

# Year-End Guide

## Updated for 2019-2020

The Formation Office Year-End Guide has tips and steps to help you complete year-end procedures efficiently.

Read the entire guide, or use it as a reference to find what you need.

## Common Year-End Tasks

- [Prepare for Year-End](#)
- [Close the Financial Year](#)
- [New Year Fund Setup for Vanco EFT](#)
- [Manage Students at Year End](#)
- [Get Ready for the New Year](#)
- [Further Year-End Help](#)