

**Annual Financial Accounts for Primary Schools to
be prepared by External School Accountant**

Ballymore Primary School, Dublin

Accountant's Report

FOR THE YEAR 1 SEPTEMBER 2018 TO 31 AUGUST 2019

Ballymore Primary School, Dublin

Contents

	Page
Accountant's Report	1
Income and Expenditure Account	2
Balance Sheet	3
Notes to the Accounts	4
Detailed Income and Expenditure Account	5-9
Detailed Balance Sheet	10-11
Financial Report to Parents	12-13

Ballymore Primary School, Dublin**General Information**

School Name

School Address

Roll Number

12345N

Pupil enrolment for the year

Patron

Name
Address

Trustee (where applicable)

Name
Address

Accountant

Name
Email
Address

Bankers

Name
Address

Ballymore Primary School, Dublin

**ACCOUNTANT'S REPORT ON THE ACCOUNTS TO THE BOARD OF
MANAGEMENT OF BALLYMORE PRIMARY SCHOOL
FOR THE YEAR ENDED 31 AUGUST 2019**

As described on page 3, you have approved the accounts for the year ended 31 August 2019 set out on pages 2 to 5. In accordance with your instructions, we have compiled these accounts from the accounting records and information and explanations supplied to us.

Name of External Accountant

Address

Date:

Ballymore Primary School, Dublin

Income and Expenditure Account for the year ended 31 August 2019.

	Actual 2018/2019	Actual 2017/2018
Total Income		
Total Expenditure		
Surplus / Deficit		
Opening Balance		
Closing Balance		

Ballymore Primary School, Dublin

Balance Sheet as at 31 August 2019

	Actual 2018/2019	Actual 2017/2018
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1. Fixed Assets

Note 2

Fixtures and Fittings
ICT Infrastructure

2. Current Assets

Debtors and prepaid expenses
Cash at Bank and in hand

Note 3

3. Current Liabilities

Creditors and accrued expenses

Note 4

4. Net Current Assets (2 - 3)

5. Total Assets Less Current Liabilities (1 + 4)

Financed by:

6. Contribution towards the Cost of Fixed Assets

Note 5

7. Surplus/Deficit on Income and Expenditure Account

Board Member

Board Member

Date: _____

Notes to Financial Statements

- Accounting Policies: Depreciation, Unspent Government Grants, etc.

Depreciation Policy

Items are valued at cost less depreciation based upon the straight-line methodology.

Fixtures and Fittings are depreciated over a five year useful life.

ICT equipment is depreciated over a three year useful life.

Unspent Government Grants

Specific Government Grants are deferred only if fulfilment of the conditions is incomplete i.e. it cannot be recognised in the year of receipt if the monies have not been allocated against the reason for the grant being given.

Specific Government Grants are considered a liability until spent. Only the portion of grants expended is shown as Income, with the unexpended balance shown as a liability.

- Fixed Assets: Cost, Additions, Depreciation, Net Book Value.

Example:

	Fixtures and Fittings	ICT Infrastructure	Total
	2018/2019	2018/2019	2018/2019
Opening Balance	-	-	-
Additions	10,000	9,000	19,000
Disposals	-	-	-
Depreciation	-2,000	-3,000	-5,000
Closing Balance	8,000	6,000	14,000
Accumulated Depreciation	-	-	-
Net Book Value	8,000	6,000	14,000

- Debtors and Prepaid Expenses

- Creditors and Accrued Expenses

Example:

Unspent Grants	01-Sep-18	Government Grants Received	Recognised in Expenditure	Recognised in Fixed Assets	31-Aug-19
DEIS Grant	0.00	10,000.00	10,000.00	0.00	0.00
Book Grant	0.00	6,500.00	6,500.00	0.00	0.00
ICT Grant	0.00	15,000.00	3,000.00	9,000.00	3,000.00
Special Education Equipment	0.00	0.00	0.00	0.00	0.00
DSP Grants - School Meals Grant	0.00	0.00	0.00	0.00	0.00
	0.00	31,500.00	19,500.00	9,000.00	3,000.00

- Contribution towards the cost of fixed assets: DES Capital Grants, Fund-raising, Donations, Patron/Trustee Contributions, etc.

Ballymore Primary School

Detailed Income and Expenditure Account for the year ended 31 August 2019

Income	Actual 18/19	Actual 17/18
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1. Department of Education & Skills Income

3010	Capitation Grant
3020	DEIS Grant
3050	Ancillary Services Grant
3051	Book Rental/Loan Scheme DEIS
3052	Book Rental/ Loan Scheme Non DEIS
3150	School Book Grant DEIS
3153	School Book Grant Non DEIS
3230	ICT Infrastructure Grant
3275	Minor Works Grant - Non Capital
3290	Other Non Capital DES Grants
3291	Scoileanna Lan Ghaeilge
3292	Standardised Testing Grant
3293	July Provision

Total DES Income

2. Other State Income

3294	Bus Escort Grant
3295	Department of Children and Youth Affairs
3296	Department of Social Protection Grants - School Meals Grant
3297	Erasmus
3298	HSE Funding
3299	Other State Funding
3300	Special Educational Equipment

Total Other State Income

Detailed Income and Expenditure Account for the year ended 31 August 2019

	Actual 18/19	Actual 17/18
3. School Generated Income		
3330 Book Rental Receipts		
3350 Hall Rental Income		
3520 School Musical/Drama		
3530 School Tours		
3531 School Swimming		
3535 Pupils Insurance		
3570 Other School Generated Income		
3571 Other School Activities		
3572 School Arts & Crafts		
3573 School Irish Dance		
3574 Restricted School Fundraising (Non Capital)		
3575 Unrestricted School Fundraising (Non Capital)		

Total School Generated Income

4. Other Income		
3650 Voluntary Contributions		
3700 Parents Councils / Association Funding		
3770 Insurance Claim		
3800 Bank Interest Received		
3840 Amortisation of Grants		
3850 Other Income		
3851 Designated Income (Non Capital)		
3852 Restricted External Fundraising (Non Capital)		
3853 Unrestricted External Fundraising (Non Capital)		

Total Other Income

TOTAL INCOME

Detailed Income and Expenditure Account for the year ended 31 August 2019

Expenditure

	Actual 18/19	Actual 17/18
5. Education Salary		
4192 Bus Escort		
4193 Bus Escort - PAYE/PRSI/USC/LPT		
4194 July Provision		
4195 July Provision - PAYE/PRSI/USC/LPT		

Total Education Salary

6. Education Other Expenditure

4310 Teaching Aids
4350 School Arts & Crafts
4690 Bus Hire
4710 School Tours
4720 School Musical/Drama
4730 School Book Grant
4770 Trophies & Prizes
4810 Home School Community Liaison
4815 School Excellence Fund - Step Up Project
4910 Other Educational Expenses
4911 Department of Children and Youth Affairs Activities
4912 Department of Social Protection Grants - School Meals Grant
4913 Erasmus
4914 Other Non Capital DES Grants
4915 Other School Activities
4916 Pupils Insurance
4917 Standardised Testing
4918 Designated Expenditure (Non Capital)
4919 Special Educational Equipment
4920 School Irish Dance
4921 School Swimming
4922 Restricted School Fundraising Expenses (Non Capital)
4923 Restricted External Fundraising Expenses (Non Capital)
4924 Unrestricted External Fundraising Expenses (Non Capital)
4925 Unrestricted School Fundraising Expenses (Non Capital)
4926 Other Educational Wages

Total Education Other Expenditure

Detailed Income and Expenditure Account for the year ended 31 August 2019

	Actual 18/19	Actual 17/18
7. Repairs, Maintenance & Establishment		
5010 Caretakers Wages		
5031 Caretakers - PAYE/PRSI/USC/LPT		
5110 Cleaners Wages		
5111 Cleaners - PAYE/PRSI/USC/LPT		
5150 Contract Cleaners		
5170 Cleaning Materials		
5310 Repairs - Buildings/Grounds		
5315 Minor Works Grant- Non Capital		
5350 Repairs - Furniture, Fittings, Equipment		
5400 Security		
5450 Insurance		
5510 Heating		
5550 Light and Power		
5610 Rent and Rates		
5700 Licence Fee to Patron / Trustee		
5800 Other Repairs & Maintenance		
<u>Total Repairs, Maintenance & Establishment</u>		

8. Administration

6010 Secretaries Wages	
6051 Secretaries - PAYE/PRSI/USC/LPT	
6100 Staff Recruitment	
6150 Advertising / Public Relations	
6210 Postage	
6250 Telephone	
6300 Stationery	
6305 Photocopying Expenses	
6350 Office Equipment	
6355 ICT Non Capital	
6400 External Accounting Fee	
6450 Other Professional Fees	
6500 Travel & Subsistence	
6600 Principal's Expenses	
6650 Board of Management Expenses	
6700 Annual Subscriptions	
6730 In-School Administration System	
6731 Accounting / Payroll Software	
6750 Donations	
6755 Medical and First Aid	
6780 Staff Room Expenses	
6800 Hospitality	
6900 Other Administration Expenses	
<u>Total Administration Expenses</u>	

Detailed Income and Expenditure Account for the year ended 31 August 2019

	Actual 18/19	Actual 17/18
9. Financial		
7300 Leasing		
7400 Bank Interest & Charges Paid		

Total Financial

10. Depreciation

8000 Annual Depreciation - Buildings		
8020 Annual Depreciation - Fixtures and Fittings		
8060 Annual Depreciation - ICT Infrastructure		

Total Depreciation

TOTAL EXPENDITURE

SURPLUS / DEFICIT

N.B. All schools are required to classify all items of income and expenditure in accordance with the layout shown above. Netting off Income and Expenditure is not permissible.

Ballymore Primary School

Detailed Balance Sheet for the year ended 31 August 2019.

	Actual 18/19	Actual 17/18
Fixed Asset		
1400 Land & Buildings		
1410 Accumulated Depreciation Land and Buildings		
1420 Fixtures and Fittings		
1430 Accumulated Depreciation: Fixtures and Fittings		
1460 ICT Infrastructure		
1470 Accumulated Depreciation ICT Infrastructure		
Current Asset		
1700 Sales Ledger Control		
1720 Prepayments		
1800 Current Account		
1810 Deposit Account		
1820 Parents Council/Association Bank Account		
1900 Petty Cash A/c		
1950 Cash Control Account		
Current Liability		
2105 School Income Received in Advance		
2150 Other Unspent Grants		
2160 Book Grant Unspent		
2170 Unspent School Excellence Fund - Step Up Project		
2200 Net Wages Control		
2230 Additional Superannuation Control Account		
2250 PAYE/PRSI Control		
2260 VAT Control Account		
2270 RCT Control Account		
2300 Creditors		
2310 Bank Loans		
2320 Loan		
2330 Leasing		
2440 Accruals		

Detailed Balance Sheet for the year ended 31 August 2019.

	Actual 18/19	Actual 17/18
Contribution to Fixed Assets:		
2700 Retained Surplus / (Deficit) Current Year		
2710 Profit Brought Forward Previous Year		
3900 DES Capital Grant		
3901 Building Fund		
3902 Restricted Reserves		
3903 Unrestricted Reserves		
3904 Designated Funds Reserves		
3905 Acc. Amortisation Capital Grant		
3920 DES Equipment Grants		
3925 Acc. Amortisation Equipment Grants		
3940 DES Building Fees		
3960 Fund Raising -Fixed Asset		
3980 Parents Cont. Fixed Asset		
3990 Patron / Trustee Contribution		

Ballymore Primary School

Financial Report to Parents

Summary Financial Statement for the School Year 2018/2019

		€
Income		
Department of Education and Skills Funding		0
Other State Funding		0
School Income	Parent Voluntary contributions	0
	Rental School Property	0
	Fundraising	0
	Parents association	0
	Other Income	0
Total Income		0
Expenditure		
Education Expenditure	Classroom Materials and Teaching Aids	0
	All Other Education Related Expenditure	0
School Maintenance	Light, Heat and Power	0
	Insurance	0
	Cleaning and waste disposal	0
	Rent, Rates and Local Charges	0
	All Other Caretaking and Maintenance	0
School Administration	Secretarial and Administration	0
	Photocopying	0
Financial	Bank Charges, Interest, Leasing	0
Total Expenditure		0
Surplus (Deficit) for the year		0

Ballymore Primary School

Financial Report to Parents

Summary Financial Statement for the School Year 2018/2019

Capital Projects

Income	Department Grants	0
	Other Income	0
Less: Expenditure		0
Surplus (Deficit) carried forward for the year		0