

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: 19TH MARCH 1999

DATE EFFECTIVE: IMMEDIATE

DISTRIBUTION: HEADTEACHERS OF PRIMARY
SCHOOLS USING
LOCAL PURCHASE SCHEME

FORMAT:
LETTER & ENCLOSURES

**FOR SCHOOL
USE:**

CONTENTS:	COLOUR	REF
Covering Letter		
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	
6. Local Purchase Bank Balance	Peach	EFS/0040/v3

ACTION REQUIRED:

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

ASSOCIATED DOCUMENTS:

CONTACT: Your Finance Support Officer