

# **JMB Financial Support Services Unit**

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## **Financial Guideline 06/05**

### **School Accounts**

#### **1. TAS 2 for School Accounts**

Following communication with the schools last June, 135 schools have agreed to purchase and install the TAS 2 Accounting Package and to use it for the preparation of school accounts for the school year 2005 / 2006. A separate communication for these schools is included with this guideline. A training programme is being put in place for these schools which will enable them to prepare accounts in the recommended format. No further applications can be accepted at this stage for the coming school year. However, other schools who wish to purchase the package will be invited to do so next year.

#### **2. Schools already using TAS 2**

We estimate that 90 or more schools have previously purchased the TAS 2 package. In particular, many of the schools under the trusteeship of the Christian Brothers have been using it for some time. Following consultation with Brother Sean Brereton in the St. Helen's Education Office, the Chart of Accounts for secondary schools has been adjusted and updated. Sage Ireland has produced a CD with the new Chart of Accounts which is being supplied to schools who purchase the TAS 2 software at no additional cost. Any school using TAS 2 before now will need to install the new Chart of Accounts before starting the school accounts for the next school year.

The new Chart of Accounts CD for existing users will be available from Sage Ireland and it will include instructions on the simplest way to update your accounts. For information, you are requested to contact Paddy Carr at Sage Ireland, telephone number 1850 321 459 or 1800 222 123 quoting the reference "Secretariat of Secondary Schools". Schools dealing directly with the St. Helen's Education Office should contact Brother Brereton.

### **3. Other Accounts Packages**

As stated in Guideline 05/05, **there is no obligation on schools already using other accounts packages such as Sage Instant or Sage Line 50 to change at this stage.** However, schools will be required to adjust the presentation of accounts in accordance with the agreed format for schools. Detailed information in this regard will be forwarded to all schools and to accountants dealing with school accounts in the near future.

### **4. Accounts in Fee Paying and non-Catholic Schools**

The Chart of Accounts created for the TAS 2 package is designed for non-fee paying schools. However, in most cases the Chart can easily be adjusted for the majority of fee paying schools. Many of the schools under the ISA umbrella already have systems in place to deal with their own specific circumstances and there is no need for them to change.

### **5. Payroll Packages**

A number of schools have enquired regarding the purchase of a software payroll package. As outlined in the 05/05 Guideline last June, we are recommending Sage Quickpay for those who wish to move in this direction. However, the purchase of a payroll package, although very helpful, is not essential at this stage and is not a requirement from the FSSU. It is a matter for each school to decide on its own course of action in this regard.

### **6. Submission of Accounts**

We would like to remind any school in the voluntary sector which has not already done so that a copy of the school accounts for the school year 2003 / 2004 must be submitted to the Financial Support Services Unit as soon as possible. Accounts for 2004/2005 should be submitted once they have been approved at Board of Management and Trustee level. The official closing date, according to Circular M36 / 05 is December 1<sup>st</sup>. However, following representations from accountants and others, the deadline is extended to January 31, 2006. All schools are requested to comply with this deadline.

With best wishes to all for the new school year

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Fergus Dunne, Director,  
JMB Financial Support Services Unit.

