

# 2026 FINANCE REPORTING TIMETABLE

|     |    | January        | February | March          | April          | May  | June           | July | August         | September      | October     | November | December       |                |                |                |                |     |     |
|-----|----|----------------|----------|----------------|----------------|------|----------------|------|----------------|----------------|-------------|----------|----------------|----------------|----------------|----------------|----------------|-----|-----|
| Tue |    |                |          |                |                |      |                |      |                |                |             |          |                | Tue            |                |                |                |     |     |
| Wed |    |                |          | 1              |                |      | 1              |      | 2              | NCONT BUDGET   |             |          | 1              | Wed            |                |                |                |     |     |
| Thu | 1  | Public Holiday |          | 2              |                |      | 2              |      | 3              | 1              |             |          | 2              | Thu            |                |                |                |     |     |
| Fri | 2  |                |          | 3              | Public Holiday | 1    | Public Holiday |      | 4              | FIC            | 2           |          | 4              | FIC            | Fri            |                |                |     |     |
| Sat | 3  |                |          | 4              | 2              |      | 4              | 1    | 5              | 3              |             | 5        | 6              | Sat            |                |                |                |     |     |
| Sun | 4  | 1              | 1        | 5              | 3              |      | 5              | 2    | 6              | 4              | 1           | 6        | 7              | Sun            |                |                |                |     |     |
| Mon | 5  | 2              | 2        | 6              | Public Holiday | 4    | 1              | 6    | FIC            | 3              | 5           | CF       | 2              | Mon            |                |                |                |     |     |
| Tue | 6  | 3              | 3        | 7              |                | 5    | 2              | 7    | FI             | 4              | 8           | IOS      | 6              | 7              | FI             | Tue            |                |     |     |
| Wed | 7  | XA             | 4        | CF             | 4              | 8    | FIC            | 6    | CF             | 3              | 9           | CO       | 7              | FI             | 4              | 9              | CO             | Wed |     |
| Thu | 8  | XA             | 5        | FIC            | 5              | FIC  | 9              | FI   | 7              | FIC            | 4           | FIC      | 10             | 8              | IOS            | 5              | FIC            | 10  | Thu |
| Fri | 9  | XA             | 6        | FI             | 6              | FI   | 10             | IOS  | 8              | FI             | 5           | FI       | 11             | 9              | CO             | 6              | FI             | 11  | Fri |
| Sat | 10 | 7              | 7        | 11             |                | 9    | 6              | 11   | 8              | 12             | 10          |          | 12             | 10             | 7              | 12             | Sat            |     |     |
| Sun | 11 | 8              | 8        | 12             |                | 10   | 7              | 12   | 9              | Public Holiday | 13          | ICTS     | 11             | 8              | 13             | ICTS           | Sun            |     |     |
| Mon | 12 | 9              | IOS      | 9              | IOS            | 13   | CO             | 11   | IOS            | 8              | IOS         | 13       | 10             | Public Holiday | 14             | 9              | IOS            | 14  | Mon |
| Tue | 13 | 10             | CO**     | 10             | CO             | 14   |                | 12   | CO             | 9              | CO          | 14       | 11             | IOS            | 15             | 10             | CO             | 15  | Tue |
| Wed | 14 | RP             | 11       | 11             | 15             |      | 13             | 10   | 15             | 12             | CO          | 16       | MR             | 14             | 11             | 16             | Public Holiday | 16  | Wed |
| Thu | 15 | IOS            | 12       | 12             | 16             |      | 14             | 11   | 16             | 13             |             | 17       | 15             | 12             | 17             | MR             | 17             | Thu |     |
| Fri | 16 | CO*            | 13       | AR1            | 13             | 17   | 15             | 12   | 17             | 14             | 18          |          | 16             | 13             | 13             | 18             |                | Fri |     |
| Sat | 17 | 14             | 14       | 18             |                | 16   | 13             | 18   | 15             | 19             | 17          |          | 19             | 17             | 14             | 19             |                | Sat |     |
| Sun | 18 | 15             | ICTS     | 15             | ICTS           | 19   | 17             | ICTS | 14             | 19             | 16          | ICTS     | 20             | 18             | 15             | 20             |                | Sun |     |
| Mon | 19 | 16             | BP*      | 16             |                | 20   | MR             | 18   | 15             | 20             | QR1         | 17       | 21             | 19             | 16             | 21             |                | Mon |     |
| Tue | 20 | 17             | 17       | MR             | 21             | 19   | QR1*           | 16   | Public Holiday | 21             | BP**        | 18       | 22             | 20             | QR1            | 17             | MR             | 22  | Tue |
| Wed | 21 | 18             | 18       | 22             |                | 20   | 17             | MR   | 22             | 19             | CONT BUDGET | 23       | 21             | 18             | 23             |                | Wed            |     |     |
| Thu | 22 | 19             | 19       | 23             |                | 21   | 18             | 23   | 20             | 22             |             | 24       | Public Holiday | 22             | 19             | 24             |                | Thu |     |
| Fri | 23 | 20             | AR2      | 20             | 24             | 22   | 22             | 19   | 24             | 21             | 25          | 23       | 20             | 25             | Public Holiday | 25             | Public Holiday |     | Fri |
| Sat | 24 | 21             | 21       | Public Holiday | 25             | 23   | 20             | 25   | 22             | 26             | 24          | 21       | 24             | 21             | 26             | Public Holiday | Sat            |     |     |
| Sun | 25 | ICTS           | 22       | 22             | 26             | ICTS | 24             | 21   | 26             | ICTS           | 23          | 27       | 25             | ICTS           | 22             | ICTS           | 27             | Sun |     |
| Mon | 26 | 23             | 23       | 27             | Public Holiday | 25   | 22             | 27   | QR2            | 24             |             | 28       | 26             | 23             | 28             |                |                | Mon |     |
| Tue | 27 | 24             | 24       | 28             |                | 26   | QR1**          | 23   | 28             | 25             | 29          | 27       | 24             | 29             |                |                |                | Tue |     |
| Wed | 28 | 25             | 25       | 29             |                | 27   | 24             | 29   | 26             | 30             | 28          | 25       | 30             | 28             | 30             |                |                | Wed |     |
| Thu | 29 | 26             | 26       | 30             | SSR            | 28   | 25             | 30   | 27             |                | 29          | 26       | 31             |                |                |                |                | Thu |     |
| Fri | 30 | 27             | 27       |                |                | 29   | 26             | 31   | 28             |                | 30          | SSR      | 27             | YER            |                |                |                | Fri |     |
| Sat | 31 | 28             | 28       |                |                | 30   | 27             |      | 29             |                | 31          | 28       |                |                |                |                |                | Sat |     |
| Sun |    |                | 29       |                |                | 31   | 28             | ICTS |                | 30             |             |          | 29             |                |                |                |                | Sun |     |
| Mon |    |                | 30       |                |                |      |                |      | 31             |                |             |          |                |                |                |                |                | Mon |     |
| Tue |    |                | 31       |                |                |      |                |      |                |                |             |          |                |                |                |                |                | 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 **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 17h00. This includes: - Consolidated VC Discretionary and VC Strategic reports (submitted by Finance Manager: Central Support Services),  
 Monthly reports due at Central Finance by 17h00  
**MR** Business Plan Report  
**BP** Cash flow reporting for Capex and Strategic One-off Allocations - for Cash Management Committee. To be received by 17h00. (Dates are subject to change)  
**CF** 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**).  
**QR1** Quarterly report on **CONTINUING OPERATIONS** due at Central Finance by 17h00.  
 This includes:  
 - CAPEX report (**template as well as an accompanying narrative**), and  
 - Strategic / One-off allocations report (**template and commentary/narrative**).  
**QR1\*** Quarterly report **Control reports** (e.g. funds in deficit, uncleared advances) due at Central Finance by 17h00.  
**QR1\*\*** 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  
**CONT BUDGET** **Deadline for 2027 Faculty & PASS dept. plans completed in IDU (including fee plans) & budget submissions (schedules)**  
**NCONT BUDGET** **Deadline for 2027 Faculty & PASS dept. non-continuing plans completed in IDU in Plan Version 2**  
**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)