



Memorandum
Catering Section

From: Catering Equipment Officer
S. Smith
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To: All Headteachers

Date: 12 June 2002

Re: Dinner Registers and Summary of Dinner Registers.

As you are aware Education Finance have decided to discontinue the use of the E20 returns which in turn has meant that there will be a change required to the Dinner Registers and Summary of Dinner Registers to satisfy Audit requirements.

As this will be a new system as from September 2002 **all old type Dinner Registers and Summary of Dinner Registers are no longer to be used.** New Dinner Registers and Summary of Dinner Registers will be issued in time for September 2002.

There is an instruction leaflet inside each Dinner Register and Summary of Dinner Registers to explain how to use the new registers.

To assist us with ordering requirements could you complete the tear off portion at the bottom of this memo, fax or e. mail me with details of the number of Dinner Registers and Summary of Dinner Registers you require for the year 2002-03 and return it to us no later than **1st July 2002.**

Thank you for your assistance.

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School Name

Number of dinner registers required.....

Numbers of summary registers required

Please return to Sonya Smith, County Hall Annexe, Catering Department, County Hall, Martineau Lane, Norwich, NR1 2UQ.