**Accounting Year End Checklist**

Before you send your end of year accounts to your accountant for submission to FSSU, please ensure you have completed the following checklist.

|  |  |
| --- | --- |
| Action | Completed |
| Income & Expenditure Account |  |
| Bank Statements for all banks accounts |  |
| School Receipts |  |
| Purchase Invoices |  |
| Insurance Documents |  |
| Capital Projects |  |
| Revenue Commissioners |  |
| Payroll reports |  |
| Fixed Asset Register |  |
| Board of Management Confirmation Letter |  |



**Suggested Timeline Guide for Board of Management**

Please use the below dates as a guide for your board of management timeline.

|  |  |
| --- | --- |
| Date | Action |
| 30th September | The board provides all financial information to the external accountant for the school year August 31st |
| 30th November | The draft annual accounts are returned by the accountant |
| 31st December | Accounts are reviewed and approved by the board and signed by the chairperson and one other board member |
| 28th February | Accountant submits the accounts to the FSSU and uploads a pdf copy of the approved annual accounts |

You can find more information on our website **www.fssu.ie**

If you have any questions, please telephone **01 910 4020** or email **primary@fssu.ie**