

EXAMPLE

Sample School

Accountant's Report

FINANCIAL ACCOUNTS

For the Year September 1, 20XX TO August 31, 20XX

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Enter School Name Here	
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General Information

School Name

Enter School Name Here

School Address

Roll Number

--

RCN Number

--

Pupil Enrolment for the Year

--

Patron

Name

--

Address

Trustee (where applicable)

Name

--

Address

Accountant/Auditor

Name

--

Address

Bankers

Name

--

Address

BOARD OF MANAGEMENT REPORT FOR THE YEAR ENDED 20XX

- Objectives and Activities;
- Achievements and Performance;
- Financial Review and Responsibility for Finances;
- Structure, Governance and Management;
- Reference and Administrative details;
- Names of Board Members;

On behalf of the board;


Chairperson


Board Member


Date

Enter School Name Here

ACCOUNTANT'S REPORT ON THE ACCOUNTS TO THE BOARD

OR

AUDITOR'S REPORT TO TRUSTEE/PATRON

Enter School Name Here

Income and Expenditure Account for the year ended

August 31,

20XX

	Actual 20XX/20XX	Actual 20XX/20XX
Total Income	0.00	0.00
Total Expenditure	0.00	0.00
Surplus / Deficit	0.00	0.00
Opening Balance		
Closing Balance		

On behalf of the board;

Chairperson

Date

Board Member

Balance Sheet as at	August 31,	20XX Actual 20XX/20XX	Actual 20XX/20XX
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. Long Term Liabilities			
7. Contribution towards the Cost of Fixed Assets	Note 5,6		
8. Surplus/Deficit on Income and Expenditure Account			

On behalf of the board;

Enter School Name Here

Cash Flow Statement for the year ended (Optional)**August 31,**
20XX
€**20XX**20XX
€

Note

Cash flow from operating

(Deficit) for the year

Adjustments:

Depreciation

Amortisation of Capital Grants

Decrease/(Increase) in Debtors

(Decrease)/Increase in Creditors

Net cash inflow from school

Cash flow from investing

Capital Expenditure

Future Funds Contributions

Net cash inflow from investing

Increase in cash

Cash and cash equivalents at 1st September 20XX

Cash and cash equivalents at 31st August 20XX

Approved on behalf of the Board:

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 method. Fixtures, Fittings & Equipment are depreciated over a five-year useful life. Computer/ICT equipment is depreciated over a three-year useful life.

Unspent Grants

Specific Government Grants are deferred only if fulfilment of the condition

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

Example:

	Fixtures, Fittings & Equipment	Computer Equipment	Total
	20XX/20XX	20XX/20XX	
Opening Balance	xxx	xxx	xxx
Additions	xxx	xxx	xxx
Disposals	xxx	xxx	xxx
Closing Balance	xxx	xxx	xxx
Accumulated Depreciation			
Opening Balance	xxx	xxx	xxx
Current Year Depreciation	xxx	xxx	xxx
Depreciation on Disposal	xxx	xxx	xxx
Closing Balance Depreciation	xxx	xxx	xxx
Net Book Value	xxx	xxx	xxx

3. Debtors and Prepaid Expenses

4. Creditors and Accrued Expenses

Example:

Unspent Grants	Unspent 01-Sep-XX	Government Grants Received	Recognised in I & E Account	Transfer to Capital Reserves	Unspent 31-Aug-XX
DEIS Grant	xxx	xxx	xxx	xxx	xxx
Book Grant	xxx	xxx	xxx	xxx	xxx
ICT Grant	xxx	xxx	xxx	xxx	xxx
Special Education Equipment	xxx	xxx	xxx	xxx	xxx
DSP Grants - School Meals Grant	xxx	xxx	xxx	xxx	xxx
	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>

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

Example:

	Capital Building DES Grant Contribution	Capital Building Fundraising Contribution	Capital Building Parents Contribution	Capital Building Patron/Trustee Contribution	Total
Income					
Opening Balance	xxx	xxx	xxx	xxx	xxx
Received during the year	xxx	xxx	xxx	xxx	xxx
Closing Balance	xxx	xxx	xxx	xxx	xxx
Expenditure					
Opening Balance	xxx	xxx	xxx	xxx	xxx
Expended during the year	xxx	xxx	xxx	xxx	xxx
Closing Balance	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx
Net contribution land & buildings	<u>xxxxx</u>	<u>xxxxx</u>	<u>xxxxx</u>	<u>xxxxx</u>	<u>xxxxx</u>

5.1 Amortisation of non-building Capital Grants

Equipment ICT Capital Total	Equipment	ICT Capital	Total
Grants received			
Opening Balance	xxx	xxx	xxx
Received during the year	xxx	xxx	xxx
Closing Balance	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>
Amortisation			
Opening Balance	xxx	xxx	xxx
Amortisation for the year	xxx	xxx	xxx
Closing Balance	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>
Net Contribution	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>

5.2 Summary

Contribution towards the cost of Fixed Assets

	20XX	20XX
Contribution towards the cost of Land and Buildings	xxx	xxx
Building Fund Account	xxx	xxx
Other Capital Grants	xxx	xxx
	<u>xxx</u>	<u>xxx</u>

Enter School Name Here

Detailed Income and Expenditure Account for the year ended

August 31, 20XX

Income	Actual 20XX/20XX	Actual 20XX/20XX
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>	0.00	0.00
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>	0.00	0.00

Enter School Name Here

Detailed Income and Expenditure Account for the year ended		August 31,	20XX
Income	Actual		Actual
	20XX/20XX		20XX/20XX
3. School Generated Income			
3300 Education Fees (Fee paying schools)			
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>	0.00		0.00
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>	0.00		0.00
TOTAL INCOME	0.00		0.00

Enter School Name Here

Detailed Income and Expenditure Account for the year ended**August 31, 20XX**

Expenditure	Actual 20XX/20XX	Actual 20XX/20XX
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		
<u>Total Education Salary</u>	0.00	0.00
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		

Enter School Name Here

Detailed Income and Expenditure Account for the year ended**August 31, 20XX****Expenditure****Actual****Actual****20XX/20XX****20XX/20XX****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

4911 Department of Children and Youth Affairs Activities 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

Total Education Other Expenditure**0.00****0.00**

Enter School Name Here

Detailed Income and Expenditure Account for the year ended August 31, 20XX

Expenditure	Actual 20XX/20XX	Actual 20XX/20XX
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 Licence Fee to Patron/Trustee Expense		
5710 Repairs to Sports Complex		
5800 Other Repairs and Maintenance Expense		
<u>Total Repairs, Maintenance & Establishment</u>	0.00	0.00
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 / SMS Text		
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 InSchool 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>	0.00	0.00

Enter School Name Here

Income and Expenditure Account for the year ended August 20XX

	Actual 20XX/20XX	Actual 20XX/20XX
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>	0.00	0.00
10. Depreciation		
8000 Annual Depreciation: Buildings		
8020 Annual Depreciation: Fixtures, Fittings and Equipment		
8040 Annual Depreciation: Motor Vehicles		
8060 Annual Depreciation: Computer Equipment		
8080 Annual Depreciation: Other		
<u>Total Depreciation</u>	0.00	0.00
TOTAL EXPENDITURE	0.00	0.00
SURPLUS / DEFICIT	0.00	0.00

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 August 31, 20XX

Actual **Actual**
20XX/20XX 20XX/20XX

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 Equipment
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

0.00

0.00

Enter School Name Here

Detailed Balance Sheet for the year ended August 31, 20XX

	Actual 20XX/20XX	Actual 20XX/20XX
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		
	0.00	0.00

Enter School Name Here

Financial Report to Parents**Summary Financial Statement for the School Year 20XX/20XX**

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		0.00
Expenditure		
Education	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		0.00
Surplus (Deficit) for the year		0.00

Enter School Name Here

Financial Report to Parents

Summary Financial Statement for the School Year

20XX/20XX

Capital Projects

Income

Department Capital Grants Income

Other Capital Income

Less: Expenditure

Department Capital Grants Expenditure

Other Capital Expenditure

Surplus (Deficit) carried forward for the year

0.00
