

**Formats of Annual Financial Accounts for Primary
Schools to be prepared by External School
Accountant/Auditor**

Ballymore Primary School, Dublin

Accountant's Report

FOR THE PERIOD 1 SEPTEMBER 2018 TO 31 AUGUST 2019

Ballymore Primary School, Dublin

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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 PERIOD 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 Accountant

Chartered Accountants and
Registered Auditors

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

Fixture, Fittings and Equipment
Computer Equipment

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

Chairperson

Board Member

Date: _____

Notes to Financial Statements

1. Accounting Policies: Depreciation, Amortisation of State Grants, etc.
2. Fixed Assets: Cost, Additions, Depreciation, Net Book Value
3. Debtors and Prepaid Expenses
4. Creditors and Accrued Expenses
5. Contribution towards the cost of fixed assets: DES Capital Grants, Fund-raising, Donations, Patron/Trustee Contributions, etc.
6. Analysis of State Grants

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)		

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		
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	Grants Received in Advance		
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