

2024 FINANCE REPORTING TIMETABLE

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

KEY	Note
XA	SAP (PRD) unavailable (Dec 2023 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 CONTINUING OPERATIONS due at Central Finance by 17h00. This includes: - CAPEX reports (template as well as an accompanying narrative), and - Strategic / One-off allocations report (template and commentary/narrative) and - Control reports (e.g. funds in deficit, uncleared advances).
AR2	Annual report on NON CONTINUING & INVESTMENT operations due at Central Finance by 17h00This 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
QR1	Quarterly report on CONTINUING OPERATIONS due at Central Finance by 17h00. This includes: - Control reports (e.g. funds in deficit, uncleared advances), - CAPEX report (template as well as an accompanying narrative), and - Strategic / One-off allocations report (template and commentary/narrative).
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
ICTS	ICTS Maintenance slots (09h00 - 17h00) - included fyi as network and SAP will be unavailable
CO*	CO in Jan: 2023 December and year end close.
CO**	CO in Feb: Jan 2024 - close may be delayed
BP*	Business Plan report due (to cover financial period Jan-Dec 2023)
BP**	Business Plan report due (to cover financial period Jan-June 2024)