 2 Jun		w/c9Jun	w/c 16 J	un v	w/c 23 Jun	w/c 30 Jun	w/c7J		/c 14 Jul	w/c 21 Jul	w/c 28 Jul	w/c4A	ug w/	c 11 Aug	w/c 18 Aug	w/c 25 Aug	w/	1 Sep	w/c 8 Sep	w/c	22 Sep
	Final date for new staff contracts to be with HR Final review department monthly payroll - ensure corre	act account codes	2 3 4 5	6 9	10 11 12 1	3 16 17 18	19 20 23 2	24 25 26 2	7 30 1 2 3	4 7 8 9		16 17 18 2	1 22 23 24 /	25 28 29 30 31 1	4 5 6		13 14 15	18 19 20 21 2	2 25 26 27 28	29 1 2	3458	9 10 11 12	22 23	24 25 26
Payrol	Last date for overtime claims input		N/A		+++-	┉╢╞╍╪╍╪╍╪													╶╋╌┽╼┼╼					
	Final monthly payroll posting CCWS deadline to approve timesheets		N/A										· · · · · · · · · · · · · · · · · · ·											
	Final weekly payroll posting for 2024/25	1	N/A																					
	Final date for UPS input for 2024/25 (pay run 15 Aug) Final Posting date for CCWS payroll		N/A																					
	Final UPS payroll posting Accrue for costs to be included in 2024/25 financial yea		N/A			╶╢╌┼╌┼╌┼		+++++					+						┥┝┽┿					
	Run and review Open Purchase Order report (Excel vers	rsion)					╶╁╼╢┠╌┿																	
Purch	asing Run and review Purchasing Requisition Status report Complete, cancel or finally close open or incomplete PC		━╋╼┾╼┾╼┾╼┾	╌┥┠╼┽	-+-+-+	- 	╶┼╼┤╞╌┽	·+-+-+-	·┨╾┼╼┾╼┾╼┾ ·┨╾┿╼┿╼┾╼┾	·	_+_+_+_	┿╼┝╼┝╼╋ ┿╼┝╼┝╼╋	┥╾┥╾┽╾┽ ┥╾┽╾┽╼┽	╺┠╼┾╼┾╼╇┻╋╸				╺╼┝╼┝╼┾╸┽╸	·┥ ·╄━╋━╋━╋━				┝╼╞╾┥╾┥	
	Final date to process all PO transactions (NB PO close 5 Submit invoice write off forms to Credit Control >25k																							
	Identify and bank all cash, cheques received up until the Module opened for 2025/26 financial year	1	N/A	╶┥┠╼┽		╶╢╾┽╴┽╴┽	╶╁╼┨┠╌┼	++++	╶╉╾┼╼┼╼┼╼┼	╶┠╶┽╌┽╌┽		<u>+-</u>	+-+-+-+				┝╼┾╼┝╼╽						┝╼┝╌┥╾┥	
	Process all cash, cheque and (if possible) PDQ receipts Last date for raising Internal Trading invoices and sendi	ling backing				┥┝╍┿╍┿	╶┼╼╽┠╌┼	++-+-	┫╼┿╼┿╼┿╼┿			╁╍┝╼┝╼╊	┤╌┤╌┤╌┤					╺┾╺┾╺┿╸┽	╈		╶┤╌┤╌┨╌┼	-+		
	Submit invoice write off forms to Credit Control <£10k Submit invoice write off forms to Credit Control £10,00	00 - £25,000	╺╺╋╼┾╼┾╼┾		<u>-+-+-</u> +	╢╾┼╌┼╌┼	-+-	++-+-	┨╌┼╌┼╌┼		-+	┼╍┝╍┝╼╊	┽╾┽╾┽╾┽					++++	<u>++-+-+-</u>			-+-+-+-		
Accounts	Bank charges and small balance adjustments posted Review BACS lists and ensure all income for departmen	nt has been receipted	N/A	╌┨╌┊	╶┼╌┼╌┾	╶╢╾┿╌┽╾┽	╶┼╼┨┠╌┿╴	╶┿┼╼┼╸	╶╂╾┼╼┼╼┼	╺┠╶┼╴┽	-∔-╂-┼-	┼┼┼╂	┼╌┼╌┼	╋╌┼╌┼╌┼╌		╶┼╌╂╾┼╌		╶┼┼┼┼	╶╁╾┽╾┽╾	┝╼╊╼┿╼┥	╶┼╌┼╌╂╌┼	-┼-┼-┼-	┝╼┝╾┽╾┥	
		herwise (NB AR closes 5pm)	━╋╼╋╼╋╼╋╼╋			╢╴┼╶┦╴┥	╶┼─╢┠╌┼	+	╉╾┼╾┼╾┼			┟╼┝╼┠╼╋	++++						╋╋		╶┼╌┼╾╂╾╀			
	Last date for issuing invoices to Group-defined organisa Institutions notified of resolved Internal trading dispute		N/A			┥╒╌┽╌┽		++-+-			-+-+-	┼┼┼┼	++++						╋			-+		
	First posting of bad debt provision				_+_+_+ _+_+_+		-+- -+		·┫╼╪╼╞╼╞╼╞ ·┫╼╪╼╞╼╞╼╞			╪╼╞╼╞╼╋ ╪╼╞╼╞╼╋	+-+-+-+											
	Full individual debt statements emailed to Institutions 2024/25 internal trading invoices can be raised	<u>, 1</u>	N/A		_+_+_+	┥┝╍┾╍┿	╶┼╼┨┠╌┼╴		┨╌┼╼┼╼┾╼┾			╁╍┝╼┾╌╋	+-+-+-+	╶╂╼┾╼┾╼┿╼┿			┝╼┼╼┾╼	╺╋╌┾╌┼╴┽	+++++-		╶┼╌╂╌┼		┝╼│╾┥╾┥	-+-+
	Last date to review for bad debts and notify Credit Cont Final posting of bad debt provision		N/A		-+-+-+	┥┝╌┼╌┼╌┼	╧╧┥┠╌╧	++++			-+-+-	+										-+		
Account Payable	Complete Cosh Holding Confirmation form for balance July Barclaycard statements available to print	ces as at 30 June	N/A			╶┧╞╴╍┾╺╌┼╍┼	╌┼╌╌┤╊╌╌┼╴		╶╉╌┼╌╎╌╎			╷╴╷ ┿╼┝╼┝╺╊	┥╾┽╾┽╾┽	╶╂╌┼╌┼╌╌┶			┝━┼━┝╼╽	╌┝╌┝╶┾╴┽╴	++++++					····
	Submit 2024/24 AP items to Shared Services by 5 pm All expenses, including Barclaycard, must be processed	d and approved in Concur	━╋╍┾╍┾╍┾		╶┼╌┼╌┼	╶╢╴┿╶┽╌┽	╶┿╼╢┠╌┿	┽┽┽	╉╾┽╾┿╼┿╼┿	╺┝╶┼╌┽	-∔-╂-┼-	┼┼┼╂	┼╌┼╌┼	╶╂╌┼╌┼╶┼╌┼╴	┝┼╌┼╌┥	╌┦═┩╌┼╌		╶┼┼┼┽	╶╆╾┽╾┽╾┼╴					
	unts able In CUFS clear all remaining Invoices on Hold			╶┥┠╾┽		╶╢╾┿╍┿╍┿	╶┼╼╢┠╌┿	++++	╅╾┽╼┾╼┾╼┥			┼╌┞╌┞╌╉	++++	╋╋				╍┝╍┝╺┿╸┽					┝╼┝╾┽╾┽	
	Process all remaining 2024/25 Internal Trading AP invoi Internal trading disputes notified to Accounting Service	es				╶╢╾┿╍┿╍┿	-+	++++	+-+-+-+			++++	+-+-+-+						++++++					
	Process all remaining staff and visitor expenses Resolved Internal Trading disputes notified to Depts		N/A			╢╴┼╴┽╸┽		++-+-				┼╍┝╍┝╼╋	┨╌┨╌┨╌┨											
Inventory	Process all remaining AP invoices (NB AP closes 5pm) Physical stocktake																							
	tory Update Inventory balances with results of stock take Process all receipts and issues of stock up to 31 July (N					┥┝╾┽╾┽╾┽		++-+-				┼┼┼┼							╋					
	Provide institutions with inventory reconciliation Distribution of Grants Report (version 1)		N/A N/A																					
	Distribution of Grants Report (version 2) Review and clear grants fund check failures and excepti	tions	N/A			┥┝╌┿╌┽╌┽		++-+-				┼┼┼┼	<u> </u>											
	Correct research grant VAT errors Clear suspense account		N/A			╶╢╾┿╍┿╍┿	-+-1-+	++++	+			+ + + +		╶╂╌┼╌┼╌┾╌					++++++					
Grants	Distribution of Grants Report (version 3) nts Unreconciled suspense items cleared to department Gl	GL overhead accounts	N/A N/A			┥┝╌┿╌┽╌┽		++++				┼╌┼╌┼╴┼	+-+-+-+						++++++					
	Unresolved Fund Check Failures cleared to original Gran Post EC PI time journals	ant				╢╾┿╌┿╌┿	╧╢╧		┨╌┼╌┼╌┾╌┾			┼╌┝╌╋	<u>+-+-</u> +-+	╂╌┼╌┼╶┼╌							╶┼╌╂╴┼			
	Finalise and release all research grants journals, includi																							
	Review final grants position BEFORE 5 pm (NB Grants cl Overheads and revenue re-run		N/A			┥┝╌┼╌┽╌┽						╆╼┝╼┾╼╋							++++++			-+		
Fixed Assets	Distribution of Grants Report (Final) Distribution of Fixed Asset Register as at 30 Jun to insti	titutions	N/A N/A																					
	Review all departmental assets against the Fixed Asset Physically verify assets against the Fixed Asset Register	t Register r										╁╌┟╌╁╴╉	<u> </u>											
	Atcount the amended departmental Fixed Asset Register	er				╶╢╾┿╌┽╌┽	╶╁╼┨┠╌┽	++++	┫╌┼╌┼╌┼╌┤										┥┟╌┽╌┼╴	╞╼┠╼┽╼┥	╶┼╌╂╌┼			
	Exception spreadsheet sent out to departments Ensure that July not tracked additions are included on r	register	N/A	╌╢╌┼		-╢┝╌╬╌╬╼╬ ╼╢┝╌╬╾╬╼╬	╶┼╼╽┠╌┿	·+-+-+-	·┨╾┼╼┼╼┼╼┼ ·┫╾┽╼┽╼┾╼┾	·	_+_+_+_	┼─┝╼┝╼╋ ╪╼┝╼┝╼╋	+-+-+-+- +-+-+-+-	╶╂╼┾╼┾╼┿╼┿╸		·	┝╾┼╼┼╼					_+	┝╼╞╾┽╾┽	
	Notify FA helpdesk of July missed assets (Dept close) Central processing of all amendments to FA register (N	NB Module close Spm)		╌╢╌┼	-+-+-+	┥┝╍┼╍┽╍┽	╶┼╌╢╌┼				-+-+-		+-+-+-+			╶┼╌┨─┼─				┝╼┣╍┿╼┥		-+-+-	┝╼┝╌┽╾┽	
General Ledger	CUEF Units: last instructions to be received by Treasury	ry & Investment Team for 24/25				╶╢╴┻┫╴╢	╧╢╧																	
	July 2025 Chest Allocation (5 Postings plus Final) Budge	et field frozen in CUFS 27 Aug	N/A	_																				
	Trust fund overheads posted (1st, 2nd, Final) Appropriations in Aid							++-+-				++++	+-+-+-+											
	Balance and post petty cash for 2024/25 Last date for funds on deposit movement		N/A			┥┝╌┼╌┽╌┽	┽┥┠┼	+++++	┫╾┽╼┼╼┼			╁╼┝╼┾╼╋	+-+-+-+	╺╂╼┼╼┼╺┥┊					+++++-		+-+	-+		
	EC PI Time adjustment eral July CUEF distribution accrual and deposit account inter	erest posted	N/A N/A			╢╾┿╌┿	-+	++-+-	┫╌┼╌┼╌┼		_+	╁╍┝╼┾╸╋	+ + + +									-+		
	ger Clear trust fund deficits (Trust Fund Statement #2 issue Final journal for Jul-25 VAT return adjustments that imp	npact departments	N/A			╢╴┼╴┽╸┽		++-+-				╆╍┝╼┾╼╋												
	CUEF valuation journal posted and departments notifie Process journals for any remaining credit card expendit		N/A			╢╴┼╴┽╸┽		++-+-				╆╍┝╼┾╼╋												
	Ensure expenditure is coded against same SoF as relate	ed income and clear deficits		-																				
	Complete spreadsheets for income and expense accrua Final date for sending GL journals for central processing	als - last date 30 Aug ag (NB GL closes 5 pm)	N/A N/A N/A	╧╢╧╡	-+-+-+ -+-+-+		╧╢╧		·=-+-+-+-+-+ ·=-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+-+		-+-+-+-	╆┿┿╇	╅╾╅╾╅╾┽									-+-+-	┝╼╎╾┥╾┥	
	ICC overhead journals processed (Ver 1 and Final) CUEF Revaluation posted for June and July (Into July GL	L period)	N/A	╧╢╧╡		╶╢╾┿╾┿╾┿	╧╢╧						┿╾┿╾┿╾┿ ┿╾┿╾┿╼┿	╶╂╼┾╼┾╼┿╼╇┻			╞╼┼╼┼╼┨		╶╋╴┼╌┼╌┼╌	╞╼┠╼╄┻┩	╧╧╧╋╧	╺┟╌┼╌┼╴	┢╼┨╾┥╾┥	-+-+-1
	Actual July CUEF Distribution posted into Adjustment P NB Last CUEF unit trading date for 2024/25: 17 June		N/A			┥╾╄╌┽																		
Key Date	Department Summary Reports (1, 2 & 3) - Final sent 9 S Trust Fund Statements (June, 1st, 2nd and Final)		N/A N/A			╢╾┿┽┿	╶┼╼┨┠╌┿╴	+++++	╉╾┼╌┼╌┼╶┤		╺╁╌╂╌┼╌	┼╌┼╌╂╴	+-+-+-		┝╌┥─┼─┤	╶╁╾┫╾┼╾		╌┾╌┼╌┼╴┼	╋	┝╼╞╌┼╌┦	╍┥╾╁╾╉╼┾	╺╋╼╆╼┾╼	┢╼┝╾┽╾┽	
	Special roll forward of balances		N/A N/A				╧╋	++-+-	┨─┼─┼─┼─┤			╁┿┿╋	<u>+-+-+-</u> +								╶┼╌╀╾┫╾┧			-+-+-
	Departmental Certificate to be returned		N/A				i II.		1	1	111	1111	1	1		111								