



FSSU
Financial Support
Services Unit

FINANCIAL UPDATE & SCHOOL BUDGET 2019/2020 WORKSHOP

FINANCIAL UPDATE

- Revenue Compliance
- BOM Reports
- OLCS
- School Tours
- Annual School Accounts 2017/2018
- Government Budget 2019
- Electronic Receipts & Payments
- PRD and ASC
- Payroll Financial Guidelines
- Charities Regulator

REVENUE COMPLIANCE

- PAYE Modernisation – 1st January 2019
- All school employees including part-time teachers, external supervisors and non-teaching staff are paid by cheque or electronically having deducted tax, USC and employee PRSI due.
- Payments made to teachers and other personnel for services such as after school study are subject to tax, USC and PRSI.
- Tax, USC and PRSI are not deducted where payments are made for such services to a person or company registered as self-employed. In such cases a consult the Revenue guidelines on employee/self employed

Revenue Compliance- Payroll

- Selection committee payments
- Retention of documentation
- Register of Employees- FSSU Financial Guideline 2013/2014-16

Travel & subsistence

- Board sets the rate
- Use the recommended form
- Principal and chairperson approval
- Interview related costs

RCT-Principal Contractor

A school as a “Principal Contractor” must :

1. Notify Revenue of all contracts online (**Contract Notification**)
2. Notify payments online (**Payment Notification**)- Penalties apply where prior notification to the Revenue is not obtained.
3. Provide a copy or details of the **Deduction Authorisation** to the Subcontractor
4. Review monthly/quarterly returns online (**Deduction Summary/Return**)
5. Make payments of RCT deducted on or before 23rd day after end of return period
6. Revenue Site Identifier Number (SIN)
7. Revised Revenue Guideline issued December 2016

VAT- Reverse Charge

- Where a Principal Contractor receives construction services other than haulage for hire, they must account for VAT under the VAT Reverse Charge.
- Where a sub-contractor provides both construction services and other services, as part of a contract, they should provide separate invoices.
 - The school should account for VAT on the construction services
 - The sub-contractor should account for the VAT on the other services
- VAT Reverse Charge does not apply to professionals within the construction industry e.g. architects, surveyors, engineers.
- Must file VAT 3 returns and Annual Return of Trading Details.

Regular/Monthly Financial Reports for the Board

- 1) Balances on ALL School Bank Accounts
- 2) Bank Reconciliation Statement for each Bank Account
- 3) Receipts and Payments Account / Income and Expenditure Account showing Current and Budget figures
- 4) Balance Sheet
- 5) List of all creditors / list of accruals / income for next year and prepayments *and prepare a manual list of invoices not processed on Sage 50.*
- 6) Capital Income and Expenditure Account

OLCS

- **Board of Management** has a responsibility to ensure that at school level the integrity of the system is maintained at all times.
- **Board of Management** is advised that **under no circumstances should the same person in a school undertake the role of Data Entry person and Data Approver.**
- **Schools should ensure that documentation** in relation to the completion of OLCS details are retained securely e.g. medical certs., attendance at in-service/in-career, parental leave and carer's leave.
- **The Board of Management** should be made aware that a facility exists on OLCS to produce a report of all absences taken by teachers and SNAs in a defined period.

OLCS – Circular 0024/2013

- A short report should be read into the minutes of every Board of Management meeting listing the names of all substitutes and part-time teachers for whom claims have been made on the OLCS system since the last board meeting.
- There is a facility on OLCS to print reports.
 - If a staff member requires details of their absences the relevant report should be generated, printed and given to the staff member.
 - A report on all absences recorded on the OLCS should be supplied to each staff member at intervals recommended by the Board of Management of the school but at least one report should be produced in each school term. Each staff member should sign the absence report and a copy to be retained in the school.

School Tours

- Payments for School Tours
- Travel to Northern Ireland

Submission of annual School Accounts

Due by 28th February 2019

Sign off by Chairperson and one other board member – not the Principal

Electronic and hard copy must be submitted by February 28th 2019

Government budget 2019

- Minimum wage
- Changes to USC
- Changes to tax credits (home carer & earned income)
- Changes to tax bands
- Changes to Employers PRSI
- increase of 5% in the capitation grant to schools from September 2019

Electronic Receipts and Payments

Electronic Receipts-Online Systems e.g. Easy Payments Plus, School Space, 3.

Electronic Payments

- Benefits
- Article 15(e) of the AOM- “All electronic transactions shall be independently authorised by the Principal and by one other person approved by the board”
- FSSU 2009/2010 Financial Guideline 03 - Electronic Banking

ASC REPLACES PRD

- From 01st January 2019
- **ASC applies to public servants** on their **pensionable pay only**
- non-pensionable income such as supervision & substitution, selection committee payments, state examination remuneration paid by the school, payments to teachers for privately paid hours, un-rostered overtime, etc. will be exempt from ASC.

Payroll guidelines

- Revised pay rates
- See Financial Guidelines
- Increase in SSSF, Secretarial & Caretaker grants

Charities regulator

- School must be registered
- Has the school received their Registered Charity Number (RCN)
- Schools are required to show registered charity number on school's headed paper.
- New Board- Have the details of BOM members been updated on school's CRA account?

Sage 50

- Training ongoing in Emmet House
- Webinars
- Remote Access Training

ICT Grant

- Circular 0011/2018
- All schools will receive a lump sum of €2,000 (€1,000 in respect of fee-charging schools) in each of the five years and, in year 2, a per capita amount will be paid as follows:
 - €31.22 per student
 - €34.42 per student in DEIS schools
 - €15.22 per student in fee-charging schools
- All schools open longer than 3 years qualify for funding, and school buildings built prior to 2013 are supported under the scheme

School Budgeting

Under Article 15 (c) the board is required to submit an annual budget to the Trustees.

- To control the school's financial resources
- To maximise the use of available resources
- To eliminate ad hoc decision making
- To develop systems for the efficient running of the school

**For more information visit the
our new website**

www.fssu.ie

Welcome to the Financial Support Services Unit

The FSSU is a support mechanism for the school management in the Voluntary Secondary and Primary School sectors which assists them in complying with the provisions of the Education Act 1998 in terms of transparency, accountability and financial responsibility for State and other funding.

The FSSU addresses the financial interests and responsibilities of the Department of Education & Skills, Boards of Management, Principals and other partners as defined by the Education Act. The FSSU is fully funded by the Department of Education and Skills and is under the aegis of the Joint Managerial Body.

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POST-PRIMARY

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Training



Popular Topics

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-  RCT & VAT

Current Issues

-  Guideline on Registering with the Charities Regulator
-  Budget Workshops: 6th, 7th & 8th February
-  New Circular: Operation of the Financial Support Services Unit (FSSU)
-  Revised salary rates applicable from 1st January 2018
-  Latest Circulars: Revision of Salaries from January 1st 2018

Remote Support



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Thank You for Attending