



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

1st May 2018

Dear Colleague,

**FULL CHEQUE BOOK SCHOOLS INSTALMENTS AND FINANCIAL  
REPORTING REQUIREMENTS 2018/2019**

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



- Your provider of financial services to the school (if you have one) is aware of the deadline date and that any support is arranged to enable the completion of the accounts by the 5th April 2019. Responsibility for