

FINANCE REPORTING TIMETABLE 2017

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month
Jan	S	PH					S	S			XA	XA	XA	S	S			RP	IOS	CO*	S	S					S	S				Jan
Feb				S	S	FIC	FI	IOS	CO**		S	S	AR1	BP*				S	S	AR2					S	S						Feb
Mar				S	S	FIC	FI	IOS	CO		S	S			MR			S	S		PH				S	S						Mar
Apr	S	S				FIC	FI	S	S	IOS	CO			PH	S	S	PH			MR		S	S				PH	SSR	S	S		Apr
May	PH				FIC	S	S	FI	IOS	CO			S	S	FCH	FCC				S	S			QR1			S	S				May
Jun			S	S		FIC	FI	IOS	CO	S	S				PH	S	S	MR						S	S							Jun
Jul	S	S				FIC	FI	S	S	IOS	CO		FCH	FCC	S	S						S	S	QR1	BP**			S	S	QR2		Jul
Aug				FIC	S	S	FI	IOS	PH	CO		S	S				MR		S	S						S	S					Aug
Sep		S	S			FIC	FI	IOS	S	S	CO				S	S	MR					S	S	PH					S			Sep
Oct	S				FIC	FI	S	S	IOS	CO		FCH	FCC	S	S						S	S		QR1				S	S		SSR	Oct
Nov				S	S	FIC	FI	IOS	CO		S	S			MR			S	S						S	S						Nov
Dec		S	S			FIC	FI	IOS	S	S	CO				YER	PH	S	MR					S	S	PH	PH			S	S		Dec

- PH** Public Holiday
 - S** Saturday or Sunday
 - Central **XA** SAP (PRD) unavailable (Dec 2016 and Year End)
 - Area **RP** YE CO repostings for the month, to be received by 17h00
 - Central **IOS** Standard monthly settlements of RIOs
 - Central **CO** CO month end complete, period closed - e-mail to finance managers
 - Central **FIC** FI month end closed on 4th working day
 - Central **FI** FI month end e-mail sent to finance community
 - Area **AR1** Annual report on **CONTINUING OPERATIONS** due at Central Finance by 17h00. This includes control reports, e.g. funds in deficit, uncleared advances.
 - Area **AR2** Annual report on **NON CONTINUING & INVESTMENT** operations due at Central Finance by 17h00
 - Area **MR** Monthly reports due at Central Finance by 17h00
 - Area **BP** Business Plan Report
 - Area **FCH** Changes to plan forecast version complete by 17h00
 - Central **FCC** Central charges run on plan forecast version by 17h00
 - Area **QR1** Quarterly report on **CONTINUING OPERATIONS** due at Central Finance by 17h00. This includes control reports, e.g. funds in deficit, uncleared advances
 - Area **QR2** Quarterly report on **NON CONTINUING & INVESTMENT** operations due at Central Finance by 17h00
 - Area **SSR** SAP Security Review: Estimated deadline for completion - Actual to be advised
 - Area **YER** Review Year end fund rules and submit confirmation to Central Finance
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- CO*** CO in Jan: 2016 December and year end close.
 - CO**** CO in Feb: Jan 2017 close may be delayed dependant on CO version 0 being finalised.
 - BP*** Business Plan report due (to cover financial period Jan-Dec 2016)
 - BP**** Business Plan report due (to cover financial period Jan-June 2017)