

2025 FINANCE REPORTING TIMETABLE

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

KEY Note

XA	SAP (PRD) unavailable (Dec 2024 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: 2024 December and year end close.
CO**	CO in Feb: Jan 2025 - close may be delayed
BP*	Business Plan report due (to cover financial period Jan-Dec 2024)
BP**	Business Plan report due (to cover financial period Jan-June 2025)