

**Formats of Annual Financial Accounts for Primary Schools
to be prepared by External School Accountant/Auditor**

Enter School Name Here

Accountant's Report

FOR THE PERIOD: 01 September 2018 TO 31 August 2019

Enter School Name Here

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Enter School Name Here

General Information

School Name

Enter School Name Here

School Address

Roll Number

Pupil Enrolment for the Year

Patron

Name

Address

Trustee (where applicable) Name

Address

Accountant

Name

Address

Bankers

Name

Address

Enter School Name Here

**ACCOUNTANT'S REPORT ON THE ACCOUNTS TO THE BOARD
OF MANAGEMENT OF **Enter School Name Here****

FOR THE PERIOD ENDED **31 August 2019**

As described on page 3 you have approved the accounts for the year ended **Input Date** set out on pages 2 to 5. In accordance with your instructions we have compiled these accounts from the accounting records and information and explanations supplied to us.

Name of Accountant

Chartered Accountants and
Registered Auditors

Address

Date

Enter School Name Here

Income and Expenditure Account for the year ended 31 August 2019

	Actual 2018/2019	Actual 2017/2018
Total Income	0	0
Total Expenditure	0	0
Surplus / Deficit	0	0
Opening Balance		
Closing Balance		

Balance Sheet as at 31 August 2019

		Actual 2018/2019	Actual 2017/2018
1. Fixed Assets	Note 2		
Land and Buildings			
Fixture, Fittings and Equipment			
Computer Equipment			
2. Current Assets	Note 3		
Debtors and prepaid expenses			
Cash at bank and in hand			
3. Current Liabilities	Note 4		
Creditors and accrued expenses			
4. Net Current Assets (2 - 3)			
5. Total Assets Less Current Liabilities	(1 + 4)		

Financed by:

6. Contribution towards the Cost of Fixed Assets			
7. Surplus/Deficit on Income and Expenditure Account			

Chairperson

Board Member

Date

Enter School Name Here

Notes to Financial Statements

1. Accounting Policies: Depreciation, Amortisation of State Grants, etc.

2. Fixed Assets: Cost, Additions, Depreciation, Net Book Value

3. Debtors and Prepaid Expenses

4. Creditors and Accrued Expenses

5. Contribution towards the cost of fixed assets: DES Capital Grants, Fund-raising, Donations, Patron/Trustee Contributions, etc.

6. Analysis of State Grants


Date

Enter School Name Here

Detailed Income and Expenditure Account for the year ended

31 August 2019

Income	Actual	Actual
	2018/2019	2017/2018
1. Department of Education & Skills Income		
Ancillary Services Grant		
Book Rental/ Loan Scheme DEIS		
Book Rental/ Loan Scheme Non DEIS		
Capitation Grant		
DEIS Grant		
Minor Works Grant - Non Capital		
Other Non Capital DES Grants		
School Book Grant DEIS		
School Book Grant Non DEIS		
Scoileanna Lan Ghaeilge		
Standardised Testing Grant		
July Provision		
<u>Total DES Income</u>	0	0
2. Other State Income		
Bus Escort Grant		
Department of Children and Youth Affairs		
DSP Grants - School Meals Grant		
Erasmus		
HSE Funding		
Other State Funding		
Special Educational Equipment		
<u>Total Other State Income</u>	0	0

Detailed Income and Expenditure Account for the year ended

31 August 2019

Income	Actual 2018/2019	Actual 2017/2018
3. School Generated Income		
Book Rental Receipts		
Hall Rental Income		
Other School Activities		
Other School Generated Income		
Pupils Insurance		
Restricted School Fundraising (Non Capital)		
School Arts & Crafts		
School Irish Dance		
School Musical/Drama		
School Swimming		
School Tours		
Unrestricted School Fundraising (Non Capital)		
<u>Total School Generated Income</u>	0	0
4. Other Income		
Amortisation of Grants		
Bank Interest Received		
Insurance Claim		
Other Income		
Parents Councils / Association Funding		
Restricted External Fundraising (Non Capital)		
Designated Income (Non Capital)		
Unrestricted External Fundraising (Non Capital)		
Voluntary Contributions		
<u>Total Other Income</u>	0	0
TOTAL INCOME	0	0

Detailed Income and Expenditure Account for the year ended

31 August 2019

Expenditure	Actual 2018/2019	Actual 2017/2018
5. Education Salary		
Bus Escort		
Bus Escort - PAYE/PRSI/USC/LPT		
July Provision		
July Provision PAYE/PRSI/USC/LPT		
<u>Total Education Salary</u>	0	0
6. Education Other Expenditure		
Bus Hire		
Department of Children and Youth Affairs Activities		
DSP - School Meals Grant		
Erasmus		
Minor Works Grant- Non Capital		
Other Educational Expenses		
Other Non Capital DES Grants		
Other School Activities		
Pupils Insurance		
Restricted External Fundraising Expenses (Non Capital)		
Designated Expenditure (Non Capital)		
Restricted School Fundraising Expenses (Non Capital)		
School Arts & Crafts		
School Book Grant		
School Irish Dance		
School Musical/Drama		
School Swimming		
School Tours		
Special Educational Equipment		
Standardised Testing		
Teaching Aids		
Trophies & Prizes		
Unrestricted External Fundraising Expenses (Non Capital)		
Unrestricted School Fundraising Expenses (Non Capital)		
<u>Total Education Other Expenditure</u>	0	0

Enter School Name Here

Detailed Income and Expenditure Account for the year ended		31 August 2019
Expenditure	Actual	Actual
	2018/2019	2017/2018
7. Repairs, Maintenance & Establishment		
Caretakers Wages		
Caretakers - PAYE/PRSI/USC/LPT		
Cleaners Wages		
Cleaners - PAYE/PRSI/USC/LPT		
Cleaning Materials		
Contract Cleaners		
Heating		
Insurance		
Licence Fee to Patron / Trustee		
Light and Power		
Other Repairs & Maintenance		
Rent and Rates		
Repairs - Buildings/Grounds		
Repairs - Fixture, Fittings, Equipment		
Security		
<u>Total Repairs, Maintenance & Establishment</u>	0	0
8. Administration		
Accounting / Payroll Software		
Advertising / Public Relations		
Annual Subscriptions		
Board of Management Expenses		
Donations		
External Accounting Fee		
Hospitality		
In-School Administration System		
Medical and First Aid		
Office Equipment		
Other Administration Expenses		
Other Professional Fees		
Photocopying Expenses		
Postage		
Principal's Expenses		
Secretaries Wages		
Secretaries - PAYE/PRSI/USC/LPT		
Staff Recruitment		
Staff Room Expenses		
Stationery		
Telephone		
Travel & Subsistence		
<u>Total Education Other Expenditure</u>	0	0

Income and Expenditure Account for the year ended 31 August 2019

	Actual 2018/2019	Actual 2017/2018
9. Financial		
Current Account Bank Interest & Charges Paid		
Leasing		
<u>Total Financial Expenses</u>	0	0
10. Depreciation		
Annual Depreciation – Buildings		
Annual Depreciation Computer Equipment		
Annual Depreciation Fixture and Fittings		
<u>Total Depreciation</u>	0	0
TOTAL EXPENDITURE	0	0
SURPLUS / DEFICIT	0	0

N.B. All schools are required to classify all items of income and expenditure in accordance with the layout shown above. Netting off Income and Expenditure is not permissible.

Detailed Balance Sheet for the year ended 31 August 2019

	Actual 2018/2019	Actual 2017/2018
Fixed Asset		
Land and Buildings		
Accumulated Depreciation Land and Buildings		
Computer Equipment		
Accumulated Depreciation Computer Equipment		
Fixtures and Fittings		
Accumulated Depreciation Fixtures and Fittings		
Current Asset		
Petty Cash Account		
Current Account		
Deposit Account		
Parents Council/Association Bank Account		
Prepayments		
Current Liability		
Accruals		
Bank Loans		
Creditors		
Grants Received in Advance		
Leasing		
Loan		
Net Wages Control		
PAYE/PRSI Control		
Pension Related Deduction Control		
RCT Control Account		
School Income Received in Advance		
VAT Control Account		
	0	0

Detailed Balance Sheet for the year ended 31 August 2019

	Actual 2018/2019	Actual 2017/2018
Contribution to Fixed Assets:		
Acc. Amortisation Capital Grant		
Acc. Amortisation Equipment Grants		
DES Building Fees		
DES Capital Grant		
DES Equipment Grants		
Fund Raising -Fixed Asset		
Parents Cont. Fixed Asset		
Patron / Trustee Contribution		
Restricted Reserves		
Unrestricted Reserves		
Designated Funds Reserves		
Retained Surplus / (Deficit)		
	0	0

Enter School Name Here

Financial Report to Parents

Summary Financial Statement for the School Year 2018/2019

Income		€
Department of Education and Skills Funding		
Other State Funding		
School Income	Parent Voluntary Contributions	
	Rental School Property	
	Fundraising	
	Parents Association	
	Other Income	
Total Income		0

Expenditure		
Education	Classroom Materials and Teaching Aids	
	All Other Education Related Expenditure	
School Maintenance	Light, Heat and Power	
	Insurance	
	Cleaning and waste disposal	
	Rent, Rates and Local Charges	
	All Other Caretaking and Maintenance	
School Administration	Secretarial and Administration	
	Photocopying	
Financial	Bank Charges, Interest, Leasing	
Total Expenditure		0

Surplus (Deficit) for the year		0
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Enter School Name Here

Financial Report to Parents

Summary Financial Statement for the School Year 2018/2019

Capital Projects

Income	Department Grants	0
	Other Income	0
Less: Expenditure		0
Surplus (Deficit) carried forward for the year		0