

2023 FINANCE REPORTING TIMETABLE

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

KEY	Note
XA	SAP (PRD) unavailable (Dec 2022 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),
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: 2022 December and year end close.
CO**	CO in Feb: Jan 2023 - close may be delayed
BP*	Business Plan report due (to cover financial period Jan-Dec 2022)
BP**	Business Plan report due (to cover financial period Jan-June 2023)