

BOARD OF MANAGEMENT REPORT

FOR THE YEAR ENDED AUGUST 31, 201X

The Board presents its report and financial statements for the year ended August 31st 201X

Principal Activity

The principal activity of the school was to provide education in the context of the ethos of a Primary School in accordance with the founding intention, as articulated by the Patron.

Results

The results for the year and the school's financial position at the end of the year are shown in the attached financial statements.

Board of Management

The board members and secretary who served the school during the year were as follows:

Chairperson:

Patron Nominees:

Teacher Nominees:

Parent Nominees:

Recording Secretary:

Community Nominee:

Review of activities and future plans

The level of activity for the year and the financial position were satisfactory. The Board expects that the level of activity will be sustained for the foreseeable future. In addition, the financial position is expected to be satisfactory on an ongoing basis.

Health and Safety of Students and Staff

The school has adopted a safety statement in accordance with legislation.

Books of Account

The measures taken by the Board to ensure compliance with the requirements of the Governance Manual 2019-2023 and the Education Act 1998, regarding proper books of account, are the implementation of necessary policies and procedures for recording transactions, the employment of competent accounting personnel with appropriate expertise, and the provision of adequate resources to the financial function. The books of account of the school are maintained at the school premises.

Board of Management Responsibilities

Section 18 of the Education Act requires the board to keep all proper and usual accounts and records of all monies received by it or expenditure incurred by it, and to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the school, and of the surplus or deficit of the school for that year. In preparing them the board is required to:

- Select suitable accounting policies and apply them consistently
- Make adjustments and estimates that are reasonable and prudent
- Prepare the financial statement on a "going concern basis" unless it is inappropriate to presume that the school will continue to operate.

The board is responsible for keeping proper accounts, which disclose with reasonable accuracy at any time the financial position of the school and to enable them to ensure that the financial statements comply with the Education Act 1998. There are also responsible for safeguarding the assets of the school and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PRIMARY SCHOOL

Auditors / Accountants

....., continue in office as
Auditors in accordance with the requirement of the board in pursuance of
adherence to the Education Act 1998.

On behalf of the Board

Chairperson: _____

Board of Management Member: _____

Approved by the Board on: _____