



FINANCE

To: DEANS & HEADS OF DIVISION
HEADS OF SCHOOLS
SECTION HEADS

FINANCE CIRCULAR 1/07
25 January 2007

2007 SCHEDULE OF FINANCIAL REPORTING PERIODS AND CLOSES FOR UPDATE TO THE PAYROLL AND THE GENERAL LEDGER

Reporting Year	Period	Reporting period		Number of days in period	Pay date in period		Final payroll Cut off dates for the month	Last day to post journals to ledger
		From	To					
2007	1	01.01.07	28.01.07	28	11.01	25.01	18.01.2007	26.01.2007
	2	29.01.07	25.02.07	28	08.02	22.02	15.02.2007	23.02.2007
	3	26.02.07	01.04.07	35	08.03	22.03	15.03.2007	30.03.2007
	4	02.04.07	29.04.07	28	05.04	19.04	12.04.2007	27.04.2007
	5	30.04.07	27.05.07	28	03.05	17.05	10.05.2007	25.05.2007
	6	28.05.07	01.07.07	35	31.05	14.06 28.06	21.06.2007	29.06.2007
	7	02.07.07	29.07.07	28	12.07	26.07	19.07.2007	27.07.2007
	8	30.07.07	02.09.07	35	09.08	23.08	19.08.2007	31.08.2007
	9	03.09.07	30.09.07	28	06.09	20.09	13.09.2007	28.09.2007
	10	01.10.07	28.10.07	28	04.10	18.10	11.10.2007	26.10.2007
	11	29.10.07	02.12.07	35	01.11	15.11 29.11	22.11.2007	30.11.2007
	12	03.12.07	31.12.07	29	13.12	27.12	T.B.A.	T.B.A.

To ensure all information is included in the Financial Reports for a particular reporting period, Budget units must forward their requests and/or input prior to 2pm on the specified close-off day and also allow sufficient time for processing by the appropriate unit from within Financial Services and Human Resources.

Further information on the matters addressed in this circular may be obtained from Laurie Zancanaro whose contact details are provided below.