

## 2026 FINANCE REPORTING TIMETABLE

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

KEY	Note
XA	SAP (PRD) unavailable (Dec 2025 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. CO repostings for the month, to be received by 17h00
AR1	Annual report on <b>CONTINUING OPERATIONS</b> due at Central Finance by 17h00. This includes: - CAPEX reports (template <b>as well as an accompanying narrative</b> ), and - Strategic / One-off allocations report (template and commentary/narrative) and - <b>Control reports (e.g. funds in deficit, uncleared advances).</b>
AR2	Annual report on <b>NON CONTINUING &amp; INVESTMENT</b> operations due at Central Finance by 17h00. This includes: - Consolidated VC Discretionary and VC Strategic reports (submitted by Finance Manager: Central Support Services),
MR	Monthly reports due at Central Finance by 17h00
BP	Business Plan Report
CF	Cash flow reporting for Capex and Strategic One-off Allocations - for Cash Management Committee. To be received by 17h00. (Dates are subject to change)
QR1	Quarterly report on <b>CONTINUING OPERATIONS</b> due at Central Finance by 17h00. This includes: - Control reports (e.g. funds in deficit, uncleared advances), - CAPEX report (template <b>as well as an accompanying narrative</b> ), and - Strategic / One-off allocations report (template and commentary/narrative).
QR1*	Quarterly report on <b>CONTINUING OPERATIONS</b> due at Central Finance by 17h00. This includes: - <b>CAPEX</b> report (template <b>as well as an accompanying narrative</b> ), and - <b>Strategic / One-off allocations</b> report (template and commentary/narrative).
QR1**	Quarterly report <b>Control reports</b> (e.g. funds in deficit, uncleared advances) due at Central Finance by 17h00.
QR2	Quarterly report on <b>NON CONTINUING &amp; INVESTMENT</b> 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
ICTS	ICTS Maintenance slots (09h00 - 17h00) - included fyi as network and SAP will be unavailable
CONT BUDGET	<b>Deadline for 2027 Faculty &amp; PASS dept. plans completed in IDU (including fee plans) &amp; budget submissions (schedules)</b>
NCONT BUDGET	<b>Deadline for 2027 Faculty &amp; PASS dept. non-continuing plans completed in IDU in Plan Version 2</b>
CO*	CO in Jan: 2025 December and year end close.
CO**	CO in Feb: Jan 2026 - close may be delayed
BP*	Business Plan report due (to cover financial period Jan-Dec 2025)
BP**	Business Plan report due (to cover financial period Jan-June 2026)