



REF:MI. 48/99

FINANCE

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<sup>TH</sup> MARCH 1999

DATE EFFECTIVE: IMMEDIATE

DISTRIBUTION:	HEADTEACHERS OF PRIMARY & SPECIAL SCHOOLS USING MANAGEMENT SOLUTIONS SOFTWARE (CASH ACCOUNT)	FORMAT: LETTER & ENCLOSURES
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FOR SCHOOL  
USE:

### CONTENTS:

1. Covering Letter
2. 1998/99 Year End User Guide  
(Including the timetable "At a Glance" )

### ACTION REQUIRED:

Please follow the instructions detailed in the User Guide.

### ASSOCIATED DOCUMENTS:

CONTACT: Your Finance Support Officer