



FSSU
Financial Support
Services Unit

Financial Governance Manual for the Board of Management and Finance Sub-Committee

Voluntary Secondary Schools

Contents

Section A: Financial Governance for Boards of Management

The Board of Management and School Finance - Legal context	3
The Board of Management, the School Principal and Finance	5
The Board of Management Finance Sub-Committee	7
Grants payable to Non-Fee Paying Voluntary Secondary Schools	19
Online Claims System Guidelines	22
Revenue Compliance	25
Charities Regulator – Compliance	28
Preparation and Submission of Annual Financial Accounts	30
Financial Report for Parents	31

Section B: Financial Governance for the Finance Sub-Committee

A Guide for Finance Sub-Committees on Reviewing Monthly Financial Reports	33
Introduction:	33
STEP 1: Ensure the FSSU Recommended Financial Reports are Sent Securely to the Finance Sub-Committee	33
STEP 2: Review of Financial Reports	34
STEP 3: Preparing the Summary Finance Report for the Board of Management Meeting	50
STEP 4: Presenting the Summary Finance Report to the Board of Management Meeting	51
Appendix 1: Finance Sub-Committee Monthly Reporting Checklist	52
Appendix 2: Ring Fenced Grants	57
Appendix 3: Review of School Generated Income	58

Section A: Financial Governance for Boards of Management

The Board of Management and School Finance - Legal context

1. The Education Act 1998 sets out a statutory framework for Irish Education. The Act serves an important purpose in providing transparency and clarity regarding the rights and responsibilities of patrons / trustees, boards of management, Principals and other stakeholders and in **facilitating best practice, quality outcomes and the effective and efficient deployment of resources.**

2. Section 14 of the Education Act 1998 provides for the establishment on an agreed basis of representative boards of management in recognised schools. Subject to the general supervision of the patron/trustees, the board of management, in accordance with the functions as set out in the Act, **is responsible for the governance and direction of the schools, the use of school resources and the management of its finances.** Section 15 states:

“It shall be a duty of a board to manage a school on behalf of a patron and for the benefit of students and their parents and to provide or cause to be provided an appropriate education for each student at the school for which the board has responsibility.”

“A board shall consult with and keep informed the patron of decisions and proposal of the board.”

“A board shall **have regard to the efficient use of resources (and in particular the efficient use of grants provided under Section 12) the public interest in the affairs of the school and accountability to students, their parents, the patron, staff and community served by the school.**”

3. Voluntary secondary schools in the free education sector receive funding towards recurrent expenditure from the Department of Education (DE) by way of per capita grants. Teacher salary costs in all schools are paid directly by the State.

4. Subject to the general supervision of the patron/trustees, the board of management is responsible for the financial administration of the school. School finances and accounting have become a complex matter with schools handling a variety of funds apart from DE grants. Excluding teacher salaries, an average size school can have an income in excess of €500,000 including voluntary donations from parents, fund-raising, collections for school tours and other activities.

5. Section 18 of the Act states that

“the board shall keep all proper and usual accounts and records of all monies received by it or expenditure of such monies incurred by it and shall ensure that in such year all such accounts are properly audited or certified in accordance with best accounting practice; accounts kept in pursuance of this section shall be made available by the school concerned for inspection by the Minister and by parents of students in the school, in so far as those accounts relate to monies provided in accordance with section 12.”

Points 6 - 8 below applies to schools whose governance document is the Articles of Management for Catholic Voluntary secondary schools.

6. Through the Articles of Management, the trustees of Voluntary Catholic schools devolve their powers to the board of management which now undertakes the responsibility for the conduct, management and **financial administration of the school, in accordance with the ethos of the Trustees and under their general supervision and control (Article 2).**

Section A: Financial Governance for Boards of Management

7. The trustees, as owners of the school are ultimately responsible for any debts incurred by the school. For this reason, **any expenditure in excess of income must be approved by the trustees**. Under Article 15, specific obligations in the area of financial management are laid down which are binding on boards of management:
- a) **Responsibility for all business carried on in connection with or on account of the school; the keeping of proper books of account and the operation of a bank account (15 (a))**
 - b) **Payment of a licence fee to the trustees (15 (b))**
 - c) ****Ensuring expenditure does not exceed income and preparing a forward budget and financial report for the trustees (15(c))**
 - d) **Setting up a financial sub-committee (15 (d))**
 - e) **Cheque payments and cheque signatories (15 (e))**
 - f) **Use of the school premises by outside bodies (15 (f))**
 - g) **Adequate and proper insurance (15 (g))**
 - h) ****Trustee approval is required for any extension, improvement or replacement of school buildings (27 (a))**
 - i) **Trustee approval is required for hire purchase, loans etc. above a particular level (27 (b))**

****Article 28 indemnifies the board and each member against any claim for capital debts or expenditure properly incurred and provided Articles 15 (c) and 27 (a) have been complied with by the board.****

8. The board of management delegates the day to day management of the school to the Principal who is given authority to act on behalf of the board. The Principal is required **“to carry out his/her functions in accordance with such policies as may be determined from time to time by the board and regulations made under the Act”.** (Section 23)
9. All financial decisions in relation to the school must be authorised and ratified by the Principal. **No member of the board of management in his/her individual capacity may interfere with the financial administration of the school by the Principal.**

The Board of Management, the School Principal and Finance

The financial administration of the school is under the control of the board of management subject to the general supervision and control of the trustees.

The trustees, as owners of the school, are ultimately responsible for any debts incurred by the school. For this reason, any expenditure in excess of income must be approved by the trustees.

The board of management is responsible for all business carried on in connection with or on behalf of the school. It is responsible for day to day running expenses and must ensure that expenditure does not exceed income. To fulfil this responsibility it is required to:

- Ensure that all legal requirements under the Education Act 1998 are fulfilled
- Comply with the requirements of the trustees / patron
- Comply with requirements of the Department of Education and of the Financial Support Services Unit
- Set up a finance sub-committee which includes the Principal
- Submit an annual budget for the next school year to the trustees.
- Ensure that the annual school accounts are prepared, approved and submitted by February 28th following the end of the school year
- See that the school is adequately insured
- Obtain advance written approval from the trustees for any hire purchase, overdraft or loan agreement and for any proposed capital expenditure

The board delegates the day to day management of the school to the Principal and he/she is given authority to act on behalf of the board. Section 23 states that “a Principal shall have all such powers as are necessary or expedient to carry out his/her functions under the Act and shall carry out his/her functions in accordance with such policies as may be determined from time to time by the board and regulations made under the Act.” The Principal is “entitled to be a member of any and every committee appointed by a board.”

All financial decisions in relation to the school must be authorised and ratified by the Principal. In any event, no member of the board of management in his/her individual capacity or any other school employee may in any way interfere with the financial administration of the school by the Principal.

The day to day financial responsibilities which have to be fulfilled in a school include the following:

- Managing all bank accounts opened in the name of the school
- Managing day to day running expenses
- Ensuring that proper books of account are kept in line with best practice guidelines
- Making sure expenditure does not exceed income unless with trustee approval
- Preparing the annual budget
- Ensuring that school income and expenditure is monitored on a regular basis and in particular comparing actual income and expenditure to budget
- Submitting financial reports at each board of management meeting

Section A: Financial Governance for Boards of Management

- Making sure a bank reconciliation statement for each school account is prepared once a month
- Ensuring the segregation of duties as far as possible in all financial matters
- Two cheque/electronic signatories on all school accounts one of whom is the Principal
- All documentation relating to financial transactions and purchasing is signed by the Principal
- Subject to trustee approval, the Principal discharges the wishes of the board of management regarding the use of school premises by outside bodies, school insurance and the maintenance and upkeep of the buildings
- Ensuring that no bank overdrafts, loans, lease or hire purchase agreements are entered into without prior Trustee approval
- Monitoring all grants from the Department of Education
- Ensuring that all payments made to the school are properly receipted and recorded
- Having clear guidelines in place on fund-raising in the school's name
- Ensuring that proper financial controls are in place for Parents' Associations / Councils, Past Pupils' Unions and other organisations operating in the name of the school
- The Principal approves all wages and salaries paid to school employees and ensures that proper records are maintained
- Ensuring that all remuneration payments made by the school are Revenue compliant
- Returning all relevant documentation and payments to the Revenue Commissioners
- Ensuring the proper disbursement of books grants for Senior Cycle pupils and the Free Book Grant for Junior Cycle pupils
- Ensuring that proper purchasing guidelines are in place e.g. checking of order books, delivery notes and invoices
- Ensuring that procurement and tendering procedures are followed. Contact schools procurement unit spu.ie for further information
- Ensuring a proper system of stock control is in place where necessary
- Ensuring a proper assets register is maintained

This list is not exhaustive. However, there is no implication that the Principal has to physically carry out all of the tasks outlined above. Many of these tasks can be delegated but only under the guidance of the Principal. It is the responsibility of the school board of management to ensure that the necessary structures are in place as the board is responsible for all business carried on in connection with or on account of the school.

The Board of Management Finance Sub-Committee

1. The Finance Sub-Committee

The finance committee is a sub-committee of the board of management established to carry out the duties assigned to it by the board.

In establishing a finance committee, the board needs to formally agree:

- a) Terms of reference and functions to be performed by the committee. (Sample terms of reference are listed below.)
- b) Membership of the committee - this should comprise the Principal and two nominees of the board. On occasions, the board may also wish to invite a non-board member to sit on such a committee.
- c) Tenure of office – normally coinciding with the three year term of the board
- d) Reporting arrangement with the board and trustees.

2. Functions of the Finance Sub-Committee

The finance sub-committee monitors the financial affairs of the school and makes recommendations to the board as appropriate. This includes the following:

- a) Drawing up the annual budget of the school for presentation to and adoption by the board of management
- b) Preparing and presenting regular financial reports for the board
- c) Organising the preparation of school accounts for the external school accountant/auditor
- d) Overseeing the school's asset register
- e) Ensuring that recommended school internal controls are put in place and followed
- f) Ensure that the requirements of the Education Act 1998 and of the schools governance document in relation to school finances are met
- g) Complying with financial requirements of trustees, Financial Support Services Unit and the Department of Education.

3. Sample Terms of Reference Finance Sub-Committee

A. The School Budget

Early in the second school term, the finance sub-committee meets to begin the process of drawing up the school budget for the following school year. A draft budget is presented to the full board with ratification completed by April or May. In drawing up the budget, the following consideration should be kept in mind:

- **Projected expenditure must not exceed projected income.** The board of management is not permitted to budget for a deficit without prior sanction from the Trustees.

B. Financial Reports to the board

At each meeting of the board, the finance sub-committee presents an up-to-date **financial statement**

showing receipts and payments summary, actual income and expenditure compared to budget, a bank reconciliation statement for each bank account and a short progress report on the funding activities currently engaged in by the school. Following consideration, the financial report should be formally approved by the board.

C. Accounts and Documentation

The finance sub-committee ensures that all **accounts and documentation** are prepared for the external school accountant/auditor at the end of the school year. On receipt, the annual school accounts are presented to the board for formal ratification and copies sent to the Trustees.

D. Internal Controls

1. The finance sub-committee ensures that there are adequate **internal controls** over all financial transactions conducted by the school and that these are reviewed regularly. In particular, the finance sub-committee will establish and keep under review school practices and procedures in the following areas:
 - **Payment procedures**
 - **Procedures for the receipt of money**
 - **Purchasing procedures**
 - **Payment of wages**
 - **Control of stock and assets**
 - **Cash handling procedures**
2. The finance sub-committee monitors the operation of all cash undertakings which may be authorised by the board to ensure that best practice pertains and makes recommendations to the board as necessary.
3. The finance sub-committee should review the **financial information systems** within the school to ensure that the board has adequate information upon which to make decisions and to satisfy itself that the school finances are being managed in such a manner as to meet its obligations to the school community, the trustees, the Department of Education and other interested parties such as the Revenue Commissioners.
4. The finance sub-committee will have access to all **accounting records** held by the school such as original bank statements, correspondence, invoices, asset register, and wage records as it sees fit from time to time.
5. The finance sub-committee may request the Principal to provide a **report** on any aspect of school accounts at its discretion.

E. The Finance Sub-Committee ensures

- That the board does not enter into any financial commitment for which there is no provision
- That all Revenue Commissioners requirements are met
- That all lease arrangements/loans are approved and monitored
- That all payments and procedures for the hire of school property or equipment are monitored e.g. sports hall, computer facilities
- That stock taking occurs on an annual basis
- That the school's asset register is maintained

F. Meetings

The finance sub-committee should meet prior to all board meetings to discuss the financial reports from the accounts package in detail, to enable it to discharge its duties and to contribute to the good management of the school. A report should be read to the main board meeting. A formal record of meetings should be retained.

Recommended Financial Reports for Board of Management Meetings

A. Introduction:

This guideline sets out the required financial reports to be reviewed by:

1. the Principal and accounts personnel
2. the board of management

The reports should be reviewed on a monthly basis as it is critical in these financially challenging times that school finances are timely and accurate.

B. Recommended Financial Reports:

The Principal and the board should ensure that the following steps are followed:

STEP 1: The accounts information should be processed in a computerised accounts package throughout the month. It is important that the board is satisfied that there is a suitably trained person carrying out this function. Training and support for accounts personnel is available from the FSSU.

STEP 2: A draft set of financial reports should be reviewed for accuracy and completeness within ten days of the month end. This review should be undertaken by the Principal with the person processing the financial information. Any issues or adjustments arising from this initial review should be addressed.

STEP 3: A full set of financial reports can be generated at least 3 days before the scheduled board meeting. The reports maybe emailed to finance sub-committee members. The email must be password protected. Members of the finance sub-committee must be mindful of confidentiality of these reports. Any queries should be addressed at the finance sub-committee meeting. The finance sub-committee should review the financial reports in detail at their meeting and present a report to the full board meeting. The reports to be reviewed by the finance sub-committee can be found in Section B.

STEP 4: All board members should be given a copy of the financial reports at the main board meeting. It is not envisaged that the financial reports are reviewed in detail at the main board meeting by the full board; detailed analysis of the reports is the function of the finance sub-committee.

The financial reports to be presented to the board are:

1. **List of balances on all school bank and cash accounts**
2. **A bank reconciliation statement for each bank account**
3. **Income and Expenditure Account Report showing actual versus budgeted figures**
4. **Balance Sheet Report**
5. **List of all creditors/accruals**
6. **Summary of income/grants received in advance for the next school year and prepayments**
7. **Capital Income and Expenditure Account Report**

C. Other information

- As the financial reports contain confidential information, it is recommended that they are collected at the end of the meeting. One copy of all the financial reports shall be filed with the board records and all other copies of the financial reports shredded.

1. Balances on all Bank Accounts

Post Primary Secondary School Sample Data

List of Bank Balances at 31.08.20XX				
A/C	Name	Balance	Date Rec	B Statement Balance
1800	Current Account	5,854.18	31/08/XX	7,403.18
1810	Deposit Account	45,000.00	31/08/XX	45,000.00
1900	Petty Cash Account	110.00		
1950	Cash Account	0.00		
TOTAL		50,964.18		

2. Bank Reconciliation Statement for each Bank Account

Date: 12/09/20XX

Post Primary School Sample Data

Page: 1

Time: 14:28:39

Bank Reconciliation

Date To: 31/08/20XX

Statement Ref: 1800 2022-09-12 01

Bank Ref:	1800	Date To:	31/08/20XX
Bank Name:	Current Account	Statement Ref:	1800 2022-09-12 01
Currency:	Euro		

Balance as per cash book at 31/08/20XX:

5,854.18

Add: Unpresented Payments

Tran No	Date	Ref	Details	€
974	31/05/20XX	5160	J. Brennan	58.26
978	31/05/20XX	5170	Fitzpatricks	66.66
1354	13/07/20XX	5180	M. Browne	544.12
1924	28/08/20XX	5190	Musgraves	122.50
2150	31/08/20XX	5191	Crown Roofing	648.00
2151	31/08/20XX	EW	E Whelan	109.46
				1,549.00

Less: Outstanding Receipts

Tran No	Date	Ref	Details	€
				0.00

Reconciled balance :

7,403.18

Balance as per statement :

7,403.18

Difference :

0.00

3. Income and Expenditure Account showing Current and Budget figures

Date: 14/09/20XX

Post Primary School Sample Data

Page: 1

Time: 09:54:42

BOM Income and Expenditure Account

From: Month 1, September 20XX To: Month 12, August 20XX

Chart of Accounts: FSSU

Code	Description	Period	Budget	Difference	Prior Year
Income					
Department Income					
010	Capitation	150,000.00	149,000.00	1,000.00	136,500.00
3050	Support Services	123,553.33	123,600.00	(46.67)	110,200.00
3100	Secretarial Grant	22,049.67	21,700.00	349.67	21,700.00
3130	Caretaker Grant	17,733.67	17,500.00	233.67	17,000.00
3150	Book Grant	13,728.00	14,400.00	(672.00)	13,500.00
3170	Special Subjects Grant	741.00	793.00	(52.00)	500.00
3200	Transition Year	8,645.00	8,835.00	(190.00)	8,800.00
3220	Grant for Traveller Students	405.00	402.00	3.00	300.00
3240	Supervision/Substitution	3,534.77	5,307.00	(1,772.23)	6,500.00
3255	DES Exam Income	8,999.00	10,000.00	(1,001.00)	9,500.00
3290	Other DES Grants	0.00	2,674.00	(2,674.00)	0.00
Total Department Income:		349,389.44	354,211.00	(4,821.56)	324,500.00
School Generated Income					
3310	Transition Year	27,853.00	30,000.00	(2,147.00)	26,000.00
3330	Book Rental	15,221.00	14,000.00	1,221.00	14,200.00
3350	Hall Rental	3,280.00	2,500.00	780.00	2,500.00
3390	School Administration Charges	32,094.63	31,000.00	1,094.63	29,800.00
3410	Adult Education Income	9,260.81	11,000.00	(1,739.19)	10,000.00
3420	Canteen Income	4,412.50	4,500.00	(87.50)	4,000.00
3490	Study Income	12,450.50	10,000.00	2,450.50	9,500.00
3495	Mock Exam Income	9,168.00	10,000.00	(832.00)	9,500.00
3500	Games	0.00	500.00	(500.00)	0.00
3510	Bus Income	9,853.77	6,000.00	3,853.77	7,500.00
3530	School Tours	28,413.28	24,000.00	4,413.28	30,000.00
3535	Student Insurance	3,990.75	3,000.00	990.75	2,900.00
3550	Reimbursable Income	11,354.48	10,000.00	1,354.48	10,000.00
3575	Unrestricted School Fundraising (Non Capital)	1,050.67	2,000.00	(949.33)	1,000.00
Total School Generated Income:		168,403.39	158,500.00	9,903.39	156,900.00
Other Income					
3650	Voluntary Subscriptions	16,260.00	20,000.00	(3,740.00)	15,000.00
3700	Income from Parents Association	8,727.12	5,000.00	3,727.12	5,000.00
3800	Bank Interest Received	57.95	40.00	17.95	40.00
3850	Other Income	3,122.91	7,000.00	(3,877.09)	6,890.00
Total Other Income:		28,167.98	32,040.00	(3,872.02)	26,930.00
TOTAL Income		545,960.81	544,751.00	1,209.81	508,330.00
Expenditure					
Education Salaries					
4110	Substitute Teachers	2,828.86	5,000.00	(2,171.14)	9,800.00
4111	Privately Paid Teachers	4,241.16	3,000.00	1,241.16	3,800.00
4150	Supervisors Salaries	1,461.90	5,307.00	(3,845.10)	2,500.00
4155	State Exam Aides Salaries	8,914.53	10,000.00	(1,085.47)	9,000.00
4170	Adult Education Salaries Expenses	6,631.97	6,000.00	631.97	5,800.00
4190	After School Study	21,371.06	31,000.00	(9,628.94)	21,500.00
4196	Bus Escort Salary Expense	6,663.61	1,500.00	5,163.61	6,916.01
Total Education Salaries:		52,113.09	61,807.00	(9,693.91)	59,316.01

Date: 14/09/20XX

Post Primary School Sample Data

Page: 2

Time: 09:54:42

BOM Income and Expenditure Account

From: Month 1, September 20XX To: Month 12, August 20XX

Chart of Accounts: FSSU

Code	Description	Period	Budget	Difference	Prior Year
Expenditure					
Education Other					
4310	Teaching Aids	5,668.22	1,500.00	4,168.22	1,000.00
4330	Religion	980.00	1,000.00	(20.00)	750.55
4350	Art	3,781.78	4,500.00	(718.22)	4,781.99
4360	Art Packs	3,230.00	3,000.00	230.00	2,900.30
4370	Home Economics	1,356.12	2,000.00	(643.88)	1,800.00
4390	Science	5,337.37	4,000.00	1,337.37	4,099.66
4410	Non Capital Computers/ IT Expense	3,089.55	4,000.00	(910.45)	3,870.77
4450	Metal Work/ Engineering	10,625.00	11,000.00	(375.00)	10,500.00
4490	Other Subjects	2,666.80	6,000.00	(3,333.20)	5,500.00
4550	Leaving Cert Applied	938.89	2,000.00	(1,061.11)	500.00
4570	LCVP	5,191.31	5,500.00	(308.69)	5,420.23
4580	Journals	3,348.00	3,500.00	(152.00)	3,265.56
4590	Transition Year	32,471.86	30,000.00	2,471.86	29,800.00
4610	Learning Support	972.28	1,500.00	(527.72)	930.00
4620	Teacher Inservice/Training	1,055.00	2,000.00	(945.00)	1,450.00
4630	Career Guidance	2,000.34	1,500.00	500.34	1,491.00
4640	Library	617.55	1,000.00	(382.45)	500.00
4650	Physical Education	500.00	600.00	(100.00)	450.00
4670	Games (Exclude Travel)	1,756.60	1,000.00	756.60	900.00
4690	Bus Hire	7,980.00	8,000.00	(20.00)	8,000.00
4710	School Tours	23,943.43	24,000.00	(56.57)	23,500.00
4750	Mock Examinations	7,858.95	10,000.00	(2,141.05)	9,850.30
4770	Trophies and Prizes	2,012.43	1,500.00	512.43	1,500.00
4810	Home/School/Liaison	28,359.20	28,000.00	359.20	26,000.00
4910	Other Education Expenses	11,420.86	3,000.00	8,420.86	2,800.00
Total Education Other:		167,161.54	160,100.00	7,061.54	151,560.36
Repairs Maintenance & Establishment					
5010	Caretakers Wages	55,876.46	57,000.00	(1,123.54)	56,900.00
5110	Cleaners Wages	34,334.44	35,000.00	(665.56)	34,500.00
5150	Contract Cleaners	2,315.40	2,500.00	(184.60)	2,450.00
5170	Cleaning Materials	8,804.53	9,000.00	(195.47)	8,900.00
5310	Repairs - Buildings & Grounds	27,309.25	15,000.00	12,309.25	14,500.00
5350	Repairs - Furniture, Fittings, Equipment	15,586.05	15,000.00	586.05	14,500.00
5400	Security	4,160.43	1,800.00	2,360.43	1,750.00
5450	Insurance	14,972.60	15,000.00	(27.40)	14,500.00
5510	Heating	20,218.80	20,000.00	218.80	19,850.63
5520	Refuse/Recycling	2,670.91	1,800.00	870.91	1,750.00
5550	Light and Power	15,245.45	12,000.00	3,245.45	12,000.00
5610	Rent, Rates, Local Charges	2,642.00	3,000.00	(358.00)	3,000.00
5700	Licence Fee Trustees	2,970.00	3,500.00	(530.00)	3,500.00
5800	Other RME	724.21	1,000.00	(275.79)	900.00
Total Repairs Maintenance & Establishment:		207,830.53	191,600.00	16,230.53	189,000.63

Date: 14/09/20XX

Post Primary School Sample Data

Page: 3

Time: 09:54:42

BOM Income and Expenditure Account

From: Month 1, September 20XX To: Month 12, August 20XX

Chart of Accounts: FSSU

Code	Description	Period	Budget	Difference	Prior Year
Expenditure					
Administration					
6010	Secretarial Wages	38,420.04	40,000.00	(1,579.96)	38,500.00
6100	Staff Recruitment	341.65	1,500.00	(1,158.35)	1,400.00
6150	Advertising/Public Relations	5,251.04	3,000.00	2,251.04	2,952.00
6210	Postage	2,462.95	2,000.00	462.95	1,980.00
6250	Telephone	6,467.91	5,000.00	1,467.91	4,989.00
6300	Printing/Stationary	8,815.87	8,500.00	315.87	6,998.00
6305	Photocopying Expenses	14,791.56	13,726.00	1,065.56	12,963.00
6350	Office Equipment	848.64	1,000.00	(151.36)	950.00
6400	Accountancy Fee	2,829.00	3,500.00	(671.00)	3,250.00
6450	Other Professional Fees	7,248.60	9,000.00	(1,751.40)	8,400.00
6500	Travel & Subsistence	3,029.27	2,000.00	1,029.27	1,980.00
6600	Principals Expenses	2,490.63	2,000.00	490.63	1,120.00
6650	BOM Expenses	4,325.30	3,000.00	1,325.30	3,360.00
6700	Annual Subscription	5,957.00	5,400.00	557.00	4,792.00
6750	Donations/Charity	500.00	1,000.00	(500.00)	330.00
6755	Medical and 1st Aid	438.52	800.00	(361.48)	698.00
6780	Staff Room Expenses	2,506.18	1,000.00	1,506.18	950.00
6800	Hospitality	1,649.63	1,500.00	149.63	961.00
6860	School Canteen	1,312.50	1,000.00	312.50	1,120.00
6900	Other Admin. Expenses	567.10	1,000.00	(432.90)	600.00
Total Administration:		110,253.39	105,926.00	4,327.39	98,293.00
Financial					
7300	Leasing Expenses	945.85	0.00	945.85	0.00
7450	Bank Charges	590.05	700.00	(109.95)	560.00
7800	Reimbursable Expenses	10,330.00	10,000.00	330.00	9,600.00
Total Financial:		11,865.90	10,700.00	1,165.90	10,160.00
Depreciation					
TOTAL Expenditure		549,224.45	530,133.00	19,091.45	508,330.00
NET PROFIT/(LOSS)		(3,263.64)	14,618.00	(17,881.64)	0.00

4. Balance Sheet

Date: 12/09/20XX

Post Primary Secondary Sample Data

Page: 1

Time: 14:58:46

BOM Balance Sheet

Chart of Accounts: FSSU

Code	Description	Period Brought Fwd - Aug 20XX	Prior Year Sep 20X - Aug 20XX
Fixed Assets			
Fixed Assets			
1400	Capital: Land & Buildings	633,215.00	620,715.00
1420	Capital: Furniture, Fitt	156,239.00	156,239.00
1430	Capital: Dept: Fixed Fittings & Eq	(39,721.00)	(39,721.00)
1460	Capital: Computer Equip	27,000.00	15,200.00
Total Fixed assets:		776,733.00	752,433.00
TOTAL Expenditure		776,733.00	752,433.00
Current Assets			
Debtors and Prepayments			
1720	Prepayments	8,266.36	5,600.00
Total Debtors and Prepayments:		8,266.36	5,600.00
Current Account			
1800	Current Account	5,854.18	35,854.18
1810	Deposit Account	45,000.00	25,000.00
Total Current Account:		50,854.18	60,854.18
Debtors and Prepayments			
1900	Petty Cash Account	110.00	90.00
Total Cash Account:		110.00	90.00
TOTAL Current Assets:		59,230.54	66,544.18
Current Liabilities			
Creditors Accruals			
2105	School Income Received in Advance	22,200.00	26,500.00
2150	Grants Received in Advance	20,200.00	19,000.00
2250	PAYE/PRSI Control	5,600.00	5,600.00
2260	VAT Control Account	2,700.00	1,350.00
2270	RCT Control Account	4,000.00	2,000.00
Total Accruals:		54,700.00	54,450.00
Current Account			
Cash Account			
TOTAL Current Liabilities:		54,700.00	54,450.00
Current Assets less Current Liabilities:		4530.54	12,094.18
Total Assets less Current Liabilities:		781,263.54	764,527.18
Capital & Reserves			
Retained Profits			
2710	Retained Profits	66,000.00	66,000.00
Total Retained Profits:		66,000.00	66,000.00
Retained Profits			
3900	DES Building Grant	43	5,600.00
3920	DES Equipment Grant	26	2,927.18
3921	ICT Grant Capital Income		20,000.00
Total Contibution Fixed Assets:		71	8,527.18
TOTAL Capital & Reserves:		784,527.18	784,527.18
Income And Expenditure Account:		(3,263.64)	
		781,263.54	

5. Accruals Report

Post Primary School Sample List of Creditors/Accruals	
Telephone	400
Bord Gas	300
Office Supplies	260
Cleaning Materials	150
Computers	2500
Wood works Supplies	2100
Total Due	5710

6. Capital Income and Expenditure Account Report

Buildings Projects Report				
School Name	Insert name here			
Roll Number	12645J			
Project description	Building project			
Date	31/12/20XX			
Income	COA code	Actual	Budget	Variance
		€	€	€
	3900	Department grants		-
	3901	Fundraising Income		-
	3903	Trustees/Patron contribution		-
	3902	Parents Funding		-
		Past Pupils Union contribution		-
	3907	Donations		-
		Restricted /Designated Funds		-
	3904	Other (sports grant, lottery etc.)		-
Total		-	-	-
Expenditure				
	3940	Professional Fees		-
	3940	Building Contractor bills		-
	3940	RCT/VAT payments		-
	1421	Furniture and Fittings		-
	1460	ICT (including wifi)		-
	3940	Insurance		-
	3940	Building Bond		-
	3940	Retention payment		-
	3940	Other		-
Total		0	0	0
Surplus/Deficit		0	0	0

Grants payable to Non-Fee Paying Voluntary Secondary Schools

1. Standard Capitation Grant: Rate per pupil. The standard capitation grant is designed to cover normal school running costs. There is a 25% deduction to the standard capitation grant for PPP schools.

The grant is paid in three instalments based on current enrolment.

2. DEIS Grant (DEIS Schools only): Schools included in the School Support Programme under DEIS receive a grant which is based on the level of concentrated disadvantage in each school and the school's enrolment. Queries in relation to the DEIS grant should be directed to Social Inclusion Unit in the Department of Education.

3. Support Services Grant: Rate per pupil payable in three instalments. The minimum grant payable is based on 200 pupils and thereafter according to enrolment. There is a 25% deduction to the support services grant for PPP schools.

4. Grants for Secretaries:

- a) Basic Secretarial Grant - Rate per pupil. The maximum grant payable is based on 350 pupils.
- b) SSSF Secretary Grant - Rate per pupil. The minimum grant payable based on 200 pupils and the maximum grant is set at 350 pupils.

(School secretaries employed under the 1978 scheme are paid directly by the DE and therefore any such school is not entitled to the secretarial grants above regardless of its enrolment figure.)

Where a school secretary has moved to the Department of Education payroll under the new pay arrangements outlined in Circular 0036/2022, these schools will have the support services grant due reduced to reflect the fact that schools are no longer paying these staff directly. Full details are set out in the letter to schools from the Department of Education 20th December 2023.

5. Grants for Caretakers:

- a) Basic Caretaker Grant - Rate per pupil. The maximum grant is set at 350 pupils.
- b) SSSF Caretaker Grant - Rate per pupil. The minimum grant is set at 200 pupils and the maximum grant is set at 350 pupils.

To qualify for the Basic Secretary or Caretaker Grants a school must have an enrolment figure of at least 200 pupils. The grant is calculated by multiplying the enrolment figure by the rate per capita up to a maximum of 350 pupils. If a school subsequently falls below the 200 enrolment figure the grant is paid on the enrolment figure x rate. PPP schools are not entitled to the grants for caretakers.

The **SSSF Caretaker/Secretary Grants** are paid to schools receiving either of the above mainstream grants. A school in receipt of the Secretary Grant will receive the SSSF – Secretary Grant and a school in receipt of the Caretaker Grant will receive the SSSF – Caretaker Grant. Each eligible school will receive a minimum grant based on 200 pupils up to a maximum based on 350 pupils. Schools with enrolments between 200 and 350 will be paid on a pro rata basis.

Section A: Financial Governance for Boards of Management

Schools that have never reached a minimum enrolment figure of 200 pupils, and therefore are not in receipt of the Caretaker or Secretary grants, are still entitled to the SSSF Caretaker (€20.50 per pupil) and SSSF Secretary (€26.50 per pupil) grants at the minimum grant of 200 by the rate.

6. Tuition Grants

- a) **Transition Year Grant:** Rate per pupil in Transition Year
- b) **Leaving Certificate Applied Grant:** Rate per pupil in LCA. This is based on pupil enrolment in 5th and 6th year of LCA programme
- c) **Junior Certificate Schools Programme:** Rate per pupil in First Year JCSP
- d) **Physics and Chemistry:** Rate per pupil taking Physics and/or Chemistry in 5th and 6th Year.

7. Existing Book Grant Scheme under [Circular 0046/2013](#): Rate per pupil in non-DEIS schools and rate per pupil in DEIS schools (excluding number of PLC pupils).

8. Free Schoolbooks Grant and Administration Support Grant

- a) **Free Schoolbooks Grant:** Rate payable per pupil enrolled in junior cycle years.
- b) **Administration Support Grant:** An administration support grant, plus an additional amount to cover employer PRSI is provided. The number of days allocated are based on the enrolment size of the school. Guidance on the scheme can be found [here](#).

9. Grant Special Needs Class: A grant is payable per pupil is payable in respect of students psychologically assessed as having a mild or moderate learning disability and who participate in National Council for Special Education (NCSE) approved special classes.

10. Irish and Bi-Lingual Grants: Rate per pupil where all pupil are taught through Irish and rate per pupil per subject where a maximum of four subjects are taught through Irish.

11. Traveller Pupils Grant: A grant is payable for each traveller pupil.

12. Supervision/Substitution Scheme Funding: Where a teacher has opted out of Supervision and Substitution Scheme, an amount equivalent to the supervision and substitution allowance has been allocated to the teacher's school for the provision of supervision and substitution duties. This grant cannot be used to pay full-time teachers or teachers who have opted out of the Scheme for supervision and substitution on a casual/ non-pensionable basis.

The school will receive €1,769 per annum for teachers employed pre-1 January 2011 and €1,592 for teachers employed post-31st December 2010 who opted out of the scheme.

13. Capital Grants: With prior trustee approval, the board of management may seek capital funding from the Department of Education under the following categories:

- Major Projects
- Additional Accommodation
- Emergency Works
- Remediation Programmes
- Summer Works Scheme

Application forms for Major Projects (Form SLE) and Additional Accommodation (Form ASA) should be downloaded from the Department of Education website www.gov.ie select Department of Education and click on School Building and Design.

Post-primary schools requiring **emergency works** to be undertaken must apply under this scheme by completing the online Emergency Works Application Form available through the Esinet system under the tab labelled 'Devolved Projects'.

14. Calculation of grants: You can calculate your expected grant income for the school year using the FSSU budget templates that are available on the FSSU website.

Online Claims System Guidelines

1. Introduction

The Department of Education have issued Circular 0024/2013 'Operational Guidelines for Boards of Management and Staff designated to operate the Online Claims system in recognised primary and post primary schools.' The purpose of this Circular is to update school management authorities and staff on the procedures and recommendations regarding the operation of the On Line Claims System (OLCS). **The procedures and recommendations outlined shall be implemented at all times.**

This Financial Guideline outlines the details of the Circular highlighting new requirements in relation to security and reporting.

2. Security Procedures

Persons authorised to use OLCS must:

- a) keep their User ID, password, email address and other information secure at all times and not disclose them to anybody including other members of staff.
- b) not reveal passwords to a third party.
- c) logout of OLCS before leaving a computer unattended.
- d) not authorise any computer programme to remember their security details.

The Esinet site is a secure site and as a security measure, if the OLCS application has not been used for more than thirty minutes, it will automatically log the user out of the system.

If login details are lost or forgotten it will be necessary to authenticate the details provided when first registered on OLCS when requesting new login details.

3. Role of Boards of Management

Boards of management:

- a) have a responsibility to ensure that at school level the integrity of the system is maintained at all times.
- b) should formally approve the roles of personnel involved in the On-line Claims System.
- c) must ensure on an ongoing basis that under no circumstances should the same person in a school undertake the role of Data Entry and Approver.
- d) should ensure that supporting documentation in relation to the data input on OLCS is retained securely in the school with the relevant personnel records i.e. medical certificates, attendance at in-service/in-career courses and applications forms for board approved leave.

A short report should be read into the minutes of every board of management meeting listing the names of all substitutes and part-time teachers for whom claims have been made on the OLCS system since the last board meeting.

4. OLCS Roles

There are four distinct roles assigned to personnel at school level to operate OLCS. These roles are as follows:

a) Data Entry

The role of the person with responsibility for Data Entry is to input the data i.e. input the details of absences of staff members, claims for casual and non-casual staff members and other details to the system.

The role of the Data Entry person is a distinct role and under no circumstances should the same person undertake a dual role on OLCS.

The Data Entry person should not be a person employed as a special needs assistant in the school.

b) First Approver

The role of the First Approver is to verify that the data input by the Data Entry person is correct and to approve the data. The FSSU recommend the Principal should undertake the role of first approver.

The Approver should always ensure that:

- i) details and in particular the bank account details of teachers and special needs assistants are input correctly to the system.
- ii) a copy of the Staff Member Set up Form is signed by the staff member and a copy retained by the school in the staff member's personnel file.
- iii) the terms of Department Circulars relating to vetting, teacher registration, membership of single pension scheme etc. are being complied with when claims are being made.
- iv) supporting documentation e.g. medical certificates and application forms for leave absences etc. have been obtained from the staff member and approved by the board of management where necessary prior to recording the leave details on OLCS.
- v) all absences are recorded on OLCS whether substitutable or not.

c) Second Approver

The role of the second Approver is to approve the leave/claims in respect of the first Approver's absences and can also approve data entered by the Data Entry person.

d) Local Administrator

The Local Administrator is an additional role assigned to the first approver in the school and his/her role is to re-assign data entry roles within the school and to set up new data entry users.

To set up a new approver the "Approver Change Request Form" should be downloaded from the Landing Page on OLCS, completed and posted to the Department of Education.

The new user ID and password is then issued to the Approver by return of post.

The board should formally approve the roles of personnel involved in the OLCS and include this in the board minutes.

5. Resetting of passwords

An automated system is now available that enables school users to reset their own passwords. It is important that school users record their email address when logging in to use the automated system. This email address should only be used by the registered user.

6. Reports

There is a facility on OLCS to print reports.

If a staff member requires details of their absences the relevant report should be generated, printed and given to the staff member.

A report on all absences recorded on the OLCS should be supplied to each staff member at intervals recommended by the board of management of the school but at least one report should be produced in each school term. Each staff member should sign the absence report and a copy to be retained in the school.

7. Audit Trail

As with all computerised systems an audit trail of records and the dates and times of transactions are maintained on the system.

The Department is obliged to refer to An Garda Síochána, any fraudulent claims for payment in respect of Substitution or Part-time hours or any falsified records with regard to leave of absence. In these circumstances it will be a matter for An Garda Síochána to determine what action, if any, should be taken and consequently may result in a criminal prosecution.

Revenue Compliance

Enhanced Reporting Requirements (ERR)

The Finance Act 2022 introduced Section 897C which requires employers to report details of certain expenses and benefits made to office holders and employees.

The reporting relates to payments of the following:

- Small benefit exemption
- Travel and subsistence
- Remote working allowance

All payments must be reported to Revenue through the Enhanced Reporting Requirements (ERR) system on ROS on or before the date payment is made to employees and board of management members.

The Principal or other school personnel, both those paid by the board of management and those paid by the Department of Education are employees of the board of management. The payment of travel and subsistence must be reported regardless of whether they are paid by the school or not.

Reimbursement of travel and subsistence made to employees and board of management members must be reported to Revenue through the Enhanced Reporting Requirements (ERR) system on ROS. However, only reimbursements made directly to the employee/board member needs to be reported under ERR. Expenses paid directly by the school on behalf of the employee/board member do not need to be reported. Further information is available on the payroll section of our website <https://www.fssu.ie/>.

Payroll Taxes

The board of management is the legal employer of all staff in the school. The board of management is responsible for ensuring all their employees receive certain basic employment rights. These rights are governed by detailed employment legislation. As the legal employer the board of management is responsible for ensuring that all payments made by the school comply with PAYE regulations.

The following is a summary of the board of management's responsibilities in relation to Revenue compliance:

- Make deductions at source of Income Tax, USC, LPT and PRSI from payments made to employees and an obligation to remit deductions to Revenue.
- Ensure all payments made to employees are Revenue compliant.
- Keep and maintain, in paper or electronic format, a register of all employees.
- Notify Revenue of all new employees in the school.
- Notify Revenue when employees cease employment with the school.
- Determine the employment status of an individual i.e. is the person an employee or are they self-employed.
- Filing and payment of all Revenue payroll returns on time.

Relevant Contract Tax (RCT) and Reverse Charge VAT

A **school board of management**, in its capacity as a body established by statute and funded wholly or mainly from funds provided by the Oireachtas, is designated as a **“Principal Contractor”**.

This means that a board of management is responsible for complying with RCT requirements and VAT returns when making payments to the building contractor. In addition, the Revenue has introduced a mandatory electronic RCT system with effect from January 1, 2012 for all principal contractors. From that date all filings and notifications to Revenue by a principal contractor must be done through the Revenue Online (ROS) system.

Under section 20 of the Finance Act 2011, new regulations have been introduced which affect the tax treatment of payments to contractors engaged by schools on “Construction operations”.

Construction operations” means operations of any of the following descriptions:

- a) The construction, alteration, repair, extension, demolition or dismantling of buildings or structures;
- b) The construction, alteration, repair, extension or demolition of any works forming, or to form, part of the land, including walls, road-works, power lines, telecommunication apparatus, aircraft runways, docks and harbours, railways, inland waterways, pipelines, reservoirs, water mains, wells, sewers, industrial plant and installations for purposes of land drainage;
- c) The installation in any building or structure of systems of heating, lighting, air-conditioning, soundproofing, ventilation, power supply, drainage, sanitation, water supply, burglar or fire protection;
- d) The installation in or on any building or structure of systems of telecommunications;
- e) The external cleaning of buildings (other than cleaning of any part of a building in the course of normal maintenance) or the internal cleaning of buildings and structures, in so far as carried out in the course of their construction, alteration, extension, repair or restoration;

Operations which form an integral part of, or are preparatory to, or are for rendering complete such operations as are described in paragraphs (a) to (d), including site clearance, earth-moving, excavation, tunnelling and boring, laying of foundations,

Relevant Contracts Tax (RCT)

Relevant Contracts Tax (RCT) is a tax regime which applies to construction contracts where the tax is deducted from payments due to a sub-contractor by the principal contractor. The rates of RCT are either 0%, 20% or 35%.

1. Relevant Contracts Tax (RCT)

- RCT is a withholding tax operating in the construction sector since the 1970s
- School boards of management are classified as principal contractors for RCT
- All schools should be registered for RCT whether or not a contract is imminent
- RCT must be operated by a **principal contractor** making relevant payments to a sub-contractor under a relevant contract
- A relevant contract refers to the **construction, alteration, repair, extension, demolition or dismantling of buildings and structures**. It includes contracts of all sizes involving construction, repair or alteration.
- Maintenance only contracts are not included Contracts involving **maintenance and repair** are included

- RCT is an electronic system processed through ROS and its key features are:
 - Contract Notification
 - Payment Notification
 - Deduction Authorisation
 - Deduction Summary/Return
 - Payment of RCT due by 23rd of month after the period covered by the return
- RCT -Reverse charge rules do not apply to payments to
 - architects
 - quantity surveyors
 - engineers or
 - design teams
- It does not apply to Professionals within the construction industry

VAT Reverse Charge

Where a board receives construction services, other than haulage for hire, it must account for VAT on such services to Revenue. **The method of accounting for VAT in such cases is known as reverse charge.** In effect, the board, which receives the services, charges itself the VAT that would otherwise be charged by the subcontractor. The board accounts to Revenue for that VAT.

Boards of management are not entitled to deductibility for VAT incurred, therefore the “VAT on Purchases” figure in the VAT 3 form will be NIL. The VAT payable to Revenue will be the full amount of the VAT arising on the construction services.

Further information is available on our website www.fssu.ie and in the guidance note below.

[Guidance Note/Boards of Management/Relevant Contracts Tax/Value Added Tax](#)

2. VAT Reverse Charge

- Principal contractors must register for VAT to operate the VAT reverse charge on construction
- Sub-contractors should invoice the board of management net of VAT
- The invoice must contain the statement: **“VAT on this supply to be accounted for by the Principal Contractor”**
- VAT should only be paid to Revenue; VAT is never paid to sub-contractors
- VAT on construction services is calculated at 13.5% and included in **VAT 3 Return** bimonthly (even 0)
- VAT due is included in VAT 3 return as “VAT on Sales” (T1 - only relevant entry)
- A board of management is not entitled to deductibility for VAT incurred
- A separate invoice should be received for supply of goods/services other than construction services
- VAT is included in the normal way on payments to architects/engineers and paid directly to them.
- Annual Return of Trading Details to be filed

If in any doubt contact Revenue through ROS MyEnquiries.

The FSSU is available to provide detailed support at any stage of the process.

Charities Regulator – Compliance

The **Charities Regulator** is Ireland's national statutory regulatory agency for charitable organisations. Under the Charities Act 2009, all recognised schools in Ireland, which are not already on the Register of Charities, as part of a broader organisation or in their own right, are required to register with the Charities Regulator.

Under the Charities Act 2009, if the charity is **an unincorporated body or a body corporate** (other than a company) the **charity trustees** include any officers or people acting officially in the management and control of the organisation such as members of the board of management or governing committee. In most circumstances a member of a board of management meets this definition, therefore, reference to 'charity trustee' below means the 'board of management members'.

1. General duties of a charity trustee as per the Act, although not an exhaustive list include:

- Comply with their charity's **governing document e.g. Articles of Management**
- Ensure that their charity is carrying out **its charitable purposes for the public benefit**
- Ensure that their charity is **registered** on the Charities Regulator's Register of Charities
- Ensure that their charity keeps **proper books of account**
- Ensure that their charity **provides an annual report and annual accounts** to the Charities Regulator (The FSSU will submit the finance report on behalf of schools and a representative of the board must then approve the submission.)
- Act in the **best interests** of their charity
- Act with **reasonable care and skill**
- **Manage the assets** of their charity (make appropriate investment decisions)
- Ensure **the Charities Regulator is informed in writing of an offence**, where in your opinion and having reasonable grounds for believing an offence under the Criminal Justice (Theft and Fraud Offence Act 2001 has been or is being committed).
- Ensure you **comply with directions issued by the Regulator**

The Charities Regulator has issued a detailed guideline for charity trustees called '**Guidance for Charity Trustees**' which is available on www.charitiesregulator.ie

2. Updating Board of Management Members details

Schools must ensure their board of management member details are up to date. Schools may have a new board of management commencing their three-year term of office on the 15th of October 20XX or other schools may have had resignations from the board of management. These changes should be reflected in the school's Charities Regulator account.

3. New Board Members

In relation to new board members, each school must confirm to the Charities Regulator the following:

“All members of the board of management must not be disqualified, under Section 55 of the Charities Act 2009 from being a trustee (board of management Member) of a charitable organisation.

Under Section 55 of the Charities Act 2009, a person shall cease to be qualified for, and shall cease to hold, the position of charity trustee of a charitable organisation if that person –

- a) is adjudicated bankrupt

- b) makes a composition or arrangement with creditors
- c) is a company that is in the course of being wound up
- d) is convicted on indictment of an offence
- e) is sentenced to a term of imprisonment by a court of competent jurisdiction
- f) is the subject of an order under section 160 of the Companies Act 1990 or is prohibited, removed or suspended from being a trustee of a scheme under the Pensions Acts 1990 to 2008
- g) has been removed from the position of charity trustee of a charitable organisation by an order of the High Court under section 74.”

4. Trustees Responsibility on Accounting for Funds

The Charities Regulator expects charity trustees to be able to explain and justify their approach to internal financial controls.

Internal financial control activities assist charity trustees to:

1. safeguard the charity's assets;
2. administer the charity's financial affairs in a way that proactively identifies and manages risk;
3. help prevent and detect potential fraudulent activity; and
4. monitor and act upon financial reporting, by ensuring that proper books of account are maintained so that timely and relevant financial information can be obtained.

By their nature, internal financial controls reduce, but do not eliminate, the risk of loss. However, internal controls help trustees prevent and/or detect the risk of any such loss events in a more timely manner. Internal financial controls should also be designed and implemented to help maximise value for money objectives on behalf of the charity.

The Charities Regulator has issued a detailed guideline for charities on '**Internal Financial Control Guidelines For Charities**' which is available on www.charitiesregulator.ie

5. Fundraising

It is critical that schools carry out all fundraising from the parents and public in an open, transparent, honest, respectful and accountable manner.

Funds given to charities can include money but can also include property and assets of any sort.

The funds provided to charities will usually fall into one of the following two categories:

1. Restricted funds
2. Unrestricted funds

The charity must adequately identify, distinguish and report upon unrestricted, restricted & designated income to enable adequate reporting upon both income and reserves.

The Charities Regulator has issued a detailed guideline for charities, '**Guidelines for Charitable Organisations on fundraising from the public**' which is available on www.charitiesregulator.ie

6. Charities Regulator Annual Return

All charitable organisations are obliged to report on their financial activities. To facilitate schools, the FSSU shares the required financial information with the Charities Regulator. This information is pre-populated in the Charities Regulator's annual report form for your school. Schools must review the information to ensure it is correct by **30th June each year**.

Preparation and Submission of Annual Financial Accounts

Education Act 1998 (Section 18) states

“the board shall keep all proper and usual accounts and records of all monies received by it or expenditure of such monies incurred by it and shall ensure that in such year all such accounts are properly audited or certified in accordance with best accounting practice; accounts kept in pursuance of this section shall be made available by the school concerned for inspection by the Minister and by parents of students in the school, in so far as those accounts relate to monies provided in accordance with section 12.”

The Department of Education requires boards of management to submit an approved copy of their annual school accounts each year to ensure compliance with Section 18 of the Education Act 1998.

Boards must prepare their accounts using the accruals basis for accounting and present the accounts in the FSSU standard format. External school accountants/auditors are required to prepare the accounts in a format required by the FSSU. Adequate resources must be allocated to ensure that proper accounting records are maintained in a timely fashion. The accounting records should be maintained in the school and available to the Principal for the day to day management of the school's finances.

The timescale below is a guide to support boards of management in achieving compliance with the February 28th deadline for submission of accounts to the FSSU. The suggested deadlines below should be seen as the latest dates at each stage of the process. The timescale below allows a maximum of six months following the end of the school year to complete the submission of annual accounts to the FSSU.

The patron/trustee may have additional requirements around the preparation and finalisation of annual accounts. Where this the case, please adhere to these requirements. A copy of the approved annual accounts should be forwarded to the patron/trustee annually.

School Annual Accounts Preparation Stages	Date Deadline
The school supplies all necessary financial information to the external school accountant/auditor for the school year ending on the previous August 31st.	September 30th
The draft annual accounts are returned by the external school accountant/auditor.	November 30th
Once the school board of management is satisfied that these accounts are an accurate reflection of the school's financial situation, they are formally ratified by the board, <u>signed by the Chairperson and one other board member</u> . (Note: The Principal as secretary of the board of management, is not a member of the board of management and therefore cannot sign the accounts.)	December 31st
External school accountants/auditors are required to access FSSU's secure online cloud based system and to input the school trial balance and to upload a PDF copy of the approved annual accounts.	February 28th

Financial Report for Parents

A template to prepare a financial statement for parents is available under the School Management section of the FSSU website.

Your external school accountant/auditor will prepare this template.

Template

_____ (Insert School Name)

Financial Report to Parents

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

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

**Section B:
Financial Governance
for the
Finance Sub-committee**

A Guide for Finance Sub-Committees on Reviewing Monthly Financial Reports

1. Introduction:

The purpose of this guide is to provide support to finance sub-committees on how to review the monthly financial reports. The steps outlined below will ensure that the finance sub-committee has the opportunity to review the relevant financial information and prepare their summary report for the full board of management meeting.

- The finance sub-committee should comprise of two board members and the Principal. The board of management may wish to invite a non-board member with financial expertise to be co-opted to the committee.
- The finance sub-committee should have an agenda for each meeting and maintain minutes of their meeting. These minutes should be filed with the minutes from the main board of management meeting.

2. Reviewing monthly financial reports:

Step 1: Ensure the FSSU Recommended Financial Reports are Sent Securely to the Finance Sub-committee at least 3 days ahead of the meeting. It is important that the reports are completed up to the last day of the preceding month.

Members of the finance sub-committee must be mindful of the confidentiality of these reports.

The financial reports to be sent in advance to the finance sub-committee are:

- » A list of balances on all school bank and cash accounts
- » A bank reconciliation statement for each bank account
- » Payments and receipts listings for each bank account
- » Income and Expenditure Account report showing actual versus budgeted figures
- » Balance Sheet report

The following supporting documentation should be available at the meeting:

- » List of all creditors/outstanding invoices/accruals
- » Supplier invoices and statements since the last committee meeting
- » Summary of income/grants received in advance for the next school year
- » List of prepayments
- » Gross to net payroll reports since the last committee meeting
- » List of employees showing their approved gross annual/weekly/monthly/hourly pay
- » Capital income and expenditure account report
- » Bank Statements
- » Credit card statement and supporting documentation approved by the chairperson
- » Nominal general ledger/nominal activity report
- » RCT and VAT returns since the last committee meeting
- » FSSU Guidelines issued since last committee meeting

3. STEP 2: Review of Financial Reports:

Each of the financial reports listed above should be reviewed in detail by the finance sub-committee for accuracy and completeness. Below we have explained the purpose of each report and a process for reviewing these reports.

3.1 Balances on all school bank accounts

A list of all the schools bank accounts together with their balances and last reconciled date should be printed.

It is important that **all** bank accounts held in the name of the school are included in the reports.

Such accounts include:

- » School Current Account
- » Deposit Accounts (demand and fixed term)
- » Credit Union Accounts
- » Credit Card Accounts
- » Fundraising Accounts
- » Building Project Accounts
- » Linked/common Bank Accounts
- » Student Council Accounts
- » Petty Cash Accounts

The parents' association bank account should be presented to the board of management at least once a year and must be included in the annual financial accounts of the school. The Principal must be one of the signatories on the parents association bank account.

The number of school bank accounts must be kept to a minimum. All monies received for the benefit of the school should be lodged in the main school bank account. All schools must use a computer system to maintain their accounting records. Within the computerised accounts systems various departments may be set up to account for specific income and expenditure. A report can then be generated for each specific account. e.g. ICT grant income and expenditure. This reduces the need for separate bank accounts for the various sources of funding.

Review actions:

1. Have the balances on all school bank accounts been presented?
2. Are all bank accounts necessary?
3. Are school bank account statements addressed to the secretary of the board at the school address?
4. Check to see if any bank accounts have been open or closed during the period. If yes has the board approved these changes?

Post Primary Secondary School Sample Data

List of Bank Balances at 31.08.20XX

A/C	Name	¹ Balance	Date Rec	B Statement Balance
1800	Current Account	5,854.18	31/08/XX	7,403.18
1810	Deposit Account	45,000.00	31/08/XX	45,000.00
1900	Petty Cash Account	110.00		
1950	Cash Account	0.00		
TOTAL		50,964.18		

3.2 Bank reconciliation statement for each bank account

The bank reconciliation statement is prepared to ensure that all transactions recorded on the bank statements are included in the school accounts computer package correctly. The report will show the closing balance of the bank account per the accounts package, the closing balance per the bank statement and any outstanding transactions. The bank reconciliation statement helps identify differences between the bank balance and book balance i.e. the balance recorded on the accounts package. The bank reconciliations must be prepared for the previous month end and agreed to the balance sheet figure. A bank reconciliation must be prepared each month and the bank reconciliation report printed for each account.

Review actions:

1. Has a bank reconciliation report been prepared for all school bank accounts?
2. Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review.
3. Ensure that there is no difference on each bank reconciliation statement.
4. Check the closing balance on the bank statement to the closing balance on the bank reconciliation report to ensure they match.
5. Review the unrepresented payments for accuracy, checking for
 - a. Old/stale cheques – cheques more than six months old should be followed up
 - b. Possible duplicated payments entries,
 - c. Online payments/EFT should not be on the list of unrepresented payments.
6. Review the outstanding receipts for accuracy, checking for
 - a. Possible duplicated receipts entries,
 - b. Errors.

Review actions:

1. Go through the list of payments and receipts and look at backup documentation for anything unusual.
2. Look at payments to personal names and ensure there is back up e.g., approved expense claim forms.
3. A sample of payments should be randomly selected and reviewed by the finance sub-committee to the back up documentation.
4. Invoice - attached to the invoice should be the purchase order docket and delivery docket.
5. Has the purchase order docket been approved by the Principal
6. Has the payment of the invoice been approved by both the Principal and the other authorised signatory? Have they initialled the invoice?
7. Where the board is using electronic banking, are there two approvers required for all transactions i.e. the Principal and one other authorised approver/signatory?
8. Has the credit card statement been signed by the chairperson and Principal?
9. Are all transactions backed up by a valid receipt?
10. Is spending within the agreed limit?
11. Are petty cash reimbursements within approved limits and agreed to petty cash vouchers?

3.4 Income and Expenditure Account

The Income and Expenditure Account report summarises all the day to day income and expenditure transactions undertaken by the school from the 01st September in the current school year to the most recent reconciled period.

The Income and Expenditure Account report should show the actual activity, the budget for the current school year, a difference column and the comparative activity for the previous school year.

The FSSU has organised the general ledger account codes into categories depending on type and this determines which category each account appears in the board of management reports. A summary of the categories of income and expenditure are set out below.

3.4.1 Code 3000 to 3899 Income

3000-3294 Department of Education Income: The main source of school income is grants payable to schools in the Free Education Scheme both on a per capita basis and for specific purposes. Many of the grants received by schools go into general school funds and are used to pay for school expenditures, as outlined below. However, some grants received may only be used for specific purposes, see section 3.5.4 Ringfenced grants unspent for a list of these grants.

3295-3299 Other State Income: Income received from other state bodies.

Example: School Meals Grants received from the DSP, HSE Funding

3300-3599 School Generated Income: This is income generated within the school from various activities or ventures such as locker rental, school administration charges and income from games and books.

3600-3899 Other Income

- **3650 Voluntary Contributions** - Contributions received from parents on a voluntary basis not connected to specific school activities.
- **3851-3853 Restricted and Unrestricted Fundraising** - Fundraising income must be allocated to restricted or unrestricted codes. Annual accounts must adequately identify, distinguish and report upon unrestricted, restricted and designated income to enable adequate reporting of income and reserves.

3.4.2 Code 4000-8999 Expenditure

4000-4299 Education – Salaries: All salaries (including PAYE, USC and PRSI) to private, part-time and substitute teachers and payments to teachers and other persons for education related services including bus escorts, state exam salaries and canteen staff salaries.

4300-4999 Education – Other: Expenditure includes all teaching aids, consumable materials and all expenses related to curriculum and education activities.

5000-5999 Repairs, Maintenance and Establishment: Current expenditure related to the upkeep and maintenance of school buildings, grounds, furniture, fittings and equipment, caretaking costs, cleaning, insurance, light, power and heating.

6000-6999 Administration: Administrative salaries and services, printing, postage, telephone and stationery.

7000-7999 Financial: Bank interest and charges.

8000-8999 Depreciation: Depreciation is an accounting method of allocating the cost of a tangible asset over its useful life and is used to account for declines in value over time. This is typically done at the year-end by the external school accountant/auditor.

Review actions:

1. Has the report been generated from the 01st September in the current school year up to the most recent month end?
2. Have the budget figures been included on the report?
3. Does the report show the prior year figures?
4. Review each figure checking that each figure looks reasonable.
5. Look at the difference between what was received/expended and what was budgeted for the year. If expenditure, for example of stationery has exceeded the budgeted figure, this will need to be explained and addressed by cutting expenditure elsewhere or increasing income.
6. Has all grant income due from the Department of Education been received?
7. Have grants which have been received for a specific purpose (ring fenced grants) been spent only for the purpose intended i.e. as set out in the relevant Department circular? For example the book grant. See **Appendix 2** for a table of ring-fenced grants that should be monitored on an ongoing basis.
8. Have the ringfenced grants been reconciled on an annual basis and any unspent balance identified and accounted for correctly?
9. The finance sub-committee should review school generated income collected for specific purposes to ensure that it covers the cost for the purpose it was collected. If the costs exceed the income, then the board of management should approve that the deficit is to be met from general school funds. See **Appendix 3** for examples.
10. Ensure the Income & Expenditure account is still in a surplus/breakeven position. Where the school's income and expenditure account is showing a deficit consistently over a successive number of months and where the board feels that this deficit cannot be resolved by the end of the school year, the trustee/patron should be informed.

Date: 14/09/20XX

Post Primary School Sample Data

Page: 1

Time: 09:54:42

BOM Income and Expenditure Account

1 **From:** Month 1, September 20XX **To:** Month 12, August 20XX

Chart of Accounts: FSSU



Code	Description	Period	Budget	Difference	Prior Year
Income					
Department Income					
010	Capitation	150,000.00	149,000.00	1,000.00	136,500.00
3050	Support Services	123,553.33	123,600.00	(46.67)	110,200.00
3100	Secretarial Grant	22,049.67	21,700.00	349.67	21,700.00
3130	Caretaker Grant	17,733.67	17,500.00	233.67	17,000.00
3150	Book Grant	13,728.00	14,400.00	(672.00)	13,500.00
3170	Special Subjects Grant	741.00	793.00	(52.00)	500.00
3200	Transition Year	8,645.00	8,835.00	(190.00)	8,800.00
3220	Grant for Traveller Students	405.00	402.00	3.00	300.00
3240	Supervision/Substitution	3,534.77	5,307.00	(1,772.23)	6,500.00
3255	DES Exam Income	8,999.00	10,000.00	(1,001.00)	9,500.00
3290	Other DES Grants	0.00	2,674.00	(2,674.00)	0.00
Total Department Income:		349,389.44	354,211.00	(4,821.56)	324,500.00
School Generated Income					
3310	Transition Year	27,853.00	30,000.00	(2,147.00)	26,000.00
3330	Book Rental	15,221.00	14,000.00	1,221.00	14,200.00
3350	Hall Rental	3,280.00	2,500.00	780.00	2,500.00
3390	School Administration Charges	32,094.63	31,000.00	1,094.63	29,800.00
3410	Adult Education Income	9,260.81	11,000.00	(1,739.19)	10,000.00
3420	Canteen Income	4,412.50	4,500.00	(87.50)	4,000.00
3490	Study Income	12,450.50	10,000.00	2,450.50	9,500.00
3495	Mock Exam Income	9,168.00	10,000.00	(832.00)	9,500.00
3500	Games	0.00	500.00	(500.00)	0.00
3510	Bus Income	9,853.77	6,000.00	3,853.77	7,500.00
3530	School Tours	28,413.28	24,000.00	4,413.28	30,000.00
3535	Student Insurance	3,990.75	3,000.00	990.75	2,900.00
3550	Reimbursable Income	11,354.48	10,000.00	1,354.48	10,000.00
3575	Unrestricted School Fundraising (Non Capital)	1,050.67	2,000.00	(949.33)	1,000.00
Total School Generated Income:		168,403.39	158,500.00	9,903.39	156,900.00
Other Income					
3650	Voluntary Subscriptions	16,260.00	20,000.00	(3,740.00)	15,000.00
3700	Income from Parents Association	8,727.12	5,000.00	3,727.12	5,000.00
3800	Bank Interest Received	57.95	40.00	17.95	40.00
3850	Other Income	3,122.91	7,000.00	(3,877.09)	6,890.00
Total Other Income:		28,167.98	32,040.00	(3,872.02)	26,930.00
TOTAL Income		545,960.81	544,751.00	1,209.81	508,330.00
Expenditure					
Education Salaries					
4110	Substitute Teachers	2,828.86	5,000.00	(2,171.14)	9,800.00
4111	Privately Paid Teachers	4,241.16	3,000.00	1,241.16	3,800.00
4150	Supervisors Salaries	1,461.90	5,307.00	(3,845.10)	2,500.00
4155	State Exam Aides Salaries	8,914.53	10,000.00	(1,085.47)	9,000.00
4170	Adult Education Salaries Expenses	6,631.97	6,000.00	631.97	5,800.00
4190	After School Study	21,371.06	31,000.00	(9,628.94)	21,500.00
4196	Bus Escort Salary Expense	6,663.61	1,500.00	5,163.61	6,916.01
Total Education Salaries:		52,113.09	61,807.00	(9,693.91)	59,316.01

Date: 14/09/20XX

Post Primary School Sample Data

Page: 2

Time: 09:54:42

BOM Income and Expenditure Account

From: Month 1, September 20XX To: Month 12, August 20XX

Chart of Accounts: FSSU

Code	Description	Period	Budget	Difference	Prior Year
Expenditure					
Education Other					
4310	Teaching Aids	5,668.22	1,500.00	4,168.22	1,000.00
4330	Religion	980.00	1,000.00	(20.00)	750.55
4350	Art	3,781.78	4,500.00	(718.22)	4,781.99
4360	Art Packs	3,230.00	3,000.00	230.00	2,900.30
4370	Home Economics	1,356.12	2,000.00	(643.88)	1,800.00
4390	Science	5,337.37	4,000.00	1,337.37	4,099.66
4410	Non Capital Computers/ IT Expense	3,089.55	4,000.00	(910.45)	3,870.77
4450	Metal Work/ Engineering	10,625.00	11,000.00	(375.00)	10,500.00
4490	Other Subjects	2,666.80	6,000.00	(3,333.20)	5,500.00
4550	Leaving Cert Applied	938.89	2,000.00	(1,061.11)	500.00
4570	LCVP	5,191.31	5,500.00	(308.69)	5,420.23
4580	Journals	3,348.00	3,500.00	(152.00)	3,265.56
4590	Transition Year	32,471.86	30,000.00	2,471.86	29,800.00
4610	Learning Support	972.28	1,500.00	(527.72)	930.00
4620	Teacher Inservice/Training	1,055.00	2,000.00	(945.00)	1,450.00
4630	Career Guidance	2,000.34	1,500.00	500.34	1,491.00
4640	Library	617.55	1,000.00	(382.45)	500.00
4650	Physical Education	500.00	600.00	(100.00)	450.00
4670	Games (Exclude Travel)	1,756.60	1,000.00	756.60	900.00
4690	Bus Hire	7,980.00	8,000.00	(20.00)	8,000.00
4710	School Tours	23,943.43	24,000.00	(56.57)	23,500.00
4750	Mock Examinations	7,858.95	10,000.00	(2,141.05)	9,850.30
4770	Trophies and Prizes	2,012.43	1,500.00	512.43	1,500.00
4810	Home/School/Liaison	28,359.20	28,000.00	359.20	26,000.00
4910	Other Education Expenses	11,420.86	3,000.00	8,420.86	2,800.00
Total Education Other:		167,161.54	160,100.00	7,061.54	151,560.36
Repairs Maintenance & Establishment					
5010	Caretakers Wages	55,876.46	57,000.00	(1,123.54)	56,900.00
5110	Cleaners Wages	34,334.44	35,000.00	(665.56)	34,500.00
5150	Contract Cleaners	2,315.40	2,500.00	(184.60)	2,450.00
5170	Cleaning Materials	8,804.53	9,000.00	(195.47)	8,900.00
5310	Repairs - Buildings & Grounds	27,309.25	15,000.00	12,309.25	14,500.00
5350	Repairs - Furniture, Fittings, Equipment	15,586.05	15,000.00	586.05	14,500.00
5400	Security	4,160.43	1,800.00	2,360.43	1,750.00
5450	Insurance	14,972.60	15,000.00	(27.40)	14,500.00
5510	Heating	20,218.80	20,000.00	218.80	19,850.63
5520	Refuse/Recycling	2,670.91	1,800.00	870.91	1,750.00
5550	Light and Power	15,245.45	12,000.00	3,245.45	12,000.00
5610	Rent, Rates, Local Charges	2,642.00	3,000.00	(358.00)	3,000.00
5700	Licence Fee Trustees	2,970.00	3,500.00	(530.00)	3,500.00
5800	Other RME	724.21	1,000.00	(275.79)	900.00
Total Repairs Maintenance & Establishment:		207,830.53	191,600.00	16,230.53	189,000.63

Date: 14/09/20XX

Post Primary School Sample Data

Page: 3

Time: 09:54:42

BOM Income and Expenditure Account

From: Month 1, September 20XX To: Month 12, August 20XX

Chart of Accounts: FSSU

Code	Description	Period	Budget	Difference	Prior Year
Expenditure					
Administration					
6010	Secretarial Wages	38,420.04	40,000.00	(1,579.96)	38,500.00
6100	Staff Recruitment	341.65	1,500.00	(1,158.35)	1,400.00
6150	Advertising/Public Relations	5,251.04	3,000.00	2,251.04	2,952.00
6210	Postage	2,462.95	2,000.00	462.95	1,980.00
6250	Telephone	6,467.91	5,000.00	1,467.91	4,989.00
6300	Printing/Stationary	8,815.87	8,500.00	315.87	6,998.00
6305	Photocopying Expenses	14,791.56	13,726.00	1,065.56	12,963.00
6350	Office Equipment	848.64	1,000.00	(151.36)	950.00
6400	Accountancy Fee	2,829.00	3,500.00	(671.00)	3,250.00
6450	Other Professional Fees	7,248.60	9,000.00	(1,751.40)	8,400.00
6500	Travel & Subsistence	3,029.27	2,000.00	1,029.27	1,980.00
6600	Principals Expenses	2,490.63	2,000.00	490.63	1,120.00
6650	BOM Expenses	4,325.30	3,000.00	1,325.30	3,360.00
6700	Annual Subscription	5,957.00	5,400.00	557.00	4,792.00
6750	Donations/Charity	500.00	1,000.00	(500.00)	330.00
6755	Medical and 1st Aid	438.52	800.00	(361.48)	698.00
6780	Staff Room Expenses	2,506.18	1,000.00	1,506.18	950.00
6800	Hospitality	1,649.63	1,500.00	149.63	961.00
6860	School Canteen	1,312.50	1,000.00	312.50	1,120.00
6900	Other Admin. Expenses	567.10	1,000.00	(432.90)	600.00
Total Administration:		110,253.39	105,926.00	4,327.39	98,293.00
Financial					
7300	Leasing Expenses	945.85	0.00	945.85	0.00
7450	Bank Charges	590.05	700.00	(109.95)	560.00
7800	Reimbursable Expenses	10,330.00	10,000.00	330.00	9,600.00
Total Financial:		11,865.90	10,700.00	1,165.90	10,160.00
Depreciation					
TOTAL Expenditure		549,224.45	530,133.00	19,091.45	508,330.00
10	NET PROFIT/(LOSS)	(3,263.64)	14,618.00	(17,881.64)	0.00

3.5 Balance Sheet Report

The Balance Sheet report shows the school's assets and liabilities at a specific date in time. The Balance Sheet is categorised into codes using the FSSU Chart of Accounts as follows.

3.5.1 1400-1699 Fixed Assets

Fixed assets are long-term assets that a school has purchased and are used for the benefit of the school. Fixed assets include furniture, fittings, and equipment (FF&E), and ICT equipment and are recorded on the balance sheet.

1400-1410 Land and Buildings: Funds received for land and buildings are not reflected as fixed assets in the Balance Sheet of a school as set out in Section 15(3) Education Act – “For the avoidance of doubt, nothing in this Act shall confer or be deemed to confer on the board any right over or interest in the land and buildings of the school for which that board is responsible.”

For further information on accounting treatments for grants received from the Department of Education can be found on the FSSU website.

In the case of fee charging schools, it is advised to obtain advice from your trustees and auditor on accounting for Land and Buildings on the Balance Sheet. The accounting treatment advised by the boards and trustees' auditor(s) will prevail.

1420-1435: Fixtures, Fittings and Equipment: abbreviated as FF&E refers to movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building for example desks, chairs, appliances etc.

1440-1450: Motor Vehicles: motor vehicle purchased by the school for example a bus.

1460-1475: ICT: purchase of ICT equipment for example data storage device, computer, printer, scanner, whiteboards etc. This should include expenditure on ICT incurred from the ICT grant and non-ICT grant funding i.e. general school funds.

1480-1490: Other

Included alongside each fixed asset code is a code for accumulated depreciation. Depreciation is a reduction of the value of the fixed asset held. This reduction is recorded as an expense in the Income and Expenditure Report. Therefore, the cost of the assets is recognised over a number of years and not in the year of purchase. The external accountant/auditor will perform this exercise at the end of the year.

3.5.2 1700-1799 Current Assets

1700: Sales Ledger Control – Monies owed to the school for unpaid invoices issued for services e.g., hall rental

1710: Stock – refers to class materials, cleaning materials and other consumable goods held in the school.

1720: Prepayments – expenses paid in advance, see section 3.6.4 for more detail

1730 Grants Due – This section relates to grants due from state and other bodies for example, monies may be owed at the end of the accounting year from the State Exams Commission for the state exams held in June or retention monies due on capital projects.

3.5.3 1800-1999 Bank and Cash Accounts

All school bank accounts are to be included:

- » School Current Account
- » Deposit Accounts (demand and fixed term)
- » Credit Union Accounts
- » Credit Card Accounts
- » Fundraising Bank Accounts
- » Building Project Bank Accounts
- » Linked/common Bank Accounts
- » Student Council Accounts
- » All accounts held by the parents association- (this will be submitted annually to the board)
- » Cash Account
- » Petty Cash Account

3.5.4 Creditors

2100 Creditors: Monies owed to suppliers for unpaid invoices at the period end.

2105 School Income Received in Advance: Schools may receive income for the following school year in advance for example, transition year charges, school administration charges and book rental income etc. This should be accounted for on the Balance Sheet so as not to distort the current year's income figures in the Income & Expenditure report.

2150-2152 Grants Received in Advance: Any grants received in the current school year that relates to the following school year and should be accounted for in the relevant codes 2150-2152.

2160-2185 Ringfenced Grants Unspent: The portion of unspent ringfenced grant balances must be carried forward to the next accounting year. These are accounted for at the end of the year using the relevant balance sheet code (2160-2185) in the chart of accounts.

The following grants are examples of ringfenced grants:

- » Book Grant (Senior Cycle)
- » Free Schoolbooks Grant (Junior Cycle)
- » Supervision and Substitution Grant
- » ICT Grant
- » Minor Works Grant
- » HSCL Grant
- » Summer Works
- » All Capital Grants
- » Specialised Equipment Grants
- » State Exam income
- » Bus Escort Grant
- » Schools Meal Grant
- » Covid Related Grants
- » Non Teacher Pay Grant

3.5.5 2600-2699 Long term liabilities

2600 Long Term Loan: If a board has a long-term loan with a financial institution or patron, it is accounted for in this section.

3.5.6 2700-2710 Capital & Reserves Retained Profit

2700-2710 Capital & Revenue Reserves: Retained surpluses/deficits on income and expenditure accumulated over previous years.

3.5.7 Capital & Reserves Contribution to Fixed Assets

3900-3999 Contribution to Fixed Assets:

Land and Buildings – summary of capital income and expenditure for land and buildings.

Other Capital Grants e.g. ICT grant, Furniture and Equipment grants

Building Fund Account – accumulated capital income and expenditure for land and buildings brought forward.

This includes codes for “accumulated amortisation of capital income”. This is an accounting method of reducing that value of a capital grant/contribution received in line with the depreciation charge of the relevant asset. This is typically done at the year-end by the external school accountant/auditor.

Review actions:

1. Has the report been generated from the start of current school year up to the most recent month end?
2. Does the report show the prior year figures?
3. Check the additional expenditure in the fixed assets. Was this expenditure approved by the board?
4. Check the balances on the bank accounts to the bank reconciliation reports.
5. The purchase ledger account shows the balance owed to suppliers at the end of the month. This should match back to the printout of the outstanding supplier balances. This will only apply to school's that operate the purchase/supplier ledger.
6. Review the list of liabilities to ensure they are accurate.
7. Ensure that the balance owed on payroll taxes, VAT and RCT are correct and are being paid on a timely basis.
8. Check that the balance sheet balances.
9. If there is any balance in a suspense account, it should be examined.

Date: 12/09/20XX
 Time: 14:58:46

Post Primary Secondary Sample Data

Page: 1

BOM Balance Sheet

Chart of Accounts: FSSU

Code	Description	1	Period Brought Fwd - Aug 20XX	2	Prior Year Sep 20X - Aug 20XX
Fixed Assets					
Fixed Assets					
1400	Capital: Land & Buildings		633,215.00		620,715.00
1420	Capital: Furniture, Fitt		156,239.00		156,239.00
1430	Capital: Dept: Fixed Fittings & Eq		(39,721.00)		(39,721.00)
1460	Capital: Computer Equip		27,000.00		15,200.00
Total Fixed assets:			776,733.00		752,433.00
TOTAL Expenditure			776,733.00		752,433.00
Current Assets					
Debtors and Prepayments					
1720	Prepayments		8,266.36		5,600.00
Total Debtors and Prepayments:			8,266.36		5,600.00
Current Account					
1800	Current Account		5,854.18		35,854.18
1810	Deposit Account		45,000.00		25,000.00
Total Current Account:			50,854.18		60,854.18
Debtors and Prepayments					
1900	Petty Cash Account		110.00		90.00
Total Cash Account:			110.00		90.00
TOTAL Current Assets:			59,230.54		66,544.18
Current Liabilities					
Creditors Accruals					
2105	School Income Received in Advance		22,200.00		26,500.00
2150	Grants Received in Advance		20,200.00		19,000.00
2250	PAYE/PRSI Control		5,600.00		5,600.00
2260	VAT Control Account		2,700.00		1,350.00
2270	RCT Control Account		4,000.00		2,000.00
Total Accruals:			54,700.00		54,450.00
Current Account					
Cash Account					
TOTAL Current Liabilities:			54,700.00		54,450.00
Current Assets less Current Liabilities:			4530.54		12,094.18
Total Assets less Current Liabilities:		8	781,263.54		764,527.18
Capital & Reserves					
Retained Profits					
2710	Retained Profits		66,000.00		66,000.00
Total Retained Profits:			66,000.00		66,000.00
Retained Profits					
3900	DES Building Grant	43	5,600.00		435,600.00
3920	DES Equipment Grant	26	2,927.18		262,927.18
3921	ICT Grant Capital Income		20,000.00		20,000.00
Total Contribution Fixed Assets:		71	8,527.18		718,527.18
TOTAL Capital & Reserves:			784,527.18		784,527.18
Income And Expenditure Account:			(3,263.64)		
		8	781,263.54		

These two figures should match



3.6 List of all creditors/accruals, summary of income/grants received for next school year and prepayments

3.6.1 List of all creditors/outstanding invoices/accruals

This report shows a list of outstanding/unpaid invoices at the end of the period. Where schools operate the purchase/supplier ledger on the accounts package, an aged supplier balance report can be generated at the end of the period showing the outstanding balances. Where schools do not operate the purchase/supplier ledger the finance sub-committee should receive a list of outstanding invoices.

In order for the board to be able to anticipate future cashflow and have a true view of the current financial situation, it is important to list invoices that have been received and are not yet paid, or are due to be received. This list can be compiled each month by retaining all such invoices and a list of invoices due to be received, in a separate folder.

Review actions:

1. Check that the balances on the list matches back to either a supplier statement or unpaid invoice.
2. Are the invoices properly addressed to the school?
3. Have the goods been received, services provided, and work been completed satisfactorily?
4. Have the invoices been approved by the Principal?
5. Have the anticipated costs been approved by the board?
6. Examine the aged list of creditors to ensure that the school is paying its bills on time.
7. The list of accruals/outstanding invoices should be totalled and check if the school has sufficient funds to pay its liabilities.
8. If the school is currently undertaking any capital works, ensure that a list of the outstanding invoices are received.

3.6.2 Summary of income received for next school year

Income received in advance is any income that has come into a school bank account in the current school year, but relates to the next school year. This can happen in the last term, for example, where book rental money for next year, could be collected before the end of the current school year. This income should not be reflected in the current years' school income and expenditure report but should be deferred and recorded in to the balance sheet to carry it forward to the next school years accounts. At the beginning of the next school year the income is then moved from the balance sheet and reflected correctly in the relevant years income and expenditure report.

Review actions:

1. A list should be prepared showing a summary of school income received during this year for the next school year.
2. Has all income received in advance been posted to the correct balance sheet account codes?

3.6.3 Summary of grants received for next school year

Any grants received in the current school year that relates to the following school year should be accounted for in the relevant codes 2150-2152 in the balance sheet.

The following grants are usually received in advance.

Grant	Received in	For the period	Element received in advance	Balance Sheet Code
Book Grant and Free Schoolbooks Grant	Summer period up to 31st August	For the next school year	100%	2151
DEIS Grant (Only in DEIS schools)	Summer period up to 31st August (Timing of this may vary)	For the next school year	100%	2152

Review actions:

1. A list should be prepared showing a summary of grants received in the current school year that are for next school year.
2. Any grants received in the current school year that relates to the following school year should be accounted for in the relevant balance sheet account code/s 2150-2152.

3.6.4 List of prepayments

A prepayment is an expense paid in the current year which relates to the next school year. This may include service contracts, insurance premiums paid etc.

Review actions:

1. Examine the list of prepayments to ensure they have been allocated to the correct accounting period.
2. Have all prepayments been posted to the correct balance sheet account code?

3.7 Gross to Net Payroll Report

- The gross to net report is a detailed report showing the gross pay, the statutory deductions and net pay for all the employees paid during the payroll period.
- A gross to net payroll report covering the period since the last meeting should be reviewed by the finance sub-committee. This should be compared to the list of employees and to the payroll report reviewed at the last meeting. Any changes should be queried.
- The current report should be co-signed by the chairperson of the finance sub-committee and filed with the monthly reports.

- To ensure confidentiality for the employees of the board, non-board members co-opted onto the finance sub-committee should not be shown these reports.
- A list of employees showing their approved gross annual/weekly/monthly/hourly pay should be included with the payroll reports. This will allow for the cross checking of the gross pay for each employee on the gross to net payroll report.

Review actions:

1. Identify and verify the number of active employees on the report.
2. Ensure new employees have been added to the payroll.
3. Ensure employees who have ceased employment have been removed from the payroll.
4. Do all employees have a contract of employment?
5. Check that the gross pay agrees with the contract of employment for new employees.
6. Have payments to selection committee members, after school study supervisors, sports coaches, part-time teachers/trainers/tutors/ lecturers/one off lecturers been processed through the payroll?
7. Compare the gross pay for each employee to the previous periods gross pay and obtain explanations for any variances.
8. Ensure any pay increases/decreases have been approved by the board of management.
9. Check that any pay adjustments (increases/decreases) as set out in the Department circulars & FSSU guidelines have been implemented.
10. Check that any payments for sick pay are approved by the board.

3.8 Capital Income and Expenditure Account Report

Where the board has undertaken a capital project such as a building project, it is important that the related income and expenditure for this project is separately monitored.

A template to assist with reporting on the capital projects can be found on the FSSU website.

Review actions:

1. Review each figure, checking that each figure looks reasonable.
2. Are the board still operating within the income ringfenced to fund this project?
3. Is the project within budget and any unforeseen expenditure highlighted?

Buildings Projects Report					
School Name	Insert name here				
Roll Number	12645J				
Project description	Building project				
Date	31/12/20XX				
Income	COA code		Actual	Budget	Variance
			€	€	€
	3900	Department grants			-
	3901	Fundraising Income			
	3903	Trustees/Patron contribution			-
	3902	Parents Funding			-
		Past Pupils Union contribution			-
	3907	Donations			-
		Restricted /Designated Funds			-
	3904	Other (sports grant, lottery etc.)			-
Total			-	-	-
Expenditure					
	3940	Professional Fees			-
	3940	Building Contractor bills			-
	3940	RCT/VAT payments			-
	1421	Furniture and Fittings			-
	1460	ICT (including wifi)			-
	3940	Insurance			-
	3940	Building Bond			-
	3940	Retention payment			-
	3940	Other			-
Total			0	0	0
Surplus/Deficit			0	0	0

4. STEP 3 - Preparing the Summary Finance Report for the Board of Management Meeting:

The finance sub-committee presents a financial report to the board at each meeting outlining the financial position of the school and a short progress report concerning the funding activities currently engaged in by the school.

Any new proposal involving the raising of finance and/or expenditure by the school will require the formal approval of the board.

A summary of the important issues should be compiled for presentation to the board of management. At a minimum, the report should contain:

- Reconciled bank balances on all bank accounts
- Total income and expenditure for the year-to-date and if this is within budget
- Total surplus/deficit in the Income and Expenditure account
- Any large or unusual expenses incurred including any expenditure on additions to the fixed assets
- The balances on the ring-fenced grants, see appendix 2.
- Total income and grants received in advance

- Outstanding invoices and creditors including balances owed to Revenue
- Any issues identified on the gross to net payroll reports that needs to be brought to the attention of the board
- Report on capital project if applicable
- Any other issues the finance sub-committee has identified as part of the detailed review

5. STEP 4 - Presenting the Summary Finance Report to the Board of Management Meeting:

- The Principal or another member of the finance sub-committee should present the summary report at the main board of management meeting.
- The chairperson of the finance sub-committee should address any questions from the board members.
- The report should be formally approved by the board and noted in the minutes of the board meeting.
- All board members should be given a copy of the financial reports at the board meeting.
[The recommendation financial reports are listed on page 10.](#)
- As the financial reports contain confidential information, it is recommended that they are collected at the end of the meeting.
- One copy of all the financial reports shall be signed by the Principal and the chairperson and filed with the board records and all other copies of the financial reports shredded.
- It is not envisaged that the reports are reviewed in detail by the full board, this will already have been done by the finance subcommittee.

Appendix 1: Finance Sub-Committee Monthly Reporting Checklist

School Name:	
Date of meeting:	

STEP 1: ENSURE THE FSSU RECOMMENDED FINANCIAL REPORTS ARE RECEIVED BY THE FINANCE SUB-COMMITTEE

		Yes/No/N/A	Comment
List of Reports	Balances on all school bank and cash accounts		
	Banking reconciliation for each account		
	List of payments per bank account		
	List of receipts per bank account		
	Income & Expenditure Account Report		
	Balance Sheet Report		
Supporting documentation	List of creditors/outstanding invoices/accruals		
	Supplier invoices and statements since the last committee meeting		
	List of income/grants received in advance		
	List of prepayments		
	Gross to Net payroll reports since the last committee meeting		
	List of employees showing their approved gross annual/weekly/monthly/hourly pay		
	Capital Income & Expenditure Account Report		
	Bank Statements		
	Credit card statement and supporting documentation approved by the chairperson		
	Nominal/General Ledger Activity Report		
	RCT and VAT returns since the last committee meeting		
	The FSSU Financial Guidelines issued since the last committee meeting		

STEP 2: REVIEW OF FINANCIAL REPORTS

Financial Report	Review Actions	Yes/No/N/A	Comment
Balance on all school bank accounts	Have the balances on all school bank accounts been presented?		
	Are all bank accounts necessary?		
	Are school bank accounts statements addressed to the secretary of the board at the school address?		

	Check to see if any bank accounts have been open or closed during the period. If yes has the board approved these changes?		
Bank reconciliation report	Has a bank reconciliation report been prepared for all school bank accounts?		
	Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review.		
	Ensure that there is no difference on each bank reconciliation statement.		
	Check the closing balance on the bank statement to the closing balance on the bank reconciliation report to ensure they match.		
	Review the unrepresented payments for accuracy, checking for <ul style="list-style-type: none"> o Old/stale cheques – cheques more than six months old should be followed up, o Possible duplicated payments entries, o Online payments/EFT should not appear on the list of unrepresented payments. 		
	Review the outstanding receipts for accuracy, checking for <ul style="list-style-type: none"> o Possible duplicated receipts entries, o Errors. 		
Payments & receipts listing for each bank account	Go through the list of payments and receipts and look at backup documentation for anything unusual.		
	Look at payments to personal names and ensure there is back up e.g., approved expense claim forms.		
	A sample of invoices should be randomly selected and reviewed by the finance sub-committee to the corresponding purchase order, invoice, delivery docket and payment.		
	Ensure that all spending was approved.		
	Are the payments approved by both the Principal and the other authorised signatory?		
	Where the board is using electronic banking, are there two approvers required for all transactions i.e. the Principal and one other authorised approver/signatory?		
	Has the credit card statement been signed by the chairperson and Principal? <ul style="list-style-type: none"> o Are all transactions backed up by a valid receipt? o Is spending within the agreed limit? 		
	Are petty cash reimbursements within approved limits and agreed to petty cash vouchers?		
Income & Expenditure Report	Has the report been generated from the 01 st September (in the current school year) up to the most recent month end?		
	Have the budget figures been included on the report?		
	Does the report show the prior year figures?		

Section B: Financial Governance for the Finance Sub-Committee

	Review each figure checking that each figure looks reasonable.		
	Look at the difference between what was received/ expended and what was budgeted for the year. If expenditure has exceeded the budgeted figure, this will need to be explained and addressed by cutting expenditure elsewhere or increasing income.		
	Has all grant income due from the Department of Education been received?		
	Have grants which have been received for a specific purpose (i.e., ring fenced grants) been spent only for the purpose intended, as set out in the relevant Department circular? See Appendix 2 for a table of ring-fenced grants that should be monitored on an ongoing basis.		
	Have the ringfenced grants been reconciled on an annual basis and any unspent balance identified and accounted for correctly?		
	Review school generated income collected for specific purposes to ensure that it covers the cost for the purpose it was collected. If the costs exceed the income, then the board of management should approve that the deficit is to be met from general school funds. See Appendix 3 for examples of this.		
	Ensure the Income & Expenditure report is still in a surplus/ breakeven position. Where the school's income and expenditure account is showing a deficit consistently over a successive number of months and where the board feels that this deficit cannot be resolved by the end of the school year, the trustee/ patron should be informed.		
Balance Sheet Report	Has the report been generated from the start of current school year up to the most recent month end?		
	Does the report show the prior year figures?		
	Check the additional expenditure in the fixed assets. Was this expenditure approved by the board?		
	Check the balances on the bank accounts to the bank reconciliation reports.		
	Has the balance on the purchase ledger account been matched back to the aged supplier report (only applies if the school operates the purchase/supplier ledger)?		
	Review the list of liabilities to ensure they are accurate.		
	Ensure that the balance owed on payroll taxes, VAT and RCT are correct and are being paid on a timely basis.		
	Check that the balance sheet balances.		
	If there is any balance in a suspense account, it should be examined.		
List of creditors/ accruals	Check that the balances on the list matches back to either a supplier statement or unpaid invoice.		
	Are the invoices properly addressed to the school?		

	Have the goods been received, services provided, and work been completed satisfactorily?		
	Have the invoices been approved by the Principal?		
	Have the anticipated costs been approved by the board?		
	Examine the aged list of creditors to ensure that the school are paying their bills on time.		
	The list of accruals/outstanding invoices should be totalled. Check if the school has sufficient funds to pay its liabilities.		
	If the school is currently undertaking any capital works, ensure that you receive a list of the outstanding invoices.		
Summary of income received in advance	A list should be prepared showing a summary of school income received during this year for the next school year.		
	Has all income received in advance been posted to the correct balance sheet account codes?		
Summary of grants received in advance	A list should be prepared showing a summary of grants received in the current school year that are for next school year.		
	Have all grants received in advance been posted to the correct balance sheet account codes?		
List of prepayments	Examine the list of prepayments to ensure they have been allocated to the correct accounting period.		
	Have all prepayments been posted to the correct balance sheet account code?		
Gross to Net payroll report	Identify and verify the number of active employees on the report.		
	Ensure new employees have been added to the payroll.		
	Ensure employees who have ceased employment have been removed from the payroll.		
	Do all employees have a contract of employment?		
	Check that the gross pay agrees with the contract of employment for new employees.		
	Have payments to selection committee members, after school study supervisors, sports coaches, part-time teachers/trainers/tutors/ lecturers/one off lecturers been processed through the payroll?		
	Compare the gross pay for each employee to the previous periods gross pay and obtain explanations for any variances.		
	Ensure any pay increases/decreases have been approved by the board of management.		
	Check that any pay adjustments (increases/decreases) as set out in the Department circulars & FSSU guidelines have been implemented.		
	Check that any payments for sick pay are approved by the board.		
Capital Income & Expenditure Report	Review each figure, checking that each figure looks reasonable		

Section B: Financial Governance for the Finance Sub-Committee

	Are the board still operating within the income ringfenced to fund this project?		
	Is the project within budget and any unforeseen expenditure highlighted?		
STEP 3 - Preparing the summary finance report to the board of management meeting			
Summary finance report	Has a summary of the important issues been compiled for presentation to the board of management		
STEP 4 - Presenting the summary finance report to the board of management meeting			
Present the summary finance report	The Principal or another member of the finance subcommittee should present the summary report at the main board of management meeting.		
	Has the financial report been formally approved by the board and noted in the minutes of the board meeting?		
	Have all board members been given a copy of the financial reports at the board meeting?		
	Have the reports been collected at the end of the meeting for shredding?		
	Has one copy of all the financial reports been signed by the Principal and the chairperson and filed with the board records?		

Appendix 2: Ring Fenced Grants

Ring fenced grants are grants that are received for a specific purpose and must be spent in accordance with the Department of Education circulars and guidance. The finance sub-committee should review these grants to ensure they have been spent only on the purpose intended. Any ring-fenced grant with a balance unspent at the end of the financial year must be identified and carried forward to the next accounting period.

When reviewing the Income and Expenditure report the following list can be used to monitor ring fenced grants. The departmental reporting function in the school accounts computer package can also be used to generate reports on specific streams of income and expenditure to identify unspent grants.

Grant code	Grant name	Grant Received €	Expenditure code	Expenditure name	Expenditure Amount €	Surplus/ Deficit €	Comment
3030	Non Teachers Pay Budget		5010 5110 6010 7500	<i>Sanctioned staff only</i> Caretaker salaries Cleaners' salaries Clerical officer salaries Pensioneers' payroll			
3150	Book Grant		4730	Book Grant Expense			
3151	Free Schoolbook Grant		4731	Free schoolbook Grant Expense			
3152	Free Schoolbook Admin Grant		4113 4731	Free Schoolbook Admin Salaries Expense Free Schoolbook Grant expense			
3240	Supervision & Substitution Grant		4150	Supervision & Substitution Expense			
3230	ICT Grant Non Capital		4410	ICT Grant Non Capital Expense			
3294	Bus Escort Grant		4196	Bus Escort Salary Expense			
3296	DSP School Meals Grant		4912	DSP School Meals Food Costs			

Appendix 3: Review of School Generated Income

The finance sub-committee should review income collected for specific purposes to ensure that it covers the costs for the purpose it was collected. If the cost exceeds the income, then the board of management should approve that the deficit is met from general/other school funds.

When reviewing the Income and Expenditure report the list below can be used as a guide to assist on monitoring specific school activities. This list is not definitive.

Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Surplus/ Deficit €	Comment
3310	Transition Year Income		4590	Transition Year Expense			
*If the board allocate the TY Grant to the TY year, then this can be included here as well							
3495	Mock Exam Income		4750	Mock Exam Expense			
3490	After School Study Income		4190	After School Study Expense			
3520	School Musical Income		4720	School Musical Expense			
3530	School Tours Income		4710	School Tour Expense			



FSSU
Financial Support
Services Unit

Emmet House, Dundrum Road, Milltown, Dublin 14. D14 V3K8
T: 01 269 0677 E: info@fssu.ie www.fssu.ie