**New Post Primary School Financial Checklist**

**See also** [**Amalgamating Schools and School Closure Checklist**](https://www.fssu.ie/post-primary/school-amalgamations-closures-opening/)

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| **Checklist** | **Completed by** |
| **Establishing a new Board of Management*** In conjunction with the trustee/patron, refer to the governance document in relation to setting up a new board of management.
* The patron/trustees may appoint a person to act in the role of secretary to the board until the [Principal is appointed](https://www.fssu.ie/app/uploads/2017/08/Articles-of-Management-updated-2021_22.pdf).
* Once the board has been appointed, they should approve and adopt policies and procedures for the following:
* Banking policy, including electronic banking, credit cards, petty cash etc
* Purchasing policy
* School tours policy
* Schoolbook policy

**Sample policy documents are available from the FSSU website (fssu.ie).*** The first board of management meeting must be held within one month of the Ministers recognition of the board.
* The board will establish a [finance subcommittee](https://www.fssu.ie/post-primary/training/training-resources-for-finance-sub-committees/) at its first meeting.
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| **Budget preparation*** Prepare a budget for the new school year based on estimated enrolment on 30th September. A full listing of Department of Education grants is available under the [Grants](https://www.fssu.ie/post-primary/topics/grants/) section of the FSSU website.
* Submit final budget for approval by patron/trustee.

Access to budget training and the [budget](https://www.fssu.ie/post-primary/topics/budgeting/) template, is available here. |  |
| **Banking**Once board members have been appointed:* Ensure that the board have opted for [Business Banking Online](https://www.fssu.ie/post-primary/topics/banking/guidelines-on-banking/), which allows for two approvers for all payments.
* The board should approve the authorised approvers for all bank accounts in line with the school’s governance documents for [Voluntary Secondary Schools](https://www.fssu.ie/app/uploads/2020/11/Board-of-Management-FSSU-Manual-VSS-July2024.pdf) / [Community and Comprehensive Schools.](https://www.fssu.ie/post-primary/school-management-info/school-management-in-community-comprehensive-schools/)
* If approved by the patron/trustee, open a credit card for online purchases, if required.
* Advise the Department of the school bank account details:
* **Email:** remittance@education.gov.ie.

**Income Solutions Provider*** Set up a payments solutions provider to collect school generated income electronically.
* Advise parents to pay any contributions for the next academic year using the new school app – send details in advance.
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| **Department of Education*** Confirm with the Department of Education that the school has been assigned a roll number
* Email: **sdfinfo@education.gov.ie****.**
* Register and set up on [PPOD](https://www.gov.ie/en/service/43ddb5-post-primary-online-database-p-pod/) (pupil online database)
* Email: **PPODHelpdesk@education.gov.ie**/Tel: (01) 889 231
* Register and set up [Online Claims Account](https://www.fssu.ie/app/uploads/2017/08/02-14-Financial-Guideline-Operation-of-the-Online-Claims-System_rev.pdf)
* Email: **onlineclaims@education.gov.ie** **/**Tel: (090 )648 4171.
* If necessary, contact he **secretaryreturns@education.gov.ie** **t**o advise of recruitment of new secretary.
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| **Insurance*** In consultation with the patron/trustee, arrange an insurance provider for the new school.
* Arrange a provider for pupil Insurance.
* Contact School Procurement Unit for more information: [**www.spu.ie**](https://www.spu.ie/)**.**
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| **Revenue*** Register as an employer using [TR1 Sample Form](https://www.fssu.ie/app/uploads/2018/06/TR1-Sample-Form.pdf)

 This is required before recruiting employees.* Once you receive your Tax Registration number you can then register for ROS Revenue Online Services [ROS Registration](https://www.ros.ie/ros-registration-web/ros-registration;rjsessionid=5076F9756412E5807050BBF22C0CB7A9?execution=e1s1).
* Set up direct debits and ROS Debit instructions for payments of tax. [Register as an employer](https://www.revenue.ie/en/employing-people/becoming-an-employer-and-ongoing-obligations/registration-of-employers-for-paye-purposes/how-to-register.aspx#:~:text=Registering%20through%20myAccount,'Manage%20My%20Record'%20card.&text=If%20you%20are%20a%20mandatory,and%20filing%20your%20tax%20online.).
* Once registered you can apply to register for other taxes such as VAT/RCT.
* The board should be familiar with the VAT/RCT guidance notes for schools - [Guidance Note for Boards of Management on RCT/VAT](https://www.fssu.ie/app/uploads/2024/07/guidance-note-boards-rct-vat-updated2019.pdf)
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| **Charity Regulator*** [Register the school with the Charities Regulator (CRA).](https://www.fssu.ie/post-primary/topics/charities-regulator/register-with-the-charities-regulator/)
* The board should appoint an authorised filer to complete the annual return on 30th June each year.
* Schools should ensure the Registered Charity Number of the school appears on the headed paper, website and any fundraising material of the school.
* The board should set up an account with the Charities Regulator: [Charities Regulator / MyAccount](https://www.charitiesregulator.ie/en/information-for-charities/frequently-asked-questions).
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| **Recruitment*** Advertise for and appoint the required ancillary staff. All new secretarial posts must be in line with Circular [0036/2022.](https://www.fssu.ie/app/uploads/2022/06/Circular-Letter-0036_2022.pdf) Contact secretaryreturns@education.gov.ie for further details and an application form.
* Draw up contracts of employment for each member of staff. Contact your management body for sample contracts of employment.
* Purchase a payroll package or outsource to accountant / payroll

bureau. |  |
| **Services and Suppliers** * Arrange utilities: light, heat, refuse collection etc. Contact Schools Procurement Unit for assistance with competitive rates - [www.spu.ie](https://www.spu.ie/).
* Set up accounts on credit with stationery providers, arts & crafts providers and hardware stores (optional).
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| * Contact lease companies, service agreement suppliers etc. in relation to the lease on photocopiers and arrange to sign new contracts dated 1st September. Contact [www.spu.ie](https://www.spu.ie/) for competitive rates.
* If procuring new equipment / furniture etc. please see procurement thresholds [Procurement Thresholds](https://www.fssu.ie/post-primary/topics/tendering/).
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| **Fixed Asset Register*** Prepare a Fixed Asset Register for the school. Record all fixed assets as they are purchased i.e. ICT, equipment, furniture etc. and barcode each item with a reference number for easy identification.
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| **Appoint an External Accountant*** Appoint an external accountant to submit the annual accounts to FSSU before the deadline date of 28th February each year.
* The accountant may need to extend the accounting period for longer than 12 months to include the initial grant received by the school prior to school opening.
* Provide details of the external accountant to the FSSU.
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| **Accounts*** Contact the FSSU to set up the new school on an accounting package:
* Voluntary Secondary schools are required to use [Sage 50](https://www.fssu.ie/post-primary/topics/sage-50-accounts/).
* Community & Comprehensive schools are required to use [Brightbooks](https://www.fssu.ie/post-primary/topics/surf-accounts/).
* Set up a filing system to store:
* Bank statements for all bank accounts (including credit card statements) – file in date and number order.
* Income – file all grants remittance information, payments collection system records and information on other income in date order.
* Purchases invoices – file in the invoices, marked as approved for payment, in payment date order.
* Monthly accounts including bank reconciliations.
* Correspondence to and from the school accountant.
* Revenue – open a file for each tax heading, ie PAYE/PRSI/USC, VAT & RCT – print and file returns and supporting documentation.
* Circulars & Guidelines from FSSU/Dept of Education.
* General folder for insurance policies - building and pupil insurance schedules.
* Contracts for equipment / photocopier, utilities, service agreements, proof of procurement etc.
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