

To be sent to External/Accountant Auditor only

BOARD OF MANAGEMENT – CONFIRMATION OF DATA TO BE SUBMITTED TO THE FSSU (This document does not form part of the Financial Accounts)

SCHOOL NAME _____ ROLL NUMBER _____

ADDRESS _____

Accountants/Auditors Name: _____

Accountants/Auditors Address: _____

Dear _____, (insert Accountant/Auditors name)

1. The board of management of insert school name _____ authorise insert accountants/auditors name _____, to transfer the relevant information contained in the financial accounts to the Financial Support Services Unit as part of the online submission process.
2. The board of management approves the transfer of relevant information contained in the board of managements annual accounts from the Financial Support Services Unit to:
 - a) the Central Statistics Office, to satisfy the annual reporting obligations.
 - b) the Charities Regulator, to satisfy the annual reporting obligations set out in Section 52 of the Charities Act 2009.
 - c) the Patron, where requested
3. The board of management confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in these accounts.
4. The board of management confirms that the Trustee details for the school are registered correctly with the CRA.
5. Number of pupils enrolled in the school for the year ended 31st August 2019 was insert number _____.
6. The average number of employees employed directly by the board of management in the school for the year ended 31st August 2019 was insert number _____.
7. The number of individuals who have volunteered for the board of management and the school for the year ended 31st August 2019 was: (tick the box)

None	<input type="checkbox"/>
1 - 9	<input type="checkbox"/>
10 - 19	<input type="checkbox"/>
20 - 49	<input type="checkbox"/>
50 - 249	<input type="checkbox"/>
250+	<input type="checkbox"/>

On behalf of the board of management on _____ (insert date)

Chairperson

Board Member