



# Budget Workshops 2018/2019 & Annual Finance Update

The FSSU is running a number of practical hands-on school budgeting workshops. The workshops are free of charge and are open to principals in particular and any other school personnel involved in the budget preparation process such as school accounts secretaries, bursars and finance subcommittee members.

The workshop will incorporate an update on the financial issues currently affecting schools. During the workshop, we will assist you to prepare your school budget for 2018/2019 on your laptop. To get the maximum benefit from the workshop please complete the "[School Budget Preparation Document](#)" attached and bring it with you on the day together with the items listed below.

Workshop Details			
County	Venue	Date	Time
Kilkenny	Hotel Kilkenny	6th February	2.00pm – 4.30pm
Dublin North	Clayton Hotel, Liffey Valley (formerly Clarion Hotel)	6th February	2.00pm – 4.30pm
Galway	Clayton Hotel, Ballybrit	7th February	2.00pm – 4.30pm
Cork	Charleville Park Hotel	7th February	2.00pm – 4.30pm
Meath	Pillo Hotel, Ashbourne	7th February	2.00pm – 4.30pm
Dublin South	Talbot Hotel, Stillorgan	8th February	2.00pm – 4.30pm
Sligo	Clayton Hotel, Clarion Road	8th February	2.00pm – 4.30pm

## Please bring the following items with you the workshop:

1. A LAPTOP
2. Download the 2018/2019 School Budget Template – this excel file is available to download from [this link](#). (save this file onto your laptop.)
3. The school's teacher allocation for 2018/2019
4. Enrolment numbers on each programme for 2017/2018 and 2018/2019
5. Number of Supervision and Substitution scheme opt outs in the school
6. Completed School Budget Preparation Document
7. Financial Reports:
  - Nominal Audit Trail 2017/2018 to date
  - Nominal Audit Trail 2016/2017 full year
  - Income and Expenditure account showing current year to date, budget for current year and full school year 2016/2017

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