



FSSU
Financial Support
Services Unit

External Accountants/Auditors Seminar

November 2019

AGENDA

- Introduction to the FSSU
- Overview on preparing Annual Accounts
- Demonstration on the submission of the Annual Return

FSSU

- The FSSU was set up under DES Circular M36/05
- Further Circulars 60/2017 & 02/2018 issued to include the primary and Community & Comprehensive sectors
- The FSSU is a support mechanism for school management of Community & Comprehensive schools, primary schools and voluntary secondary schools
- Primary Team and Post Primary Team comprising 14 members

Objectives of the FSSU for Schools

- Provision of **advice and support to schools** on financial governance matters including compliance with the requirements of this circular.
- Development of templates for use by schools in relation to financial matters including a **standardised national template** for annual school accounts.
- Acting as a **central repository** for receipt of annual school accounts prepared by an external accountant/auditor registered with a recognised accountancy body in the State.
- Carrying out such **audits** as may be required.
- Preparation of an **annual report for the Department**
- **Liaison with the Department** in relation to financial matters pertaining to schools.
- Submission of financial information to the **Charities Regulatory Authority (CRA)** which will also satisfy the financial reporting obligations placed on schools by the Charities Act 2009.
- Provision of statistical information to the **Central Statistics Office (CSO)** in relation to its requirements for financial information in respect of the school system.

DES Circulars 60/2017 & 02/2018



Department of Education & Skills Grants

Revenue grants

The main source of school income for non fee charging schools is grants payable from the Department of Education and Skills.

Voluntary Secondary Schools	Primary Schools
Capitation Standard Rate Support Services Grant Secretary Grant Secretary – (SSSF) Caretaker Caretaker – (SSSF)	Standard Capitation Ancillary Services Minor Works

Department of Education & Skills Grants

Capital Grants /Refurbishment grants

Capital funding

The Department provides grants for approved new buildings, extensions, refurbishment, temporary accommodation and other necessary improvement works.

Summer Works Scheme

Refurbishment which can be carried out and completed during the summer holidays may be funded under the Summer Works Scheme. E.g. replacement windows.

Computer Equipment

The Department has provided grants to schools over the last three years to upgrade their current systems.

Furniture and Fittings

Schools may be provided with grants to replace old and obsolete equipment as required.

Department of Education & Skills Grants

Specific/Ring Fenced Grants

Some grants are given for a specific purpose and are expected to be spent for that purpose only.

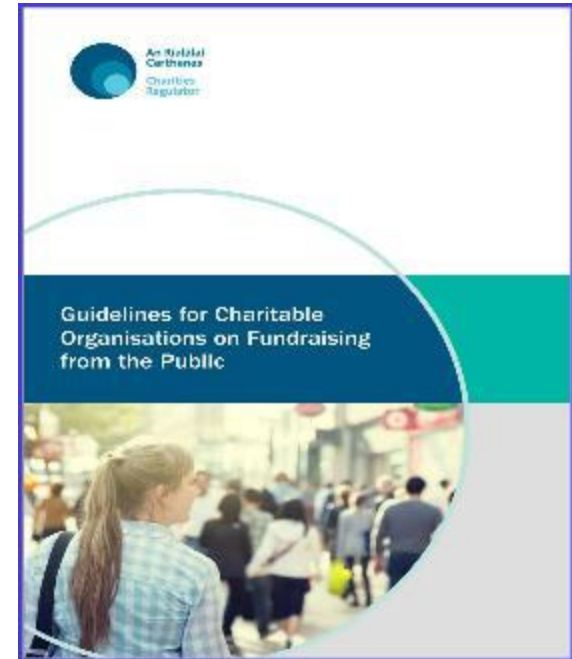
Grants in this category would include:

- Book Grant
- ICT Grant
- Supervision and Substitution Grant
- State Exam Grant
- School Meals Grant (DEASP)
- Summer Works Grant
- All Capital Grants

Accounting treatment - Fundraising

Annual accounts must adequately identify, distinguish and report upon unrestricted, restricted and designated income

- **Unrestricted funds** are unrestricted funds which have not been earmarked
- **Restricted funds** are funds held for a purpose as specified by the donor. These funds cannot be used for any other purpose.
- **Designated funds** are unrestricted funds that have been earmarked for a particular purpose



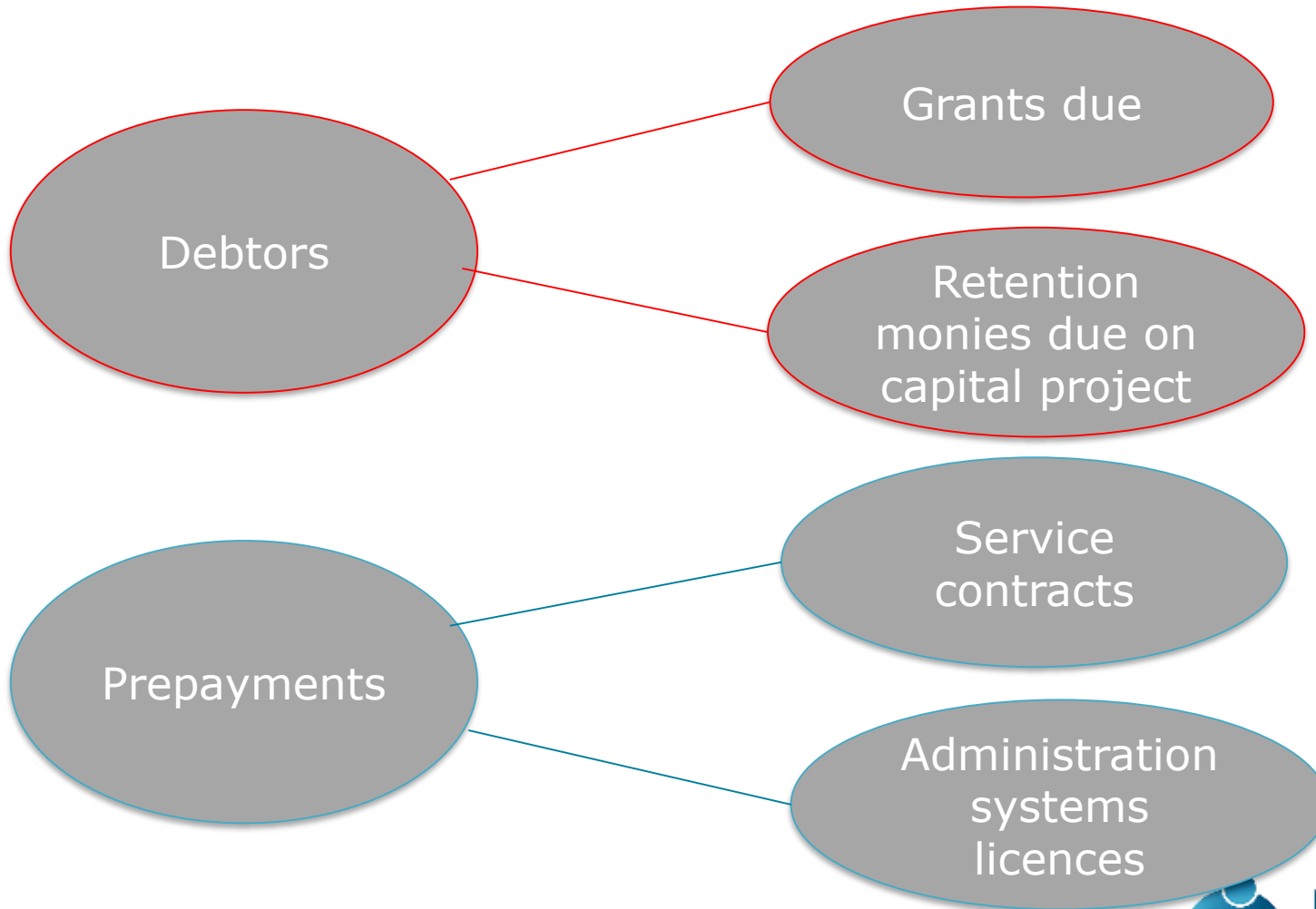
Land & Buildings

Section 15(3) Education Act – “For the avoidance of doubt, nothing in this Act shall confer or be deemed to confer on the board any right over or interest in the land and buildings of the school for which that board is responsible”

Accounting treatment is covered in the FSSU Financial Guideline and Accounting Seminar Handbook:

- Grants Received for Department Capital Projects
- Fundraising for Capital Projects
- Parent Association Fundraising for Capital Project
- Removal of Land & Buildings from an existing Balance Sheet

Debtors and Prepayments



Bank Accounts

- **All School bank accounts are to be included in the annual accounts, including**
 - School current account and deposit account
 - Credit union account
 - Credit card account
 - Fundraising account
 - Building project account
 - Student council account
 - All accounts held by the Parents Association/Council

Bank Accounts

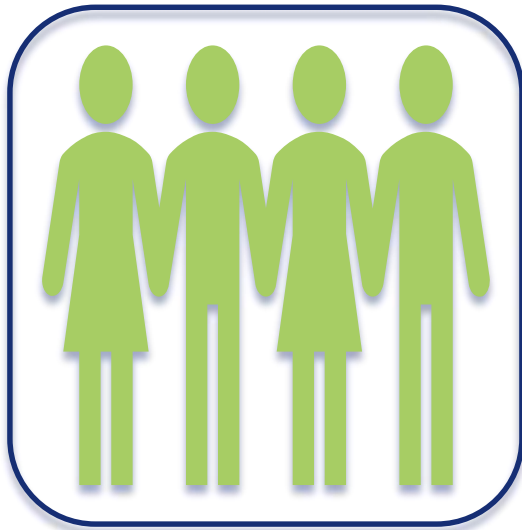
- No bank overdrafts, loans, lease or hire purchase agreements without prior Trustee/Patron approval

- Separate boards operating a **common/shared bank account** should be **discontinued**

Creditors and Accruals



Revenue Compliance



Payroll



RCT

not just for building projects



VAT



The BOM is an employer



Caretakers



Cleaners



Secretaries

Payroll



All payments made by the school for services **must be Revenue compliant and deduct ASC where applicable**



All payments for supervision & substitution



Payments made to teachers for mock exams



Selection committee payments



Bus Escorts, Other BOM staff

Board of Management as a principal contractor for RCT

A school board of management, in its capacity as a body established by statute and funded wholly or partly from funds provided by the Oireachtas, is designated as a “Principal Contractor”.

RCT applies to all repairs i.e not just new builds/extensions

Registering with the **Charities Regulator**



The Board of Management is required to register with the Charities Regulator – Not the External Accountant. A Board of Management that is not registered with the Charities Regulator will not be able to submit accounts to the FSSU.

Deadline for registration is December 2019.

Legislation **Charities Act 2009**

Contact the Charities Regulator via email at
reg@charitiesregulator.ie

Charities Regulator Helpline **01 633 1500**



Format of the Annual Accounts

- Annual Accounts to be prepared to the 31st August
- Prepared using the Chart of Accounts developed by the FSSU
- Report to Parent's
- Approved by the Department of Education and Skills

FSSU Chart of Accounts

Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education & Skills Income
3020	DEIS Grant	Income	Department of Education & Skills Income
3030	Non Teachers Pay Budget	Income	Department of Education & Skills Income
3050	Ancillary/School Support Services Grant	Income	Department of Education & Skills Income
3100	Secretarial Grant	Income	Department of Education & Skills Income
3130	Caretaker Grant	Income	Department of Education & Skills Income
3140	Special Education Equipment Grant	Income	Department of Education & Skills Income
3150	Book Grant Income	Income	Department of Education & Skills Income
3160	Book Rental Scheme Grant	Income	Department of Education & Skills Income
3170	Special Subject Grant	Income	Department of Education & Skills Income

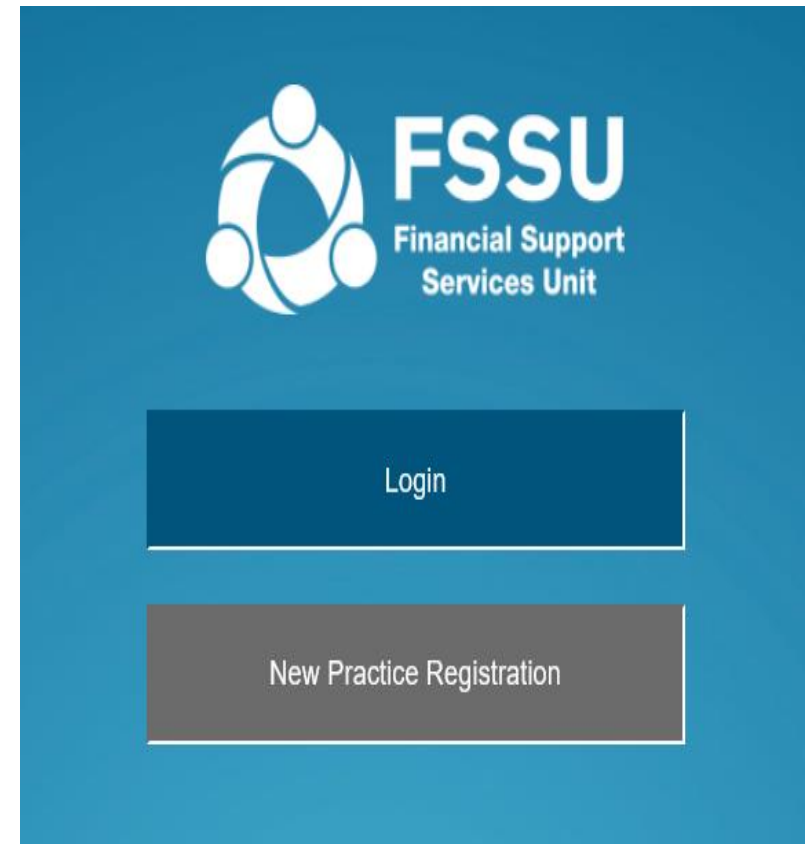
Annual online submission process

- Annual school accounts to be submitted to the FSSU for the 2018/19 school year
- Deadline 28th February 2020
- Accounts signed by the Chair person and another member of the board
- In Voluntary Secondary schools the Principal is not a member of the board



Annual online submission process

**New online
portal
launched
September
2019**



Annual online submission process

- PDF of the approved board of management annual accounts
- Final Trial Balance
- Board of management RCN
- The confirmation letter completed by the board of management
 - Pupil enrolment numbers in the school
 - Average number of employees employed & paid directly by the board
 - Average number of individuals who volunteered for the board of management and the school

Resources

- Guideline for preparing school annual accounts
- Sample financial accounts format
- Step by step guide to making the online annual accounts submission



The screenshot shows the homepage of the Financial Support Services Unit (FSSU). At the top, there is a logo consisting of three stylized human figures in a circle, followed by the text "FSSU Financial Support Services Unit". Below the logo, the main heading reads "Welcome to the Financial Support Services Unit". Underneath this heading, there are two paragraphs of text. The first paragraph states: "The FSSU is a support mechanism for the school management in the Community & Comprehensive, Primary and Voluntary Secondary sectors which assists them in complying with the provisions of the Education Act 1998 in terms of transparency, accountability and financial responsibility for State and other funding." The second paragraph states: "The FSSU addresses the financial interests and responsibilities of the Department of Education & Skills, Boards of Management, Principals and other partners as defined by the Education Act. The FSSU is fully funded by the Department of Education and Skills and is hosted by the Joint Managerial Body." At the bottom of the page, there are two buttons: "PRIMARY" and "POST-PRIMARY".

FSSU
Financial Support
Services Unit

Welcome to the Financial Support Services Unit

The FSSU is a support mechanism for the school management in the Community & Comprehensive, Primary and Voluntary Secondary sectors which assists them in complying with the provisions of the Education Act 1998 in terms of transparency, accountability and financial responsibility for State and other funding.

The FSSU addresses the financial interests and responsibilities of the Department of Education & Skills, Boards of Management, Principals and other partners as defined by the Education Act. The FSSU is fully funded by the Department of Education and Skills and is hosted by the Joint Managerial Body.

PRIMARY **POST-PRIMARY**



Submission of Annual Return

**Demonstration on the submission
of the School's annual return**



FSSU
Financial Support
Services Unit

Questions/Comments

FSSU Website

For more information visit our website

www.fssu.ie





FSSU
Financial Support
Services Unit

Thank you