

7. School Income

A. Grants paid by the Department of Education and Science (DES):

The main source of school income is grants payable to schools in the Free Education Scheme both on a per capita basis and for specific purposes. The main grants received are outlined in **Appendix 6**.

Schools participating in the Free Education Scheme may not charge fees. For such schools a grant in lieu of tuition fees is included in the capitation grant. Schools which do not participate in the Free Education Scheme do charge tuition fees which represent their main source of income.

Many of the grants received by schools go into the general school fund to pay for school expenditures, as outlined below. However, some grants and income received may only be used for specific purposes and should not show a surplus. These include:

- Supervision money to pay for non-teacher supervisors
- The Book Grant for “needy students”
- Home School Liaison Grants
- Certain IT grants

Capital Grants are payable in certain circumstances for school buildings, extensions, refurbishment and for equipment.

B. School Generated Income:

This is income generated within the school from various activities or ventures such as Locker rental, Canteen or Tuck shop receipts, and income from games and books. Fees charged by fee-paying schools are included in this category.

C. Other or Special Income

- **Voluntary / Parents’ Contributions:** As with all school income, such contributions should be lodged in the main school current account and, if the school can afford it, then transferred to the school Deposit or Development Account to distinguish it from official Department of Education and Science funding. It may be necessary, in some circumstances, to use such funds to finance current spending or they may be used to fund special projects earmarked by the Board of Management and approved by the Trustees where required.
- **Fund-Raising:** Many schools in the Free Education Scheme engage in various forms of fund-raising and other activities organised by parents, students and teachers. The Board of Management has ultimate responsibility for all such funds raised and must make sure that they are properly recorded and included in overall school accounts. **(See Sections 29 and 30 for detailed guidelines)**
- **Parents’ Associations / Councils and Past Pupils’ Unions** may raise funds for the benefit of the school. All such funds must be channelled through the main school bank account before the end of each school year.
- **Donations and Gifts** from Trustees or any other source.