

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

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 TO THE BOARD OF MANAGEMENT

OR

AUDITOR'S REPORT TO TRUSTEE/PATRON

Income and Expenditure Account for the year ended

31 August 20XX

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

On behalf of the board;

Chairperson
Board Member
Date

Balance Sheet as at

31 August 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;

Chairperson

Board Member

Date

Cash Flow Statement for the year ended (Optional)

31 August 20XX
20XX

20XX

Note

€

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Cash flow from operating activities

(Deficit) for the year

Adjustments:

Depreciation

Amortisation of Capital Grants

Decrease/(Increase) in Debtors

(Decrease)/Increase in Creditors

Net cash inflow from school activities

Cash flow from investing activities

Capital Expenditure

Future Funds Contributions

Net cash inflow from investing activities

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:

Chairperson

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, 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 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.

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	<u>xxx</u>	<u>xxx</u>	<u>xxx</u>

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	xxxxxx	xxxxxx	xxxxxx	xxxxxx	xxxxxx
Net contribution land & buildings	<u>xxxxxx</u>	<u>xxxxxx</u>	<u>xxxxxx</u>	<u>xxxxxx</u>	<u>xxxxxx</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
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Detailed Income and Expenditure Account for the year ended

31 August 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

Total Department of Education & Skills Income

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

Total Other State Income

0

0

Detailed Income and Expenditure Account for the year ended		31 August 20XX
Income	Actual 20XX/20XX	Actual 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	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 20XX
Expenditure	Actual	Actual
5. Education Salary	20XX/20XX	20XX/20XX
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	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 20XX
Expenditure	Actual 20XX/20XX	Actual 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		
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)		
Restricted External Fundraising Expenses (Non		
4923 Capital)		
Unrestricted External Fundraising Expenses (Non		
4924 Capital)		
Unrestricted School Fundraising Expenses (Non		
4925 Capital)		
4926 Other Educational Wages Expense		
4930 Pre-School Expense		
<u>Total Education Other Expenditure</u>	0	0

Detailed Income and Expenditure Account for the year ended		31 August 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		
Licence Fee to Patron/Trustee		
5700 Expense		
5710 Repairs to Sports Complex		
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 / 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 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

Detailed Income and Expenditure Account for the year ended

31 August 20XX

Actual
20XX/20XXActual
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

Total Financial Expenses

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

Total Depreciation

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.

Financial Report to Parents

Summary Financial Statement for the School Year 20XX/20XX

Income

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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

Printing, Postage and Stationary
In-School Administration Systems
Telephone/SMS
All other Administration Expenses

Total Expenditure

0

Surplus (Deficit) for the year

0

Financial Report to Parents

Summary Financial Statement for the School Year 20XX/20XX

Capital Projects

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