

Who: All finance system users

The University of Sussex financial year end – 31st July 2025

Dear colleague,

I am writing to all staff who have financial responsibilities to remind you about tasks to be completed around our financial year end on 31st July.

July 31st falls on a Thursday this year. The finance system will be available until 5pm on 31st July however we recommend that you try to make sure all tasks are completed well in advance to avoid authorisers and other colleagues having to resolve outstanding issues at short notice.

If you are leaving the University in July, or if you have annual leave booked over the year end period, it is especially important that you take early action to complete all tasks in advance – or have these substituted to someone else.

The **table attached** provides a reminder of what needs to be completed (and when) to make sure costs and income fall into the correct financial year and ensure that the University can meet its external reporting and governance deadlines. Any 2024/25 finance system tasks that are not completed and authorised by the cut-off point will fall into the next financial year and be charged against 2025/26 budgets. They cannot be 'back dated' due to external accounting rules.

Important things to note –

- Special arrangements are in place for Reed timesheets for hours worked **up to and including 31st July**, and it is particularly important that timesheets continue to be authorised on a timely basis with an absolute cut-off of **10am on 5th August**. All timesheets not completed and authorised by **10am Tuesday 5th August** will fall into the 2025/2026 financial year due to strict accounting rules.

If you plan to be on leave over year end please speak to Reed about adding an additional authoriser during your absence and ensure they are familiar with the authorising process.

- It is important that goods and services are promptly goods receipted in the finance system, however you should only do this when the goods or services have been received. Correct receipting is an essential counter fraud control and ensures that we don't waste student and research funds by, for example, paying for things we did not receive or which were poor quality. If you are asked to receipt goods and services before they are received please contact the [Finance Service Desk](#) to obtain authorisation.
- It is vital that staff submitting transactions provide authorisers with clear commentary to explain the transaction, particularly where this appears to be over budget. Where an explanation is not sufficient, authorisers should reject the transaction and ask for more information.

Thank you for taking the time to read this email and the accompanying timeline. If you have any questions on any of the above please contact the [Finance Service Desk](#). The team are available to support you and can offer virtual 'Year End Clinic' sessions for yourself or your team if you think this would be useful.

Best regards,

Jacinda Humphry, Chief Financial Officer