

Introduction to the FSSU

From September 2017, the Financial Support Services Unit (“FSSU”) will roll out its services to Primary Schools. Established by the Department of Education & Skills (“DES”) in 2005, the FSSU has operated as a support mechanism for school management in the Voluntary Secondary Schools sector for the last 12 years.

The DES has now requested the FSSU to expand these services to the school management of Primary Schools. The expansion of the FSSU to include primary level was referenced in the Governance Manual for Primary Schools 2015-2019 and is included in the DES Action Plan for 2017. The DES has published a Circular titled **Roll Out and Operation of the FSSU at Primary Level** (Circular No.0060/2017) in September 2017 outlining the arrangements for the roll out and operation of the FSSU service.



FSSU
Financial Support
Services Unit

Education Act, 1998

Boards of Management are reminded of their responsibility to ensure appropriate accounting and financial procedures are in place in line with Section 18 of the Education Act, 1998 which requires that:

18.—(1) Except in the case of a school established or maintained by a vocational education committee, a 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 each year all such accounts are properly audited or certified in accordance with best accounting practice.

(2) 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.

SUPPORT LINE
01 910 4020

Email
primary@fssu.ie

www.fssu.ie

Objectives of the FSSU

- Provision of advice and support to schools on financial governance matters including compliance with the requirements of this circular.
- Development of templates for use by schools in relation to financial matters including a standardised national template for annual school accounts.
- Acting as a central repository for receipt of annual school accounts prepared by an external accountant/ auditor registered with a recognised accountancy body in the State.
- Carrying out such audits as may be required.
- Preparation of an annual report for the Department.
- Liaison with the Department in relation to financial matters pertaining to Primary Schools.
- Submission of financial information to the Charities Regulatory Authority (CRA) which will also satisfy the financial reporting obligations placed on schools by the Charities Act 2009.
- Provision of statistical information to the Central Statistics Office (CSO) in relation to its requirements for financial information in respect of the school system.

“The FSSU has been successfully providing assistance and advising Voluntary Secondary Schools on financial management since 2005. We have acquired a vast amount of knowledge on how school finances operate and know how to help schools who require assistance in this area”

Louise McNamara
FSSU Director



“The FSSU, with a team of qualified accountants, accounting technicians and tax advisors, can provide advice to schools on a full range of issues that affect your schools finances and reporting obligations”

James Keating
*FSSU Primary School Coordinator
Cork Office*

FSSU Timeline

2017/18 school year

FSSU will focus on provision of advice and support as part of preparations for the phased introduction of the standardised national template for annual school accounts.

2018/19 school year

This will be the first year for annual school accounts to be prepared using the standardised national template. This will be the required format for schools to fulfil obligations under Section 18 of the Education Act, 1998.

End February 2020

This will be the latest date for annual school accounts for the 2018/19 school year to be submitted to the FSSU.

Annually thereafter

Annual School Accounts to be submitted to the FSSU in the prescribed format by the end of February (6 months after the end of the school year).

“As a member of a Board of Management, which is a corporate entity, it is imperative to ensure good corporate governance of the school finances. Under our remit, the FSSU will assist all schools in best practice and ensure compliance with S18. of the Education Act 1998”

Joe Conlon
*FSSU Primary School Coordinator
Maynooth Office*



Call the Support Line - 01 910 4020

The Technical Support Phone Service can be accessed between 9am to 7pm Monday to Thursday and 9am to 5pm on Fridays

Email: primary@fssu.ie www.fssu.ie

Cork Office
CETB, Room 53
Rossa Avenue
Bishopstown
Cork
T12 EE94

Maynooth Office
New House
St Patricks College
Maynooth
Co. Kildare
W23 HW31

FSSU Website

The FSSU website **www.fssu.ie** is an invaluable resource which will provide a wide range of templates, guidelines, videos and webinars focused on finance which will be of benefit to all Primary School Boards of Management and those involved in the preparation of school accounts.



The FSSU can help your school

Provision of advice and support to schools on financial governance matters including budgeting

Acting as a central repository for receipt of school accounts prepared by an external accountant/auditor (as per Section 8 of the Education Act 1998)

Liaison with the DES in relation to financial matters pertaining to schools

Help with filing VAT/RCT returns and payroll returns

Help with filing Payroll returns

Customised financial templates for school use - the use of the FSSU templates is optional.

We provide information regarding financial training

We provide notification of all regulatory compliance updates

We will satisfy your school's Central Statistics Office (CSO) and Charities Regulatory Authority (CRA) reporting obligations

IMPORTANT FINANCE DATES IN THE SCHOOL YEAR

VAT PAY AND FILE DATES

23rd September for July/August

23rd September RTD Return for September to August (Annual RTD Return)

23rd November for September/October

23rd January for November/December

23rd March for January/February

23rd May for March/April

23rd July for May/June

RCT PAY AND FILE DATES

RCT is paid monthly or quarterly as determined by Revenue
RCT monthly payments are made on or before 23rd of the month for previous month
e.g. payment on 23rd September is for August

RCT Quarterly Payments are made on or before;

23rd October for July – September

23rd January for October – December

23rd April for January – March

23rd July for April – June

PAYROLL TAXES

P30

P30 payments are due on 23rd of month for previous month e.g. 23rd October is for September

P35

P35 returns are due 23rd February
e.g. 23rd February 2018 for 2017

PAYE Modernisation

As from the 1st January 2019, the Revenue Commissioners will be implementing PAYE Modernisation and real time reporting of all employee PAYE deductions. This will improve the accuracy, ease of understanding and transparency of the PAYE system for all stakeholders. Contact the FSSU for further information.

Annual Returns

Primary Schools will be required to submit accounts to the FSSU via the school accountant in respect of the 2018/19 school year by 28th February 2020 and annually on the same date thereafter.