

Community & Comprehensive Schools Budget Webinar

Question Asked	Answer Given
1. Does canteen expenses include wages for canteen staff?	It includes all the costs for the canteen excluding the expenditure on the grant funded School Meals programme.
2. Who prepares this - is this the clerical staff or the principal?	The draft budget is prepared by the clerical officer and the principal.
3. Is the budget 20/21 based only on the main account of the school?	The school budget should cover all school activities and bank accounts. i.e .main school banks account, book grant account, fundraising account, adult education account etc.
4. Would you please put details on your website when all the various grants and budgets are due to come in to the school I did not get to take it down.	There is a section on our website for Financial Guidelines. Each year we issue a guideline on school grants. This year's guideline is Financial Guideline 2019/2020-31.
5. Should Principal's Travel expenses be included under Travel/Subsistence or just Principal's expenses?	The principal's travel and subsistence expenses should be included under Principal's expenses
6. Does the Budget apply just to the BOM a/c or all accounts for the school?	The school budget should cover all school activities and bank accounts. i.e .main school banks account, book grant account, fundraising account, adult education account etc.
7. What about the current situation with say paying for Contract Cleaning during the current situation?	This will depend on the contract the school has with the contract cleaners. The school will need to seek advice before making changes.
8. We received an advance already for the exams, why did it come in so early?	We are not sure it may be to cover any costs connected with the practical subjects.
9. Can we use the accountant who has the contract from the School Procurement Unit?	I am not aware of a framework for accountants. We have a guideline on our website on recruiting an external accountant together with a short tendering document. We recommend schools use this tendering document.
10. Parents' Association Account - does it need to be included in EOY accounts?	The Parents council accounts must be included in the school's annual accounts prepared at the 31 st August each year. The parent's council is under the control of the board.
11. Cash collections for charity - should we use the Reimbursable Income account for the income and then charities/donations for the expense?	Fundraising for charities in the school will normally have identified the charity during the fundraising therefore these funds are Restricted Funds posted to code 3574 and the payment to the charity posted to code 4922.
12. Is it possible to get notes or power point from this morning meeting?	The webinar and questions will be available on the website on Friday morning.

13. Where do rates go?	Schools pay water rates and we post the cost of water rates to code 5610.
14. When we record the grants coming in before September do we record them as income in advance?	We record grants we receive for next school year to code 2150. Other income we receive in advance for the next school year is coded to code 2105.
15. Will the presentation be available to download / print?	It will be available to download. Printing it will depend on your computer software.
16. Are we coding ICT Grant to the Income & Expenditure account?	Code the ICT grant to code 3921 and transfer the non-capital element of the grant to code 3230 in the Income & expenditure account. The capital expenditure on ICT is coded to 1460 and the non capital expenditure to 4410.
17. Do you have to submit all 6 sheets to the Department or is it sheet 1 & 2 like last year.	Please submit sheets 1 & 2 to the department.
18. Can you let me know if code 4910 can be used for DEIS/SSF/Capital exps.?	Capital expenditure will be coded to account codes 1400-1490 depending on its classification.
19. If budget is due for June 30th how can you say if you have a surplus/deficit in August 2020?	The budget is an estimate for what the school expects to receive and spend for the 2020/2021 year. It will be your educated estimate for your bank position at the 31 st August.
20. Do we put in for exam supervision as we don't know if they are taking place or not?	I would hope the state exams will take place in June 2021. Please include the state examination grant income and expenditure.
21. When exactly must we have an accountants report. Is it the end of 19/20 or 20/21	The accounts must be prepared for the year ending the 31 st August 2020. The external accountant must file the accounts on our online portal before the 28 th February 2021.
22. Accountant??	Schools must appoint an external accountant to prepare the school accounts.
23. Do you record the exp and the income in the one code for ICT for example?	The grant for ICT will be coded to 3230 or 3921 (capital grant) and the expenditure will be coded to 4410 or 1460(capital expenditure).
24. I presume the budget is for ALL school income and ALL school exp including reimbursable.	The school budget should cover all school activities and bank accounts. i.e .main school banks account, book grant account, fundraising account, adult education account etc. Reimbursables account codes should only be used for a very small number of items. e.g. the office receives cash from the cake sale (reimbursable income) .
25. Canteen staff wages will be in the Census for SSSF?	The canteen staff costs should be covered by the income from the canteen.
26. Cash at Bank ... June 30 ... does that include grants that a will come in over the summer.	Exclude the grants that are for the next school year. These grants are already included in the budget.

<p>27. Can you explain the Income and exp. for charity items again</p>	<p>Restricted and unrestricted income</p> <p>Restricted income funds- The purpose will either be specified when the funds are being raised or by the person making the donation to the school. Restricted income funds can only be used for the specific purposes for which they are given. Example funds raised for Concern must be paid in full to Concern. Funds raised specifically for the concert hall must be spent on the concert hall.</p> <p>Unrestricted funds – can be spent on general school activities.</p> <p>Designated income- the board may designate funds for a purpose</p>
<p>28. What if the capital exp is a 3-year plan as in a new building that will take 3 years?</p>	<p>This is often the case therefore create your budget for the capital project and monitor it over the life of the project.</p>
<p>29. School generated income could be much lower this year with Covid 19. It will be difficult to budget how it will be affected?</p>	<p>That's true. The school will receive all the grants and there may be a small reduction in school generated income. I would base the budget using the details of the income received last year.</p>