

**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**

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**Enter School Name Here**

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**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**

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

On behalf of the board;

**Chairperson**

**Date**

**Board Member**

**Balance Sheet as at**

**31 August 20XX**

		<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
<b>1. Fixed Assets</b>	<b>Note 2</b>		
Fixtures and Fittings			
ICT Infrastructure			
<b>2. Current Assets</b>	<b>Note 3</b>		
Debtors and prepaid expenses			
Cash at bank and in hand			
<b>3. Current Liabilities</b>	<b>Note 4</b>		
Creditors and accrued expenses			
<b>4. Net Current Assets (2 - 3)</b>			
<b>5. Total Assets Less Current Liabilities</b>	<b>(1 + 4)</b>		
<b>Financed by:</b>			
<b>6. Long Term Liabilities</b>			
<b>7. Contribution towards the Cost of Fixed Assets</b>	<b>Note 5,6</b>		
<b>8. Surplus/Deficit on Income and Expenditure Account</b>			

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**



**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:**

	<b>Fixtures, Fittings &amp; Equipment</b>	<b>Computer Equipment</b>	<b>Total</b>
	20XX/20XX	20XX/20XX	
<b>Opening Balance</b>	xxx	xxx	xxx
Additions	xxx	xxx	xxx
Disposals	xxx	xxx	xxx
<b>Closing Balance</b>	xxx	xxx	xxx
<b>Accumulated Depreciation</b>			
<b>Opening Balance</b>	xxx	xxx	xxx
Current Year Depreciation	xxx	xxx	xxx
Depreciation on Disposal	xxx	xxx	xxx
<b>Closing Balance Depreciation</b>	xxx	xxx	xxx
<b>Net Book Value</b>	<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
<b>Income</b>					
Opening Balance	xxx	xxx	xxx	xxx	xxx
Received during the year	xxx	xxx	xxx	xxx	xxx
Closing Balance	xxx	xxx	xxx	xxx	xxx
<b>Expenditure</b>					
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

<b>Equipment ICT Capital Total</b>	<b>Equipment</b>	<b>ICT Capital</b>	<b>Total</b>
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>
<b>Amortisation</b>			
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

	<b>20XX</b>	<b>20XX</b>
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**

<b>Income</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>
<b>1. Department of Education &amp; Skills Income</b>		
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		
<b><u>Total Department of Education &amp; Skills Income</u></b>	<b>0</b>	<b>0</b>
<b>2. Other State Income</b>		
3295 Department of Children and Youth Affairs Income		
3296 DEASP School Meals Grant		
3297 Erasmus Income		
3298 HSE Funding		
3299 Other State Funding		
<b><u>Total Other State Income</u></b>	<b>0</b>	<b>0</b>

<b>Detailed Income and Expenditure Account for the year ended</b>		<b>31 August 20XX</b>	
<b>Income</b>	<b>Actual 20XX/20XX</b>	<b>Actual 20XX/20XX</b>	
<b>3. School Generated Income</b>			
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			
<b><u>Total School Generated Income</u></b>	<b>0</b>	<b>0</b>	
<b>4. Other Income</b>			
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)			
<b><u>Total Other Income</u></b>	<b>0</b>	<b>0</b>	
<b>TOTAL INCOME</b>	<b>0</b>	<b>0</b>	

Detailed Income and Expenditure Account for the year ended		Actual	31 August 20XX
Expenditure		Actual	Actual
<b>5. Education Salary</b>		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		
	<b><u>Total Education Salary</u></b>	0	0
<b>6. Education Other Expenditure</b>			
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		

<b>Detailed Income and Expenditure Account for the year ended</b>		<b>31 August 20XX</b>	
<b>Expenditure</b>	<b>Actual</b>	<b>Actual</b>	
	<b>20XX/20XX</b>	<b>20XX/20XX</b>	
<b>6. Education Other Expenditure Cont'd</b>			
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			
<b><u>Total Education Other Expenditure</u></b>	<b>0</b>	<b>0</b>	

**Detailed Income and Expenditure Account for the year ended  
Expenditure**

**31 August 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		
	<b><u>Total Repairs, Maintenance &amp; Establishment</u></b>	<b>0</b>	<b>0</b>

**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		
	<b><u>Total Administration Expenditure</u></b>	<b>0</b>	<b>0</b>



<b>Detailed Income and Expenditure Account for the year ended</b>		<b>31 August 20XX</b>	
		<b>Actual</b>	<b>Actual</b>
		<b>20XX/20XX</b>	<b>20XX/20XX</b>
<b>9. Financial</b>			
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		
	<b><u>Total Financial Expenses</u></b>	<b>0</b>	<b>0</b>
<b>10. Depreciation</b>			
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		
	<b><u>Total Depreciation</u></b>	<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURE</b>	<b>0</b>	<b>0</b>
	<b>SURPLUS / DEFICIT</b>	<b>0</b>	<b>0</b>

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

Financial

Bank Charges, Interest, Leasing

**Total Expenditure**

0

**Surplus (Deficit) for the year**

0

**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	
		0
Less: Expenditure	Department Capital Grants Expenditure	
	Other Capital Expenditure	
		0
<b>Surplus (Deficit) for the year</b>		<b>0</b>