

Finance & Management Reports/Returns	Deadlines
Payroll	
Wages processing and BACS payments	25th of every month
Pension Return - Paid by DD	26th of every month
PAYE/NI to HMRC and P32 BACS payment	19th of every month
Check and Submit QuickBooks HMRC End of Financial Year Reports	8th April
Process P60s for staff	8th May at the latest
Update Quickbooks Payroll for the new payroll year including including Tax Codes and Registering for Small Business Allowance (£10,500)	First week of April
VAT Returns to HMRC	first week of Feb, May, August, November
Quarterly information for the Accountant	Quickbooks information to be ready for the Accountant at least a 1.5 week before deadlines
Management Accounts Reports for Finance Scrutiny & Trustees Meetings	Quarterly - To work with the Directors
Budget vs Actuals and Variance Analysis Reports	2 weeks before each Trustees Board Meeting (usually held in March, June, September and early December, AGM is held on the same day as the December meeting)
Cash flow Reports	Monthly
Review and Update the Financial Management Control Policies and Procedures with the Director and Trustees	Yearly and in time for the Annual Accounts Report to trustees
Annual Accounts Report Information for Accountant	31st March - Quickbooks information by end of July
SOFA Report	31st March - Income and Exp by funder spreadsheet for the accountant.
Galleries and Museums Tax Relief Report - provide figures for the Accountant.	figures should be send to the account by mid February the latest
Charity Commission Annual Returns	March for both Fabrica charity and Fabrica Enterprises.
Companies House - Webfiling	14th March - Webfiling for Fabrica Enterprises, 8th April - Webfiling for Fabrica Charity
Accountant Repsonible for	
Companies House - File Company Tax Return	Fabrica Enterprises - 31st March
Companies House - File Company Tax Return	Fabrica Charity - 31st March
Lease instalments to Landlord - See payment plan for figures and information	
Building Lease - to be paid qtrly on	April, July, Oct and Jan
Building Insurance - to be paid qtrly on	April, July, Oct and Jan