



**FSSU**  
Financial Support  
Services Unit

# Financial Management in Voluntary Secondary Schools

## Training for New Deputy Principals

Financial Support Services Unit  
June 15<sup>th</sup> 2017

# Financial Management

**Part 1: Legal and Regulatory Framework and Financial Reporting**

**Part 2: School Income and Expenditure and Particular Issues of Relevance to Deputy Principals**

# Legal and Regulatory Framework

- **Education Act 1998**
- **DES and Financial Support Services Unit**
- **Articles of Management**
- **Trustees**
- **Board of Management**
- **Legal Requirements e.g. Revenue Compliance**
- **Financial Reports and Annual Accounts**

# Education Act 1998 – Section 18

Section 18 of the Education Act 1998 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.”***

*(S. 18 Education Act 1998)*

# The Financial Support Services Unit

The FSSU was set up under DES Circular M36/05 to enable schools to comply with the Education Act.

The FSSU is primarily a support mechanism for Voluntary schools in terms of accountability, transparency and financial responsibility for State funds.

# School Income and Expenditure

## Income and Expenditure Account:

**Total School Income**

**Less: Total School Expenditure**

**Surplus / Deficit**

Schools cannot budget for a deficit. Where deficits occur, the trustees/patron should be informed immediately.

# Obligations to Patron/Trustee

- **Land and Buildings**
- **Annual Budget**
- **Operate in surplus**

# School Income

- **DES Grants**
- **School Generated Income**  
(e.g. TY money, lockers, buses, study .....)
- **Other Income**  
(Voluntary Subscriptions, fund-raising, donations)



# School Expenditure

- Education – Salaries
- Education – Other
- Repairs, Maintenance and Establishment
- Administration
- Finance
- Depreciation

# Good Financial Practice

## Internal Controls at School Level

- Payment Procedures
- Receipts Procedures
- Returns to the Collector General
- Control over Capital Spending
- School budgeting
- OLCS
- Supervision and Substitution

# OLCS

- **OLCS - On Line Claim System**
- **Detailed records for all teacher absences and substitution must be retained**
- **Medical certificates for certified sick leave and attendance at in-service reports must be retained for inspection**
- **Part-time teaching hours on the OLCS including Substitution hours**
- **Follow OLCS procedures to the letter**
- **Ask teachers to verify absence record on regular basis**
- **Only the Principal should be the Approver. Deputy Principal may be Second Approver**

# Parents' Council / Association

- **Parents' Councils – valuable assistance and support**
- **Fund-raising must be reflected in school accounts.**
- **BOM must ensure adequate controls are in place.**
- **Council may maintain its own Bank Account with BOM approval**
- **Same control procedures apply to Parents' Councils**
- **Annual financial report to BOM for inclusion in school's audited accounts.**
- **All Council funds must be channelled through the main school Bank Account (Education Act 1998).**
- **Parents' Council is not an independent entity and is answerable to BOM.**

# Tuck Shops

Regarding school tuck shops and similar activities the BOM must consider:

- The appropriateness of the activity
- The management structure for the activity
- Level and extent of segregation of duties
- Internal controls required
- Staffing arrangements and consequent obligations
- Obligations on school management and BOM e.g. Revenue issues
- Possibility of franchising or renting out the facility

Where BOM decides to operate such an undertaking, control arrangements are put in place and strictly followed.



Annual Conference 2017 - Overview

TRAINING & EVENTS

- Employment Law Day   
Presentations
- Principals & Deputy Principals Training - Phase 1  
14th - 16th June
- Annual Conference Overview  
Videos, Presentations & Photos
- Sage Training  
Various dates

MEMBER SUPPORT SERVICES

CHILD PROTECTION AND VETTING	DATA PROTECTION	EDUCATION R & D	HEALTH AND SAFETY	HR / IR AND LEGAL SERVICES	SCHOOL BUILDING PROJECTS	SCHOOL FINANCE FSSU	SCHOOL MANAGEMENT	SCHOOL PROCUREMENT

QUICK LINKS

- Advertising Jobs
- Bulletins
- Contracts

CURRENT ISSUES

- Revised Travel Rates
- Latest Circulars
- Latest Procurement Newsletter

EDUCATION NEWS

- 15 May 2017  
Pressure on ASTI to end action
- 12 May 2017  
Pay equality for teachers will have 'significant cost'



Annual Conference 2017 - Overview

- ABOUT THE FSSU
- ACCOUNTS
- BUDGET TEMPLATES
- CAPITAL PROJECTS
- FORMS
- GRANTS
- GUIDELINES**
- PAYROLL
- RCT & VAT
- REVENUE
- SAGE
- SCHOOL ACCOUNTANTS (EXTERNAL)
- SCHOOL ACCOUNTS PERSONNEL
- SCHOOL MANAGEMENT
- SCHOOL PRINCIPALS
- SEARCH A-Z
- TAS BOOKS

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Principals

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Overview  
 ns & Photos

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MEMBER SUPPORT SERVICES

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## SCHOOL FINANCE

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- [Capital Projects](#)
- [Forms](#)
- [Grants](#)
- [Guidelines](#)
- [Payroll](#)
- [RCT & VAT](#)
- [Revenue](#)
- [External School Accountants/Auditors](#)
- [School Accounts Personnel](#)
- [School Management](#)
- [School Principals](#)
- [Service Providers](#)
- [Sage](#)
- [TAS Books](#)

## Financial Guidelines Categorised

- [After School Study](#)
  - [Banking](#)
  - [Budget / Budgeting](#)
  - [Building & Capital Projects](#)
  - [Charitable Donations](#)
  - [Charities Regulator](#)
  - [External Accountants/Auditors](#)
  - [Fixed Asset Register](#)
  - [Grants](#)
  - [Interview and Selection Committee](#)
  - [Motor Rates / Travel Rates](#)
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