

Dr Bryan Slater
Director of Education

MANAGEMENT INFORMATION

SUBJECT:	1998/99 CLOSING OF ACCOUNTS		
WORKING TITLE:	CLOSING OF ACCOUNTS YEAR ENDING 31ST MARCH 1999		
DATE PUBLISHED:	12 TH MARCH 1999		
DATE EFFECTIVE:	IMMEDIATE		
DISTRIBUTION:	HEADTEACHERS OF NURSERY, PRIMARY & SPECIAL SCHOOLS USING LM ACCOUNTS (including Field Study Centres & Traveller's Base)		FORMAT: LETTER & ENCLOSURES
FOR SCHOOL USE:			

CONTENTS:	COLOUR	REF
1. Covering Letter & Guidance Notes		
2. The Timetable "At a Glance"	Green	
3. Sundry Creditors Certification	Yellow	EFS/0080/v3
4. M B A Posting Journal - An example	White	
5. M B A Posting Journal - Blanks to use	Yellow	

ACTION REQUIRED:
Please follow the instructions detailed on the timetable "At a Glance", and the Guidance Notes.

ASSOCIATED DOCUMENTS:

CONTACT: Your Finance Support Officer