



Financial Guideline P12 - 2017/2018

The School Accounting Year

[Circular No. 0060/2017](#) states that schools will be required to submit accounts to the FSSU in respect of the 2018/19 school year.

Accounts must be submitted in the prescribed format by the end of February 2020 and annually thereafter.

We have received a number of calls in relation to the school accounting year.

The accounting year must be in line with the academic year and run from 1st September to 31st August.

If your school does not currently run your school accounting year to these dates, then an adjustment should be made this year. This can be done by running a shorter or longer accounting year so that it ends on 31st August 2018. This will bring the school accounting year into line with FSSU and Department of Education and Skills requirements.

	Current Year	Correction	Total months
Example 1	1st Jul 17 – 30th Jun 18	1st Jul 17 – 31st Aug 18	14 months
Example 2	1st Jan 18 – 31st Dec 18	1st Jan 18 – 31st Aug 18	8 months

Please bring this Financial Guideline to the attention of the Board of Management and your external Accountant.

If you need any further information, please email primary@fssu.ie or phone 01 910 4020

Financial Support Services Unit

Treoir Airgeadais P12 - 2017/2018

An Bhliain Chuntasaíochta do Scoileanna

Leagtar síos i [gCiorclán Uimh. 0060/2017](#) go n-éileofar ar scoileanna cuntais a chur faoi bhráid an FSSU i leith scoilbhliain 2018/19.

Ní mór na cuntais a chur isteach san fhormaid ordaithe faoi dheireadh mhí Feabhra 2020, agus go bliantúil ina dhiaidh sin.

Tá roinnt mhaith glaonna faighte againn maidir leis an mbliain chuntasaíochta do scoileanna.

Ní mór don bhliain chuntasaíochta a bheith ar aon dul leis an mbliain acadúil, .i. ón 1 Meán Fómhair go dtí an 31 Lúnasa.

Mura bhfuil bliain chuntasaíochta do scoile ag teacht leis na dátaí sin, ba chóir í a choigeartú i mbliana. Is féidir déanamh amhlaidh ach an bhliain chuntasaíochta a dhéanamh níos giorra nó níos faide ionas go gcríochnóidh sí ar an 31 Lúnasa 2018. Cuirfear bliain chuntasaíochta do scoile ar aon dul le riachtanais an FSSU agus na Roinne Oideachais agus Scileanna ar an gcaoi sin.

	An Bhliain Reatha	Ceartú	Líon na míonna
Sampla 1	1 Iúil 17 – 30 Meitheamh 18	1 Iúil 17 – 31 Lúnasa 18	14 mhí
Sampla 2	1 Eanáir 18 – 31 Nollaig 18	1 Eanáir 18 – 31 Lúnasa 18	8 mí

Cuir an Treoirlíne Airgeadais seo ar a súile don Bhord Bainistíochta agus do do Chuntasóir seachtrach.

Má bhíonn tuilleadh eolais uait, cuir r-phost chuig primary@fssu.ie nó cuir glao ar 01 910 4020

An tAonad um Sheirbhísí Tacaíochta Airgeadais (FSSU)