



REF:MI. 49/99

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: 12TH MARCH 1999

DATE EFFECTIVE: IMMEDIATE

DISTRIBUTION: HEADTEACHERS OF SECONDARY
SCHOOLS USING "FINANCE '99"
"SIMS" OR "CASH ACCOUNTS"

FORMAT: LETTER &
ENCLOSURES

**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 Manual.

ASSOCIATED DOCUMENTS:

CONTACT: Your Finance Support Officer