



Budget Workshops 2019/2020 & 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 2019/2020 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	26th February	2.00pm – 4.30pm
Dublin North	Clayton Hotel, Liffey Valley	26th February	2.00pm – 4.30pm
Galway	Clayton Hotel, Ballybrit	27th February	2.00pm – 4.30pm
Cork	Charleville Park Hotel	27th February	2.00pm – 4.30pm
Meath	CityNorth Hotel, Gormanston	27th February	2.00pm – 4.30pm
Dublin South	Talbot Hotel, Stillorgan	28th February	10.00pm – 12.30pm
Sligo	Clayton Hotel, Clarion Road	28th February	2.00pm – 4.30pm

Please bring the following items with you to the workshop:

1. A LAPTOP
2. Download the 2019/2020 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 2019/2020
4. Enrolment numbers on each programme for 2018/2019 and 2019/2020
5. Number of Supervision and Substitution scheme opt outs in the school
6. Completed [School Budget Preparation Document](#)
7. Financial Reports:
 - Nominal Audit Trail 2018/2019 to date
 - Nominal Audit Trail 2017/2018 full year
 - Income and Expenditure account showing current year to date, budget for current year and full school year 2017/2018

[Click here to register](#)

