

Financial Guideline 2008/2009 - 14

Voluntary Secondary Schools

Summer Works Scheme

Amount of the Grant

The maximum level of grant payable to the school is stipulated in the correspondence sent to schools. It is important to note that the grant amount stated has to cover all costs including consultants' fees and VAT. Any additional costs incurred will have to be borne by the Board of Management. Please note that **the school does not have to pay any local contribution.**

Accounting for the Grant

Grants given under the SWS are capital grants and as such must be expended on the purpose intended. When it is received, the grant should be ring-fenced for the SWS project and lodged in the school deposit account until required.

On receipt of the grant, the amount should be posted under the Nominal code 3900-100 or 3920-100 as appropriate. When it is expended it should be posted to the relevant code between 1400-100 and 1480-100. A percentage of all SWS projects will be audited. In any event, all documentation and records should be carefully filed and retained for seven years.

Role of the School Authorities

Schools are also advised that capital grants allocated under the SWS are devolved to the school's managerial authorities (the Board of Management or other body legally entrusted with the management of the school). Therefore, it is the managerial authority of the school which is responsible for managing the entire project from start to finish. Reports and communications with the Planning and Building Unit regarding the project must be channelled through the school's managerial authority and not directly from the professional consultant or engineer.

Cost Control

It is the responsibility of the school authorities to negotiate the relevant fees with the architect or consultant. In any event, the consultant should be informed that the grant given is the absolute maximum available to cover all costs.

While the professional consultant(s) are individually and collectively responsible for the effective management of the project in order to complete it on time and within budget, there must be constant communication and exchange of information between the consultants and the school authorities. Any variations or additional works must be agreed with the school authorities in writing prior to these works being carried out on site. Any changes to an agreed contract will invariably attract additional costs. **All consequent cost increases will have to be borne by the school.**