**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. |  |
| **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](mailto: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. |  |
| **Department of Education**   * Confirm with the Department of Education that the school has been assigned a roll number * Email: [**sdfinfo@education.gov.ie**](mailto: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**](mailto: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**](mailto:onlineclaims@education.gov.ie) **/**Tel: (090 )648 4171. * If necessary, contact he [**secretaryreturns@education.gov.ie**](mailto:secretaryreturns@education.gov.ie) **t**o advise of recruitment of new secretary. |  |
| **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/)**.** |  |
| **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) |  |
| **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). |  |
| **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](mailto: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). |  |
| * 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/). |  |
| **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. |  |
| **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. |  |
| **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. |  |

[](http://www.fssu.ie/)