

Children and Learning Finance - LMS

**QUERY REPLY SHEET** for Income and Expenditure Statement

Dear Colleague,

If you have any queries regarding the detail of the information on the monthly Income and Expenditure statements please list below and return to the LMS Team generic e mail address lms@luton.gov.uk.

**Please endeavour to return your queries within 3 weeks from receipt of the financial statements as timesheets and other supporting evidence are only accessible for a short time after processing. Unfortunately, in some circumstances, queries received after the 3 week period will prove very difficult to resolve due to the lack of sufficient information being readily available.**

**School: Cost Centre: Date:**

**Period (Month):**

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| --- | --- |
| For school use | For LMS Team use |
| Detail Code | Narrative | Amount | Query | Reply |
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