

New Post Primary School Financial Checklist

Checklist	Completed by
<p>Establishing a new Board of Management</p> <ul style="list-style-type: none"> • In conjunction with the trustee/patron, refer to the governance document in relation to setting up a new board of management. • The patron/trustees may appoint a person to act in the role of secretary to the board until the Principal is appointed. • Once the board has been appointed, they should approve and adopt policies and procedures for the following: <ul style="list-style-type: none"> ✓ Banking policy, including electronic banking, credit cards, petty cash etc ✓ Purchasing policy ✓ School tours policy ✓ Schoolbook policy <p>Sample policy documents are available from the FSSU website (fssu.ie).</p> <ul style="list-style-type: none"> • The first board of management meeting must be held within one month of the Ministers recognition of the board. • The board will establish a finance subcommittee at its first meeting. 	
<p>Budget preparation</p> <ul style="list-style-type: none"> • Prepare a budget for the new school year based on estimated enrolment on 30th September. A full listing of Department of Education grants is available under the Grants section of the FSSU website. • Submit final budget for approval by patron/trustee. Access to budget training and the budget template, is available here. 	
<p>Banking</p> <p>Once board members have been appointed:</p> <ul style="list-style-type: none"> • Ensure that the board have opted for Business Banking Online, which allows for two approvers for all payments. • The board should approve the authorised approvers for all bank accounts in line with the school's governance documents for Voluntary Secondary Schools / Community and Comprehensive Schools. • If approved by the patron/trustee, open a credit card for online purchases, if required. • Advise the Department of the school bank account details: <ul style="list-style-type: none"> - Email: remittance@education.gov.ie. 	

<p>Income Solutions Provider</p> <ul style="list-style-type: none"> • Set up a payments solutions provider to collect school generated income electronically. • Advise parents to pay any contributions for the next academic year using the new school app – send details in advance. 	
<p>Department of Education</p> <ul style="list-style-type: none"> • Confirm with the Department of Education that the school has been assigned a roll number <ul style="list-style-type: none"> - Email: sdfinfo@education.gov.ie • Register and set up on PPOD (pupil online database) <ul style="list-style-type: none"> - Email: PPODHelpdesk@education.gov.ie Tel: (01) 889 231 • Register and set up Online Claims Account <ul style="list-style-type: none"> - Email: onlineclaims@education.gov.ie Tel: (090) 648 4171 • If necessary, contact the Department of Education through the online form available at https://cs.education.gov.ie/ to advise of recruitment of new secretary. 	
<p>Insurance</p> <ul style="list-style-type: none"> • In consultation with the patron/trustee, arrange an insurance provider for the new school. • Arrange a provider for pupil Insurance. • Contact School Procurement Unit for more information: www.spu.ie. 	
<p>Revenue</p> <ul style="list-style-type: none"> • Register as an employer using TR1 Sample Form This is required before recruiting employees. • Once you receive your Tax Registration number you can then register for ROS Revenue Online Services ROS Registration. • Set up direct debits and ROS Debit instructions for payments of tax. Register as an employer. • Once registered you can apply to register for other taxes such as VAT/RCT. • The board should be familiar with the VAT/RCT guidance notes for schools - Guidance Note for Boards of Management on RCT/VAT 	
<p>Charity Regulator</p> <ul style="list-style-type: none"> • Register the school with the Charities Regulator (CRA). • The board should appoint an authorised filer to complete the annual return on 30th June each year. • Schools should ensure the Registered Charity Number of the school appears on the headed paper, website and any fundraising material of the school. 	

<ul style="list-style-type: none"> The board should set up an account with the Charities Regulator: Charities Regulator / MyAccount. 	
<p>Recruitment</p> <ul style="list-style-type: none"> Advertise for and appoint the required ancillary staff. All new secretarial posts must be in line with Circular 0036/2022. Contact the Department of Education through the online form available at https://cs.education.gov.ie/ for further details and an application form. Draw up contracts of employment for each member of staff. Contact your management body for sample contracts of employment. Purchase a payroll package or outsource to accountant / payroll bureau. 	
<p>Services and Suppliers</p> <ul style="list-style-type: none"> Arrange utilities: light, heat, refuse collection etc. Contact Schools Procurement Unit for assistance with competitive rates - www.spu.ie. Set up accounts on credit with stationery providers, arts & crafts providers and hardware stores (optional). Contact lease companies, service agreement suppliers etc. in relation to the lease on photocopiers and arrange to sign new contracts dated 1st September. Contact www.spu.ie for competitive rates. If procuring new equipment / furniture etc. please see procurement thresholds Procurement Thresholds. 	
<p>Fixed Asset Register</p> <ul style="list-style-type: none"> Prepare a Fixed Asset Register for the school. Record all fixed assets as they are purchased i.e. ICT, equipment, furniture etc. and barcode each item with a reference number for easy identification. 	
<p>Appoint an External Accountant</p> <ul style="list-style-type: none"> Appoint an external accountant to submit the annual accounts to FSSU before the deadline date of 28th February each year. The accountant may need to extend the accounting period for longer than 12 months to include the initial grant received by the school prior to school opening. Provide details of the external accountant to the FSSU. 	

Accounts

- Contact the FSSU to set up the new school on an accounting package:
 - Voluntary Secondary schools are required to use [Sage 50](#).
 - Community & Comprehensive schools are required to use [Brightbooks](#).
- Set up a filing system to store:
 - Bank statements for all bank accounts (including credit card statements) – file in date and number order.
 - Income – file all grants remittance information, payments collection system records and information on other income in date order.
 - Purchases invoices – file in the invoices, marked as approved for payment, in payment date order.
 - Monthly accounts including bank reconciliations.
 - Correspondence to and from the school accountant.
 - Revenue – open a file for each tax heading, ie PAYE/PRSI/USC, VAT & RCT – print and file returns and supporting documentation.
 - Circulars & Guidelines from FSSU/Dept of Education.
 - General folder for insurance policies - building and pupil insurance schedules.
 - Contracts for equipment / photocopier, utilities, service agreements, proof of procurement etc.



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