

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 & add: _____

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 Trustee/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. Insert RCN number _____
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 – 50	<input type="checkbox"/>
51 – 100	<input type="checkbox"/>
101 – 150	<input type="checkbox"/>
151 – 300	<input type="checkbox"/>

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

Chairperson

Board Member