

Finance End of Financial Year Calendar 2025

Deadlines

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>23rd</p> <ul style="list-style-type: none"> Issue Outstanding Purchase Order report to users A/c's Payable issue report on outstanding EMS Transactions to Senior Leaders AR – All Invoice requests for June to be sent to Credit Team 	<p>24th</p>	<p>25th</p>	<p>26th</p> <ul style="list-style-type: none"> KOFAX – 12PM Kofax Deadline for payment on Friday 	<p>27th</p> <ul style="list-style-type: none"> A/c's Payable payment run A/c's Payable issue report on outstanding Promaster Transactions to Executive Team 	<p>28th</p>	<p>29th</p>
<p>30th</p> <ul style="list-style-type: none"> PO's Finalised Stocktake by COB All Funds received must be banked Last AP Payment Run 24/25. 	<p>JULY 1st</p> <ul style="list-style-type: none"> Trade invoices and client charges sent to Credit Team or entered in Evolution 12PM June and prior Promaster Transactions to be finalised 5PM All details for Prize Homes and Branch Banking receipts, sent to Banking Team. 	<p>2nd</p> <ul style="list-style-type: none"> 5PM All details for Prize Homes and Branch Banking receipts, sent to Banking Team. KOFAX – 5PM Kofax Deadline for invoices to be included in 24/25 5PM All Stock sheets sent to Finance 	<p>3rd</p> <ul style="list-style-type: none"> Finance enter all stock sheets and Inventory ledger closed 5PM A/cs Payable close 24/25 Fin Year 5PM A/c's Receivable close 24/25 5PM Banking Closes for FY 24/25 Period 	<p>4th</p> <ul style="list-style-type: none"> AP June 25 1st Subsequent Invoices List Finance process Payroll journals and complete reconciliation 	<p>5th</p>	<p>6th</p>
<p>7th</p> <ul style="list-style-type: none"> Finance ensure all standard journals and accruals for June 25 posted Finance prepare NDIS Revenue accrual 	<p>8th</p> <ul style="list-style-type: none"> AP June 25 2nd Subsequent List Finance accrue June 25 invoices received in July period 	<p>9th</p> <ul style="list-style-type: none"> General Ledger for June 25 Closes 	<p>10th</p> <ul style="list-style-type: none"> KOFAX - 12PM Kofax Deadline first payment for 25/26 Consolidated Capex Reporting finalised 	<p>11th</p> <ul style="list-style-type: none"> First A/C's Payable Payment Run for 25/26 Consolidated Cashflow completed 	<p>12th</p>	<p>13th</p>
<p>14th</p> <ul style="list-style-type: none"> CBP meet with EGM and GM to review Draft Board Commentary and Dashboard 	<p>15th</p>	<p>16th</p>	<p>17th</p> <ul style="list-style-type: none"> Distribute Draft June Management Board Report to ELT 	<p>18th</p> <ul style="list-style-type: none"> Finance – 1st Year End Roll Over DAX outage for year end changes 	<p>19th</p>	<p>20th</p>
<p>21st</p> <ul style="list-style-type: none"> Finance meet with ELT results and June commentary 	<p>22nd</p>	<p>23rd</p> <ul style="list-style-type: none"> ELT Operations Meeting 	<p>24th</p>	<p>25th</p>	<p>26th</p>	<p>27th</p>

ACCOUNTS PAYABLE

- 23rd June – Issue Outstanding Promaster Transactions report to Senior Leaders
- 23rd June– Issue Outstanding Purchase Order report to users
- 27th June – Issue Outstanding Promaster Transactions report to ELT
- 27th June – Normal AP Payment Run
- 30th June – Final AP Payment Run for 24/25
- 30th June – Purchase Orders Finalised
- 1st July – June and prior Promaster Transactions to be finalised
- 3rd July – AP Close for 24/25 Fin Year
- 4th July – 1st AP Subsequent Invoice Listing
- 8th July – 2nd AP Subsequent Invoice Listing
- 11th July – AP First payment run 25/26

KOFAX

- 26th June 12pm Deadline – To be included in last payment for 24/25 on Monday 30th June.
- 2nd July 5pm Deadline to be included in 24/25
- 10th July 12PM deadline first payment run 25/26

SITE BANKING/INVOICING

- 30th June – All funds received must be banked
- 1st of July - All details of banking sent to Banking Team
- 3rd July – Banking closes for FY 24/25 Period

CREDIT MANAGEMENT

- 23rd June – All Invoice requests sent to Credit Team
- 1st of July – Trade invoices and client charges sent to Credit Team or entered in Evolution
- 4th July – Credit closes for FY 24/25 Period

FINANCE

- 3rd July – Enter stock sheets and Inventory edger closed
- 4th July – Payroll journals posted and reconciled
- 7th July – All general journals & accruals for June 25 posted
- 7th July –NDIS Revenue accrual
- 8th Finance Accrue June 25 invoices received in July 25
- 9th July – General Ledger for June 25 closes
- 10th July – Consolidated Capex Reporting finalised
- 11th July – EF Consolidated Cashflow complete
- 14th July – CBP meet with EGM and GM
- 17th Distribute Management Reports to ELT
- 18th July – 1st Year End Roll Over
- 21st July – Review results with ELT and finalise draft June commentary
- 23rd July – ELT Operations Meeting

INVENTORY

- 30th June – Stocktake by close of business
- 2nd July – All Stock Sheets sent to Finance