

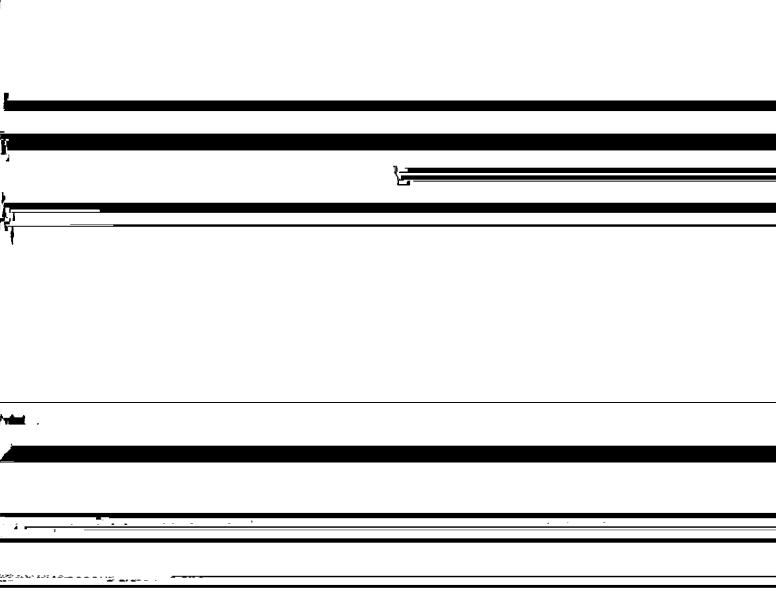
To: Head Teachers of Primary, Secondary and Special Schools Operating the Full Cheque Book Scheme

2nd May 2019

Dear Colleague,

FULL CHEQUE BOOK SCHOOLS INSTALMENTS AND FINANCIAL REPORTING REQUIREMENTS 2019/2020

l attach details of the calculation of total cash advances for your school for the



FINANCIAL INFORMATION AND RETURNS

All monthly and termly financial information and returns to be submitted are detailed in Birmingham's Approved Fair Funding Scheme for Financing Schools (sections 2 and 3).

The timetable for monthly returns (attached on Instalment Schedule) reflects the City Councils General Ledger (VOYAGER) period end dates and all reports should be sent to your contact officer (list attached to Instalment Schedule) to the email address shown below by the specified date.

Please ensure that:

• all financial returns reflect only expenditure relating to the school's

