

EXAMPLE

Sample School

Accountant's Report

BOARD OF MANAGEMENT REPORT AND FINANCIAL STATEMENTS

FOR THE PERIOD September 1, 20XX TO August 31, 20XX

**Enter School Name
Here**

Contents

	Page
Accountant's Report	1
Income and Expenditure Account	2
Balance Sheet	3
Notes to the Accounts	4
Detailed Income and Expenditure Account	5-10
Detailed Balance Sheet	11-12
Financial Report to Parents	13-14

Enter School Name Here	
General Information	
School Name	Enter School Name Here
School Address	
Roll Number	
Pupil Enrolment for the Year	
Patron	Name
	Address
Trustee (where applicable)	Name
	Address
Accountant	Name
	Address
Bankers	Name
	Address

Enter School Name Here

**ACCOUNTANT'S REPORT ON THE ACCOUNTS TO THE BOARD
OF MANAGEMENT OF Enter School Name Here**

FOR THE YEAR ENDED 31 August 2020

As described on page 3, you have approved the accounts for the year ended **Input Date**
set out on pages 2 to 14. 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

Enter School Name Here

Income and Expenditure Account for the year ended

31 August 2020

	Actual 2019/2020	Actual 2018/2019
Total Income	0	0
Total Expenditure	0	0
Surplus / Deficit	0	0
Opening Balance		
Closing Balance		

Balance Sheet as at
31 August 2020

		Actual 2019/2020	Actual 2018/2019
1. Fixed Assets	Note 2		
Fixtures and Fittings			
ICT Infrastructure			
2. Current Assets	Note 3		
Debtors and prepaid expenses			
Cash at bank and in hand			
3. Current Liabilities	Note 4		
Creditors and accrued expenses			
4. Net Current Assets (2 - 3)			
5. Total Assets Less Current Liabilities	(1 + 4)		
Financed by:			
6. Contribution towards the Cost of Fixed Assets			
7. Surplus/Deficit on Income and Expenditure Account			
Board Member		Board Member	
Date			

Notes to Financial Statements**1. 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 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.

2. Fixed Assets: Cost, Additions, Depreciation, Net Book Value**Example:**

	Fixtures and Fittings	ICT Infrastructure	Total
	2019/2020	2019/2020	2019/2020
Opening Balance	-	-	-
Additions	10000	9000	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

3. Debtors and Prepaid Expenses**4. Creditors and Accrued Expenses****Example:**

Unspent Grants	01-Sep-19	Government Grants Received	Recognised in Expenditure	Recognised in Fixed Assets	31-Aug-20
DEIS Grant	0.00	10,000.00	10,000.00	0	0
Book Grant	0.00	6,500.00	6,500.00	0	0
ICT Grant	0.00	15,000.00	3,000.00	9,000.00	3,000.00
Special Education Equipment	0.00	0	0	0	0
DSP Grants - School Meals Grant	0.00	0	0	0	0
	€0.00	31,500.00	19,500.00	9,000.00	3,000.00

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

Detailed Income and Expenditure Account for the year ended		31 August 2020
Income	Actual 2019/2020	Actual 2018/2019
1. Department of Education & Skills Income		
3010 Capitation/Non Pay Budget		
3020 DEIS Grant		
3030 Non Teachers Pay Budget		
3050 Ancillary/School Support Services Grant		
3100 Secretarial Grant		
3130 Caretaker Grant		
3140 Special Education Equipment Grant		
3150 Book Grant Income		
3160 Book Rental Scheme Grant		
3170 Special Subject Grant		
3190 JCSP Grant		
3200 Transition Year Grant		
3210 Leaving Certificate Applied Grant		
3220 Grant for Traveller Students		
3230 ICT Grant Non Capital		
3240 Supervision and Substitution Grant		
3245 Physics/Chemistry Grant		
3255 State Exam Income		
3270 Sports Complex Grant		
3275 Minor Works Grant-Non Capital		
3290 Other Non Capital DES Grants Income		
3291 Scoileanna Lan Ghaeilge Grant		
3292 Standardised Testing Grant		
3293 July Provision Grant		
3294 Bus Escort Grant		
<u>Total Department of Education & Skills Income</u>	0	0
2. Other State Income		
3295 Department of Children and Youth Affairs Income		
3296 DEASP School Meals Grant		
3297 Erasmus Income		
3298 HSE Funding		
3299 Other State Funding		
<u>Total Other State Income</u>	0	0

Detailed Income and Expenditure Account for the year ended		31 August 2020
Income	Actual 2019/2020	Actual 2018/2019
3. School Generated Income		
3300 Education Fees		
3310 Transition Year Income		
3330 Book Rental Scheme Income		
3335 Classroom Books Income		
3350 Hire of Facilities Rental Income		
3360 Sports Complex Income		
3370 Locker Income		
3375 Journals and Year Book Income		
3390 School Administration Charges		
3410 Adult Education Income		
3420 Canteen Income		
3430 Tuck Shop Income		
3440 Uniforms Income		
3450 Religion/Ethos Income		
3490 After School Study/Club Income		
3495 Mock Exam Income		
3500 Games Income		
3510 Bus Income		
3520 School Musical/Drama Income		
3530 School Tours Income		
3531 School Swimming Income		
3535 Student Insurance Income		
3540 Pre-School Income		
3550 Reimbursable Income		
3570 Other School Generated Income		
3572 School Arts and Crafts Income		
3573 School Irish Dance Income		
3574 Restricted School Fundraising (Non Capital)		
3575 Unrestricted School Fundraising (Non Capital)		
3580 Discounts Given		
<u>Total School Generated Income</u>	0	0
4. Other Income		
3650 Voluntary Contributions		
3700 Income from Parents Association		
3770 Insurance Claim Income		
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)		
<u>Total Other Income</u>	0	0
TOTAL INCOME	0	0

Detailed Income and Expenditure Account for the year ended

31 August 2020

Expenditure

Actual

Actual

2019/2020

2018/2019

5. Education Salary

- 4110 Substitute Teachers Expense
- 4111 Privately Paid Teachers Expense
- 4150 Supervision and Substitution Salaries Expense
- 4155 State Exam Aides Salaries Expense
- 4170 Adult Education Salaries Expense
- 4190 After School Study/Club Salaries Expense
- 4194 July Provision Expense
- 4196 Bus Escort Salary Expense

Total Education Salary

0

0

6. Education Other Expenditure

- 4310 Teaching Aids Expense
- 4330 Religion/Ethos Expense
- 4350 Art Expense
- 4370 Home Economics Expense
- 4390 Science Expense
- 4410 Non Capital Computers / IT Expense
- 4430 Woodwork / Building Construction Expense
- 4450 Metalwork / Engineering Expense
- 4470 Technology Expense
- 4490 Other Subjects Expense
- 4550 Leaving Cert Applied Expense
- 4570 LCVP Expense
- 4590 Transition Year Expense
- 4610 Learning Support Expense
- 4620 Teacher Inservice and Training Expense
- 4630 Career Guidance Expense
- 4640 Library Expense
- 4650 Physical Education Expense
- 4670 Games (excl. travel) Expense
- 4671 Travel Games Expense
- 4690 Bus Hire Expense

Detailed Income and Expenditure Account for the year ended		31 August 2020
Expenditure	Actual 2019/2020	Actual 2018/2019
6. Education Other Expenditure Cont'd		
4710 School Tours Expense		
4720 School Musical/Drama Expense		
4730 Book Grant Expense		
4740 Book Rental Scheme Expense		
4750 Mock Examinations Expense		
4760 School Yearbook/Journal Expense		
4770 Trophies and Prizes Expense		
4780 Uniform Expense		
4810 Home School Liaison Expense		
4815 School Excellence Fund- Step up Project Expense		
4850 Student Council Expense		
4910 Other Educational Expense Department of Children and Youth Affairs Activities		
4911 Expense		
4912 DEASP Grants - School Meals Grant Expense		
4913 Erasmus Expense		
4914 Other Non Capital DES Grants Expense		
4916 Student Insurance Expense		
4917 Standardised Testing Expense		
4918 Designated Expenditure (Non Capital)		
4919 Special Educational Equipment (Non Capital) Expense		
4920 School Irish Dance Expense		
4921 School Swimming Expense		
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 Expense		
4930 Pre-School Expense		
<u>Total Education Other Expenditure</u>	0	0

Enter School Name Here		
Detailed Income and Expenditure Account for the year ended		31 August 2020
Expenditure	Actual 2019/2020	Actual 2018/2019
7. Repairs, Maintenance & Establishment		
5010 Caretaker Wages Expense		
5020 Caretaker Sports Complex Wages Expense		
5030 Caretaker Pension Expense		
5110 Cleaners Wages Expense		
5112 Cleaners' Pension Expense		
5150 Contract Cleaners Expense		
5170 Cleaning Materials Expense		
5310 Repairs to Buildings and Grounds Expense		
5315 Minor Works Grant (Non Capital) Expense		
5350 Repairs to Furniture, Fittings and Equipment Expense		
5400 Security Expense		
5450 Insurance Expense		
5510 Heating Expense		
5550 Light and Power Expense		
5551 Rent Expense		
5610 Water Rates and Refuse Expense		
5700 Repairs to Sports Complex		
5710 Licence Fee to Patron/Trustee Expense		
5800 Other Repairs and Maintenance Expense		
<u>Total Repairs, Maintenance & Establishment</u>	0	0
8. Administration		
6010 Clerical Officers/Secretarial Wages Expense		
6050 Clerical Officers/Secretarial Pension Expense		
6100 Recruitment Expense		
6150 Advertising / Public Relations Expense		
6210 Postage Expense		
6250 Telephone Expense		
6300 Printing and Stationery Expense		
6305 Photocopying Expense		
6350 Office Equipment (Non Capital) Expense		
6355 Computer Equipment (Non Capital) Expense		
6400 Accounting / Auditing Expense		
6450 Other Professional Fees Expense		
6500 Travel and Subsistence Expense		
6600 Principals Expenses		
6650 Board of Management Expense		
6700 Annual Subscriptions Expense		
6730 In School Administration System Expense		
6731 Accounting / Payroll Software Expense		
6750 Donations to Charity		
6755 Medical and First Aid Expense		
6780 Staff Room Expenses		
6800 Hospitality Expense		
6830 Tuck Shop Expense		
6860 Canteen Expense		
6900 Other Administration Expenses		
<u>Total Administration Expenditure</u>	0	0

Income and Expenditure Account for the year ended 31 August 2020

	Actual 2019/2020	Actual 2018/2019
9. Financial		
7300 Leasing Expenses		
7320 Loan Charges Expense		
7400 Bank Interest Expense		
7450 Bank Charges Expense		
7500 Pensioners Payroll Expense		
7800 Reimbursable Expenses		
7850 Discounts Received		
<u>Total Financial Expenses</u>	0	0
10. Depreciation		
8000 Annual Depreciation: Buildings		
Annual Depreciation: Fixtures, Fittings and		
8020 Equipment		
8040 Annual Depreciation: Motor Vehicles		
8060 Annual Depreciation: Computer Equipment		
8080 Annual Depreciation: Other		
<u>Total Depreciation</u>	0	0
TOTAL EXPENDITURE	0	0
SURPLUS / DEFICIT	0	0

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.

Enter School Name Here			
Detailed Balance Sheet for the year ended		31 August 2020	
		Actual 2019/2020	Actual 2018/2019
Fixed Asset			
1400	Capital: Land and Buildings		
1410	Accumulated Depreciation: Land and Buildings		
1420	Capital: Fixtures, Fittings and Equipment		
1430	Accumulated Depreciation: Fixtures, Fittings and Equipment		
1440	Capital: Motor Vehicles		
1450	Accumulated Depreciation: Motor Vehicles		
1460	Capital: Computer Equip		
1470	Accumulated Depreciation: Computer Equipment		
1480	Capital: Other		
1490	Accumulated Depreciation Other		
Current Asset			
1700	Sales Ledger Control		
1710	Stock		
1720	Prepayments		
1730	Grants Due		
1800	Current Account 1		
1801	Current Account 2		
1802	Current Account 3		
1803	DEASP School Meal Bank Account		
1810	Deposit Account		
1820	Parents Council/Association Bank Account		
1850	Credit Card Account		
1870	Online Payment Solution Clearing Account		
1900	Petty Cash Account		
1950	Cash Control Account		
Current Liability			
2100	Creditors Control Account		
2105	School Income Received in Advance		
2150	Grants Received in Advance		
2160	Book Grant Unspent		
2170	Supervision and Substitution Grant Unspent		
2171	Other Ringfenced Grants Unspent		
2172	Other Ringfenced Income Unspent		
2180	School Excellence Fund Unspent		
2200	Net Wages Control Account		
2210	Union Fees Control Account		
2220	Single Public Service Pension Scheme Control Account		
2230	ASC Control Account		
2250	PAYE/PRSI/USC/LPT Control Account		
2260	Reverse VAT Control Account		
2270	RCT Control Account		
2310	Bank Loans		
2320	Other Loan		
2330	Leasing		
2440	Accruals		
		0	0

Detailed Balance Sheet for the year ended 31 August 2020

	Actual 2019/2020	Actual 2018/2019
Capital & Reserves		
2700 Retained Surplus		
2710 Surplus Brought Forward		
3900 DES Capital Building Grant Income		
3901 Capital Building Fundraising Income		
3902 Parents Contribution to Capital Projects Income		
3903 Patron/Trustee Contribution to Fixed Asset Income		
3906 Accumulated Amortisation of Capital Building Income		
3920 DES Equipment Grants Income		
3921 ICT Grant Capital Income		
3925 Accumulated Amortisation of Capital Equipment Income		
3926 Accumulated Amortisation of ICT Grant Capital Income		
3940 DES Capital Building Grant Expense		
3960 Capital Building Fund Raising Expense		
3970 Parents Contribution to Capital Project Expense		
3990 Patron/Trustee Contribution to Fixed Asset Expense		
3995 Building Fund Account		
	0	0

Financial Report to Parents

Summary Financial Statement for the School Year 2019/2020

Income

€

Department of Education and Skills Funding

Other State Funding

School Income

Parent Voluntary Contributions

Rental School Property

Fundraising

Parents Association

Other Income

Total Income

0

Expenditure

Education

Expenditure

Classroom Materials and Teaching Aids

All Other Education Related Expenditure

School Maintenance

Light, Heat and Power

Insurance

Cleaning and waste disposal

Rent, Rates and Local Charges

All Other Caretaking and Maintenance

School

Administration

Secretarial and

Administration

Photocopying

Financial

Bank Charges, Interest, Leasing

Total Expenditure

0

Surplus (Deficit) for the year

0

Financial Report to Parents**Summary Financial Statement for the School Year 2019/2020****Capital Projects**

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