

2018 FINANCE REPORTING TIMETABLE

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