

**EXAMPLE**

**Sample School**

**Accountant's Report**

**FINANCIAL ACCOUNTS**

**For the Year September 1, 20XX TO August 31, 20XX**

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**Enter School Name Here**

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**General Information**

School Name

**Enter School Name Here**

School Address

\_\_\_\_\_  
\_\_\_\_\_

Roll Number

\_\_\_\_\_

RCN Number

\_\_\_\_\_

Pupil Enrolment for the Year

\_\_\_\_\_

Patron

Name

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Trustee (where applicable)

Name

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Accountant/Auditor

Name

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Bankers

Name

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

BOARD OF MANAGEMENT REPORT FOR THE YEAR ENDED 20XX

- Objectives and Activities;
- Achievements and Performance;
- Financial Review and Responsibility for Finances;
- Structure, Governance and Management;
- Reference and Administrative details;
- Names of Board Members;

On behalf of the board;



**Chairperson**



**Board Member**



**Date**

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**Enter School Name Here**

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**ACCOUNTANT'S REPORT ON THE ACCOUNTS TO THE BOARD**

**OR**

**AUDITOR'S REPORT TO TRUSTEE/PATRON**

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**Enter School Name Here**

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**Income and Expenditure Account for the year ended**

**August 31, 20XX**

	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
Total Income	0.00	0.00
Total Expenditure	0.00	0.00
Surplus / Deficit	0.00	0.00
Opening Balance		
<b>Closing Balance</b>		

On behalf of the board;

**Chairperson**

**Date**

**Board Member**

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**Enter School Name Here**

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<b>Balance Sheet as at</b>	<b>August 31,</b>	<b>20XX</b>	<b>Actual</b>
		<b>20XX/20XX</b>	<b>20XX/20XX</b>
<b>1. Fixed Assets</b>	<b>Note 2</b>		
Fixtures and Fittings			
ICT Infrastructure			
<b>2. Current Assets</b>	<b>Note 3</b>		
Debtors and prepaid expenses			
Cash at bank and in hand			
<b>3. Current Liabilities</b>	<b>Note 4</b>		
Creditors and accrued expenses			
<b>4. Net Current Assets (2 - 3)</b>			
<b>5. Total Assets Less Current Liabilities</b>	<b>(1 + 4)</b>		
<b>Financed by:</b>			
<b>6. Long Term Liabilities</b>			
<b>7. Contribution towards the Cost of Fixed Assets</b>	<b>Note 5,6</b>		
<b>8. Surplus/Deficit on Income and Expenditure Account</b>			

On behalf of the board;

**Enter School Name Here**

<b>Cash Flow Statement for the year ended (Optional)</b>	<b>August 31,</b>	<b>20XX</b>	<b>20XX</b>
<b>Note</b>	<b>20XX</b>		<b>20XX</b>
	<b>€</b>		<b>€</b>
<b>Cash flow from operating</b>			
(Deficit) for the year			
<b>Adjustments:</b>			
Depreciation			
Amortisation of Capital Grants			
Decrease/(Increase) in Debtors			
(Decrease)/Increase in Creditors			
Net cash inflow from school			
<b>Cash flow from investing</b>			
Capital Expenditure			
Future Funds Contributions			
Net cash inflow from investing			
Increase in cash			
Cash and cash equivalents at 1st September 20XX			
Cash and cash equivalents at 31st August 20XX			

**Approved on behalf of the Board:**

\_\_\_\_\_

\_\_\_\_\_



**Notes to Financial Statements****1. Accounting Policies: Depreciation, Unspent Government Grants, etc.****Depreciation Policy**

Items are valued at cost less depreciation based upon the straight-line method. Fixtures, Fittings & Equipment are depreciated over a five-year useful life. Computer/ICT equipment is depreciated over a three-year useful life.

**Unspent Grants**

Specific Government Grants are deferred only if fulfilment of the condition

**2. Fixed Assets: Cost, Additions, Depreciation, Net Book Value****Example:**

	<b>Fixtures, Fittings &amp; Equipment</b>	<b>Computer Equipment</b>	<b>Total</b>
	<u>20XX/20XX</u>	<u>20XX/20XX</u>	<u></u>
<b>Opening Balance</b>	xxx	xxx	xxx
Additions	xxx	xxx	xxx
Disposals	xxx	xxx	xxx
<b>Closing Balance</b>	xxx	xxx	xxx
<b>Accumulated Depreciation</b>			
<b>Opening Balance</b>	xxx	xxx	xxx
Current Year Depreciation	xxx	xxx	xxx
Depreciation on Disposal	xxx	xxx	xxx
<b>Closing Balance Depreciation</b>	xxx	xxx	xxx
<b>Net Book Value</b>	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>

3. Debtors and Prepaid Expenses

4. Creditors and Accrued Expenses

Example:

Unspent Grants	Unspent 01-Sep-XX	Government Grants Received	Recognised in I & E Account	Transfer to Capital Reserves	Unspent 31-Aug-XX
DEIS Grant	xxx	xxx	xxx	xxx	xxx
Book Grant	xxx	xxx	xxx	xxx	xxx
ICT Grant	xxx	xxx	xxx	xxx	xxx
Special Education Equipment	xxx	xxx	xxx	xxx	xxx
DSP Grants - School Meals Grant	xxx	xxx	xxx	xxx	xxx
	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>

5. Contribution towards the cost of fixed assets: DES Capital Grants, Fund-raising, Donations, Patron/Trustee Contributions, etc

Example:

	Capital Building DES Grant Contribution	Capital Building Fundraising Contribution	Capital Building Parents Contribution	Capital Building Patron/Trustee Contribution	Total
<b>Income</b>					
Opening Balance	xxx	xxx	xxx	xxx	xxx
Received during the year	xxx	xxx	xxx	xxx	xxx
Closing Balance	xxx	xxx	xxx	xxx	xxx
<b>Expenditure</b>					
Opening Balance	xxx	xxx	xxx	xxx	xxx
Expended during the year	xxx	xxx	xxx	xxx	xxx
Closing Balance	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Net contribution land & buildings	<u>xxxxx</u>	<u>xxxxx</u>	<u>xxxxx</u>	<u>xxxxx</u>	<u>xxxxx</u>

**5.1 Amortisation of non-building Capital Grants**

<b>Equipment ICT Capital Total</b>	<b>Equipment</b>	<b>ICT Capital</b>	<b>Total</b>
Grants received			
Opening Balance	xxx	xxx	xxx
Received during the year	xxx	xxx	xxx
Closing Balance	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>
<b>Amortisation</b>			
Opening Balance	xxx	xxx	xxx
Amortisation for the year	xxx	xxx	xxx
Closing Balance	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>
Net Contribution	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>

**5.2 Summary**

**Contribution towards the cost of Fixed Assets**

	<b>20XX</b>	<b>20XX</b>
Contribution towards the cost of Land and Buildings	xxx	xxx
Building Fund Account	xxx	xxx
Other Capital Grants	xxx	xxx
	<u>xxx</u>	<u>xxx</u>

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**Enter School Name Here**

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**Detailed Income and Expenditure Account for the year ended****August 31, 20XX**

<b>Income</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
<b>1. Department of Education &amp; Skills Income</b>		
3010 Capitation/Non Pay Budget		
3020 DEIS Grant		
3030 Non Teachers Pay Budget		
3050 Ancillary/School Support Services Grant		
3100 Secretarial Grant		
3130 Caretaker Grant		
3140 Special Education Equipment Grant		
3150 Book Grant Income		
3160 Book Rental Scheme Grant		
3170 Special Subject Grant		
3190 JCSP Grant		
3200 Transition Year Grant		
3210 Leaving Certificate Applied Grant		
3220 Grant for Traveller Students		
3230 ICT Grant Non Capital		
3240 Supervision and Substitution Grant		
3245 Physics/Chemistry Grant		
3255 State Exam Income		
3270 Sports Complex Grant		
3275 Minor Works Grant-Non Capital		
3290 Other Non Capital DES Grants Income		
3291 Scoileanna Lan Ghaeilge Grant		
3292 Standardised Testing Grant		
3293 July Provision Grant		
3294 Bus Escort Grant		
<b><i>Total Department of Education &amp; Skills Income</i></b>	<b>0.00</b>	<b>0.00</b>
<b>2. Other State Income</b>		
3295 Department of Children and Youth Affairs Income		
3296 DEASP School Meals Grant		
3297 Erasmus Income		
3298 HSE Funding		
3299 Other State Funding		
<b><i>Total Other State Income</i></b>	<b>0.00</b>	<b>0.00</b>

**Enter School Name Here**

**Detailed Income and Expenditure Account for the year ended August 31, 20XX**

<b>Income</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
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**3. School Generated Income**

3300 Education Fees (Fee paying schools)		
3310 Transition Year Income		
3330 Book Rental Scheme Income		
3335 Classroom Books Income		
3350 Hire of Facilities Rental Income		
3360 Sports Complex Income		
3370 Locker Income		
3375 Journals and Year Book Income		
3390 School Administration Charges		
3410 Adult Education Income		
3420 Canteen Income		
3430 Tuck Shop Income		
3440 Uniforms Income		
3450 Religion/Ethos Income		
3490 After School Study/Club Income		
3495 Mock Exam Income		
3500 Games Income		
3510 Bus Income		
3520 School Musical/Drama Income		
3530 School Tours Income		
3531 School Swimming Income		
3535 Student Insurance Income		
3540 Pre-School Income		
3550 Reimbursable Income		
3570 Other School Generated Income		
3572 School Arts and Crafts Income		
3573 School Irish Dance Income		
3574 Restricted School Fundraising (Non Capital)		
3575 Unrestricted School Fundraising (Non Capital)		
3580 Discounts Given		
<b><u>Total School Generated Income</u></b>	<b>0.00</b>	<b>0.00</b>

**4. Other Income**

3650 Voluntary Contributions		
3700 Income from Parents Association		
3770 Insurance Claim Income		
3800 Bank Interest Received		
3840 Amortisation of Grants		
3850 Other Income		
3851 Designated Income (Non Capital)		
3852 Restricted External Fundraising (Non Capital)		
3853 Unrestricted External Fundraising (Non Capital)		
<b><u>Total Other Income</u></b>	<b>0.00</b>	<b>0.00</b>

**TOTAL INCOME** 0.00 0.00

**Enter School Name Here**

**Detailed Income and Expenditure Account for the year ended**

**August 31, 20XX**

<b>Expenditure</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
<b>5. Education Salary</b>		
4110 Substitute Teachers Expense		
4111 Privately Paid Teachers Expense		
4150 Supervision and Substitution Salaries Expense		
4155 State Exam Aides Salaries Expense		
4170 Adult Education Salaries Expense		
4190 After School Study/Club Salaries Expense		
4194 July Provision Expense		
4196 Bus Escort Salary Expense		
<b><u>Total Education Salary</u></b>	<b>0.00</b>	<b>0.00</b>
<b>6. Education Other Expenditure</b>		
4310 Teaching Aids Expense		
4330 Religion/Ethos Expense		
4350 Art Expense		
4370 Home Economics Expense		
4390 Science Expense		
4410 Non Capital Computers / IT Expense		
4430 Woodwork / Building Construction Expense		
4450 Metalwork / Engineering Expense		
4470 Technology Expense		
4490 Other Subjects Expense		
4550 Leaving Cert Applied Expense		
4570 LCVP Expense		
4590 Transition Year Expense		
4610 Learning Support Expense		
4620 Teacher Inservice and Training Expense		
4630 Career Guidance Expense		
4640 Library Expense		
4650 Physical Education Expense		
4670 Games (excl. travel) Expense		
4671 Travel Games Expense		
4690 Bus Hire Expense		

**Enter School Name Here**

**Detailed Income and Expenditure Account for the year ended**

**August 31, 20XX**

<b>Expenditure</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
<b>6. Education Other Expenditure Cont'd</b>		
4710 School Tours Expense		
4720 School Musical/Drama Expense		
4730 Book Grant Expense		
4740 Book Rental Scheme Expense		
4750 Mock Examinations Expense		
4760 School Yearbook/Journal Expense		
4770 Trophies and Prizes Expense		
4780 Uniform Expense		
4810 Home School Liaison Expense		
4815 School Excellence Fund- Step up Project Expense		
4850 Student Council Expense		
4910 Other Educational Expense		
4911 Department of Children and Youth Affairs Activities Expense		
4912 DEASP Grants - School Meals Grant Expense		
4913 Erasmus Expense		
4914 Other Non Capital DES Grants Expense		
4916 Student Insurance Expense		
4917 Standardised Testing Expense		
4918 Designated Expenditure (Non Capital)		
4919 Special Educational Equipment (Non Capital) Expense		
4920 School Irish Dance Expense		
4921 School Swimming Expense		
4922 Restricted School Fundraising Expenses (Non Capital)		
4923 Restricted External Fundraising Expenses (Non Capital)		
4924 Unrestricted External Fundraising Expenses (Non Capital)		
4925 Unrestricted School Fundraising Expenses (Non Capital)		
4926 Other Educational Wages Expense		
4930 Pre-School Expense		
<b><u>Total Education Other Expenditure</u></b>	<b>0.00</b>	<b>0.00</b>

**Enter School Name Here**

**Detailed Income and Expenditure Account for the year ended August 31, 20XX**

<b>Expenditure</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
<b>7. Repairs, Maintenance &amp; Establishment</b>		
5010 Caretaker Wages Expense		
5020 Caretaker Sports Complex Wages Expense		
5030 Caretaker Pension Expense		
5110 Cleaners Wages Expense		
5112 Cleaners' Pension Expense		
5150 Contract Cleaners Expense		
5170 Cleaning Materials Expense		
5310 Repairs to Buildings and Grounds Expense		
5315 Minor Works Grant (Non Capital) Expense		
5350 Repairs to Furniture, Fittings and Equipment Expense		
5400 Security Expense		
5450 Insurance Expense		
5510 Heating Expense		
5550 Light and Power Expense		
5551 Rent Expense		
5610 Water Rates and Refuse Expense		
5700 Licence Fee to Patron/Trustee Expense		
5710 Repairs to Sports Complex		
5800 Other Repairs and Maintenance Expense		
<b><u>Total Repairs, Maintenance &amp; Establishment</u></b>	<b>0.00</b>	<b>0.00</b>
<b>8. Administration</b>		
6010 Clerical Officers/Secretarial Wages Expense		
6050 Clerical Officers/Secretarial Pension Expense		
6100 Recruitment Expense		
6150 Advertising / Public Relations Expense		
6210 Postage Expense		
6250 Telephone Expense / SMS Text		
6300 Printing and Stationery Expense		
6305 Photocopying Expense		
6350 Office Equipment (Non Capital) Expense		
6355 Computer Equipment (Non Capital) Expense		
6400 Accounting / Auditing Expense		
6450 Other Professional Fees Expense		
6500 Travel and Subsistence Expense		
6600 Principals Expenses		
6650 Board of Management Expense		
6700 Annual Subscriptions Expense		
6730 InSchool Administration System Expense		
6731 Accounting / Payroll Software Expense		
6750 Donations to Charity		
6755 Medical and First Aid Expense		
6780 Staff Room Expenses		
6800 Hospitality Expense		
6830 Tuck Shop Expense		
6860 Canteen Expense		
6900 Other Administration Expenses		
<b><u>Total Administration Expenditure</u></b>	<b>0.00</b>	<b>0.00</b>



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Enter School Name Here

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Income and Expenditure Account for the year ended August 20XX

	Actual 20XX/20XX	Actual 20XX/20XX
<b>9. Financial</b>		
7300 Leasing Expenses		
7320 Loan Charges Expense		
7400 Bank Interest Expense		
7450 Bank Charges Expense		
7500 Pensioners Payroll Expense		
7800 Reimbursable Expenses		
7850 Discounts Received		
<b><u>Total Financial Expenses</u></b>	0.00	0.00
<b>10. Depreciation</b>		
8000 Annual Depreciation: Buildings		
8020 Annual Depreciation: Fixtures, Fittings and Equipment		
8040 Annual Depreciation: Motor Vehicles		
8060 Annual Depreciation: Computer Equipment		
8080 Annual Depreciation: Other		
<b><u>Total Depreciation</u></b>	0.00	0.00
<b>TOTAL EXPENDITURE</b>	0.00	0.00
<b>SURPLUS / DEFICIT</b>	0.00	0.00

N.B. All schools are required to classify all items of income and expenditure in accordance with the layout shown above. Netting off Income and Expenditure is not permissible.



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**Enter School Name Here**

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**Detailed Balance Sheet for the year ended August 31, 20XX**

	<b>Actual</b> 20XX/20XX	<b>Actual</b> 20XX/20XX
<b>Capital &amp; Reserves</b>		
2700 Retained Surplus		
2710 Surplus Brought Forward		
3900 DES Capital Building Grant Income		
3901 Capital Building Fundraising Income		
3902 Parents Contribution to Capital Projects Income		
3903 Patron/Trustee Contribution to Fixed Asset Income		
3906 Accumulated Amortisation of Capital Building Income		
3920 DES Equipment Grants Income		
3921 ICT Grant Capital Income		
3925 Accumulated Amortisation of Capital Equipment Income		
3926 Accumulated Amortisation of ICT Grant Capital Income		
3940 DES Capital Building Grant Expense		
3960 Capital Building Fund Raising Expense		
3970 Parents Contribution to Capital Project Expense		
3990 Patron/Trustee Contribution to Fixed Asset Expense		
3995 Building Fund Account		
	0.00	0.00

**Enter School Name Here**

**Financial Report to Parents**

**Summary Financial Statement for the School Year 20XX/20XX**

<b>Income</b>		€
Department of Education and Skills Funding		
Other State Funding		
School Income	Parent Voluntary Contributions	
	Rental School Property	
	Fundraising	
	Parents Association	
	Other Income	
<b>Total Income</b>		0
<b>Expenditure</b>		
Education Expenditure	Classroom Materials and Teaching Aids	
	All Other Education Related Expenditure	
School Maintenance	Light, Heat and Power	
	Insurance	
	Cleaning and waste disposal	
	Rent, Rates and Local Charges	
	All Other Caretaking and Maintenance	
School Administration	Printing, Postage and Stationary	
	In-School Administration Systems	
	Telephone/SMS	
	All other Administration Expenses	
Financial	Bank Charges, Interest, Leasing	
<b>Total Expenditure</b>		0
<b>Surplus (Deficit) for the year</b>		0

**Financial Report to Parents**

Summary Financial Statement for the School Year 20XX/20XX

**Capital Projects**

		€
<b>Income</b>	Department Capital Grants Income	
	Other Capital Income	
		0
<b>Expenditure</b>	Department Capital Grants Expenditure	
	Other Capital Expenditure	
		0
<b>Surplus (Deficit) for the year</b>		0