



# Introduction to School Budgeting & Census 2019/2020 for Community & Comprehensive Schools

The FSSU is running a number of practical hands-on budget workshops to assist in the submission of the budget and census for the 2019/2020 school year. The workshops are free of charge and are open to Principals and Clerical Officers in particular and any other school personnel involved in the budget preparation process such as 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 draft 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             |
| Dublin           | Clayton Hotel, Liffey Valley, Dublin 22     | 2nd April | 10.00am – 1.30pm |
| Galway           | Clayton Hotel, Ballybrit, Galway            | 3rd April | 10.00am – 1.30pm |
| Cork             | Clayton Hotel, Silver Springs, Tivoli, Cork | 4th April | 10.00am – 1.30pm |

## Please bring the following items with you to the workshop:

1. A laptop
2. Download and save to laptop the C&C Budget Template 2019/2020  
– this excel file is available to download from [this link](#)
3. Completed [School Budget Preparation Document](#)
4. Financial Reports, if available:
  - School grants received for the period September 2017 to August 2018
  - School generated income for the period September 2017 to August 2018 i.e. book rental income, locker income, bus income
  - Summary of all school expenses for the period September 2017 to August 2018 i.e. repairs to buildings/grounds, light & heat, telephone, printing & stationery, hospitality, bus hire etc.
  - Copy of census submitted to the Department for the year 2018/2019
  - P35L for the year ended 31st December 2018

[Click here to register](#)

