



**FINANCE CIRCULAR 3/06**

8 December 2006

**TO: MEMBERS OF VCAC  
HEADS OF SCHOOLS**

***Accounting information required - further request***

Dear Members of VCAC and Heads of School

Attached please find the following memoranda requesting further information required to complete the Annual Financial Report at 31 December 2006:

1. Lease commitments;
2. Contingent liabilities.

Also included is the template for "Lease commitments".

While the schedule is being distributed to all staff who subscribe to the Finance circular list I would appreciate it if you could ensure that that it is distributed to key staff in your Faculty/School so as to ensure that affected staff receive all necessary information. Please direct any inquires to Jack Swart on j.swart@unsw.edu.au, or extension 51729.

Please note that in the previous email requesting information for Prepayments and Accruals, the templates were not included in the mail itself.

They can be found at

<http://www.fsd.unsw.edu.au/docs/Prepayment%20Journal%20Template%2006.xls> and  
<http://www.fsd.unsw.edu.au/docs/Accrual%20Journal%20Template%2006.xls>

All prior circulars can be found at [http://www.fsd.unsw.edu.au/docs/doc\\_main\\_06.html](http://www.fsd.unsw.edu.au/docs/doc_main_06.html)

Regards

Garry McLennan  
Chief Financial Officer  
The University of New South Wales