

2018 FINANCE REPORTING TIMETABLE

	January	February	March	April	May	June	July	August	September	October	November	December		
Sat														
Sun				1			1		2			2	Sat	
Mon	1	Public Holiday		2	Public Holiday		2		3			3	Sun	
Tue	2			3		1	Public Holiday		3			4	Mon	
Wed	3			4		2	Public Holiday		4			5	Tue	
Thu	4		1	5		3		5	FIC	2		6	FIC	Wed
Fri	5		2	6	FIC	4		6	FI	3		7	FI	Thu
Sat	6		3	7		5		7		4		8		Fri
Sun	7		4	8		6		8		5		9		Sat
Mon	8		5	9	FI	7	FIC	4		9	IOS	6	FIC	Sun
Tue	9		6	FIC	6	FIC	10	IOS	8	FI	5		10	Mon
Wed	10	XA	7	FI	7	FI	11	CO	9	IOS	6	FIC	11	Tue
Thu	11	XA	8	IOS	8	IOS	12		10	CO	7	FI	12	Wed
Fri	12	XA	9	CO**	9	CO	13		11		8	IOS	13	Thu
Sat	13		10		10		12		9		14	FCH	13	Fri
Sun	14		11		11		13		10		15		14	Sat
Mon	15		12	AR1	12		14		11	CO	16	FCC	13	Sun
Tue	16		13	BP*	13		15	FCH	12		17		14	Mon
Wed	17	RP	14		14	MR	16	FCC	13		18		15	Tue
Thu	18	IOS	15		15		17		14		19		16	Wed
Fri	19	CO*	16		16	MR	18		15		20		17	Thu
Sat	20		17		17		19		16	Public Holiday	21		18	Fri
Sun	21		18		18		20		17		22		19	Sat
Mon	22		19	AR2	19		21	MR	18		23		20	Sun
Tue	23		20		20		22		19		24	QR1	21	Mon
Wed	24		21	Public Holiday	21	Public Holiday	23		20		25	BP**	22	Tue
Thu	25		22		22		24	QR1	21		26		23	Wed
Fri	26		23		23		25		22		27		24	Thu
Sat	27		24		24		26		23		28		25	Fri
Sun	28		25		25		27		24		29		26	Sat
Mon	29		26		26	SSR	28		25		30		27	Sun
Tue	30		27		27		29		26		31	QR2	28	Mon
Wed	31		28		28		30		27				29	Tue
Thu			29		29		31		28				30	Wed
Fri			30	Public Holiday					29				31	Thu
Sat			31						30					Fri
														Sat

KEY	Note
XA	SAP (PRD) unavailable (Dec 2017 and Year End)
RP	YE CO repostings for the month, to be received by 17h00
IOS	Standard monthly settlements of RIOs
CO	CO month end complete, period closed - e-mail to finance managers
FIC	FI month end closed on 4th working day
FI	FI month end e-mail sent to finance community
AR1	Annual report on CONTINUING OPERATIONS due at Central Finance by 17h00. This includes Capex Reports, VC Discretionary and VC Strategic Reports, and control reports. (e.g. funds in deficit, uncleared advances).
AR2	Annual report on NON CONTINUING & INVESTMENT operations due at Central Finance by 17h00
MR	Monthly reports due at Central Finance by 17h00
BP	Business Plan Report
FCH	Changes to plan forecast version complete by 17h00
FCC	Central charges run on plan forecast version by 17h00
QR1	Quarterly report on CONTINUING OPERATIONS due at Central Finance by 17h00. This includes Capex Reports and control reports (e.g. funds in deficit, uncleared advances).
QR2	Quarterly report on NON CONTINUING & INVESTMENT operations due at Central Finance by 17h00
SSR	SAP Security Review: Estimated deadline for completion - Actual to be advised
YER	Review Year end fund rules and submit confirmation to Central Finance
CO*	CO in Jan: 2017 December and year end close.
CO**	CO in Feb: Jan 2018 close may be delayed dependant on CO version 0 being finalised.
BP*	Business Plan report due (to cover financial period Jan-Dec 2017)
BP**	Business Plan report due (to cover financial period Jan-June 2018)