Memorandum

Queen Mary University of London

from: **Phillipa Scott**
Head of Financial Accounting
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to: Heads of Department and Institutes

copies to: Administrators
Agresso Approvers and Requisitioners
Finance Department

date: 11 June 2026

QMUL Financial Year End 2026

Please find enclosed the key dates for year-end returns to the finance department. The plan is similar to last year. Financial Accounting relies on your help and cooperation to complete the process to the agreed timetable.

A list of the closing dates for each stage of the process is attached at Appendix 1

Detailed guidance on year-end procedures and forms required are available on the intranet:

https://www.qmul.ac.uk/finance/intranet/sections/financial-accounting/year-end/

If you are taking leave during the year end period, then please ensure that all your financial year-end tasks are delegated to someone else who will be able to complete them in your absence.

If you have any concerns about the deadlines, require further guidance on procedures or have any other queries, then please contact your Finance Partner as listed below or the finance staff listed in Appendix 2.

Humanities and Social Sciences	Tolu Airede Joe Hanson-Quaye	t.airede@qmul.ac.uk j.hanson-quaye@qmul.ac.uk
Science and Engineering	Michael Tutt Anil Joshi	m.tutt@qmul.ac.uk a.joshi@qmul.ac.uk
School of Medicine and Dentistry	Richard Stenning Zakiya Uddin	r.stenning@qmul.ac.uk z.uddin@qmul.ac.uk
Estates and Facilities Projects, ITS, PSEO, Finance, QMA, Strategic Investment	Thomas Jenkinson	t.jenkinson@qmul.ac.uk

Admissions, Student Experience, GLS, HR, Marketing & Comms, Development, HEIF	Nanda Beeharry	n.beeharry@qmul.ac.uk
Access Agreement, Estates and Facilities, Planning, Principal's Office, Health & Safety	Michaela Mazareanu	m.mazareanu@qmul.ac.uk
JRMO, Research, University Research Institutes (DERI and PHURI)	Hassam Mushtaq	h.mushtaq@qmul.ac.uk

The external auditors (BDO) will be on-site in September and will be carrying out their audit until November when the Council approves the Financial Statements. The auditors may approach colleagues in other departments for information during the course of their audit and as ever we are grateful for your assistance with this.

Many Thanks
Phillipa Scott
Head of Financial Accounting

SUMMARY OF KEY DATES:

Tue 14 July	- All invoices from suppliers that have not been sent to Accounts Payable should be sent by 14 July at the latest and invoices received after that date should be sent on receipt. (apinvoices@qmul.ac.uk)
	- All invoice requests should be received by Income and Credit Control that are to be processed by 31 July.
	- Any emailed expense claims for non-staff to be captured in 2025/26 to be received by Accounts Payable. (expenses@qmul.ac.uk)
	- Review open Purchase Orders and close any which are no longer valid (see guidance https://www.qmul.ac.uk/finance/intranet/media/finance/finance-training/PO-Close-and-Re-Open-Request-Guide-17.4-V2.pdf
	- Clear any tasks in Agresso – PO approvals; Missing Goods Receipt; Out of Tolerance; more invoice details required https://www.qmul.ac.uk/finance/intranet/media/finance/finance-training/More-invoice-Details-Required---Administrator-Guidance.pdf
Fri 17 July	- Staff and visitor expense claims for 2025/26 to be completed online.
Fri 31 July	- Last date for receipting goods received in the 2025/26 year on Agresso and clearing workflow tasks (before 4.45pm).
	- Stock takes to be completed.
Mon 3 Aug	- All internal recharge spreadsheets should be received by Financial Accounting.
	- All completed stock sheets should be received by Financial Accounting.
	- Details of any outstanding legal claims should be received by Financial Accounting.
Wed 5 Aug	- Purchasing card statements available for action.
Thurs 6 Aug	- All electronic accrued **expenditure** returns should be received by your Finance Partners.
	- Return of any accrued or prepaid (deferred) **income** should be received by your Finance Partners.
Fri 7 Aug	- Purchasing card accruals from departments to Accounts Payable
	- All other journals and year-end adjustments should be received by your Finance Partners.
	- Value of 'knock for knock' arrangements and donations in kind over £25,000 to be sent to Finance Partners.
	- Equipment disposal confirmations sent to Financial Accounting.
Sep to Nov	- On site audit by external auditors (BDO)

CONTACTS FOR FURTHER INFORMATION:

Accruals/prepayments and other accounting corrections:	Finance Partners	Refer to table on page 1 of Memo
Income & Credit Control:	Lisa Davis	l.davis@qmul.ac.uk
	Hardeep Gill	h.k.gill@qmul.ac.uk
Accounts Payable:	Annie Lewis	finance-ap-manager@qmul.ac.uk
Procurement:	Bahar Shahin	b.shahin@qmul.ac.uk

Financial Accounting

Internal Recharges:	Comfort Harding	c.a.harding@qmul.ac.uk
Stock:	Lourdes Jesuratnam	l.jesuratnam@qmul.ac.uk
Legal Claims:	Phillipa Scott	p.l.scott@qmul.ac.uk
Asset disposals and donations in kind:	Phillipa Scott	p.l.scott@qmul.ac.uk

Any other year-end queries:	Comfort Harding	c.a.harding@qmul.ac.uk
	Sophie Clayton-Wareham	s.clayton@qmul.ac.uk
	Phillipa Scott	p.l.scott@qmul.ac.uk