



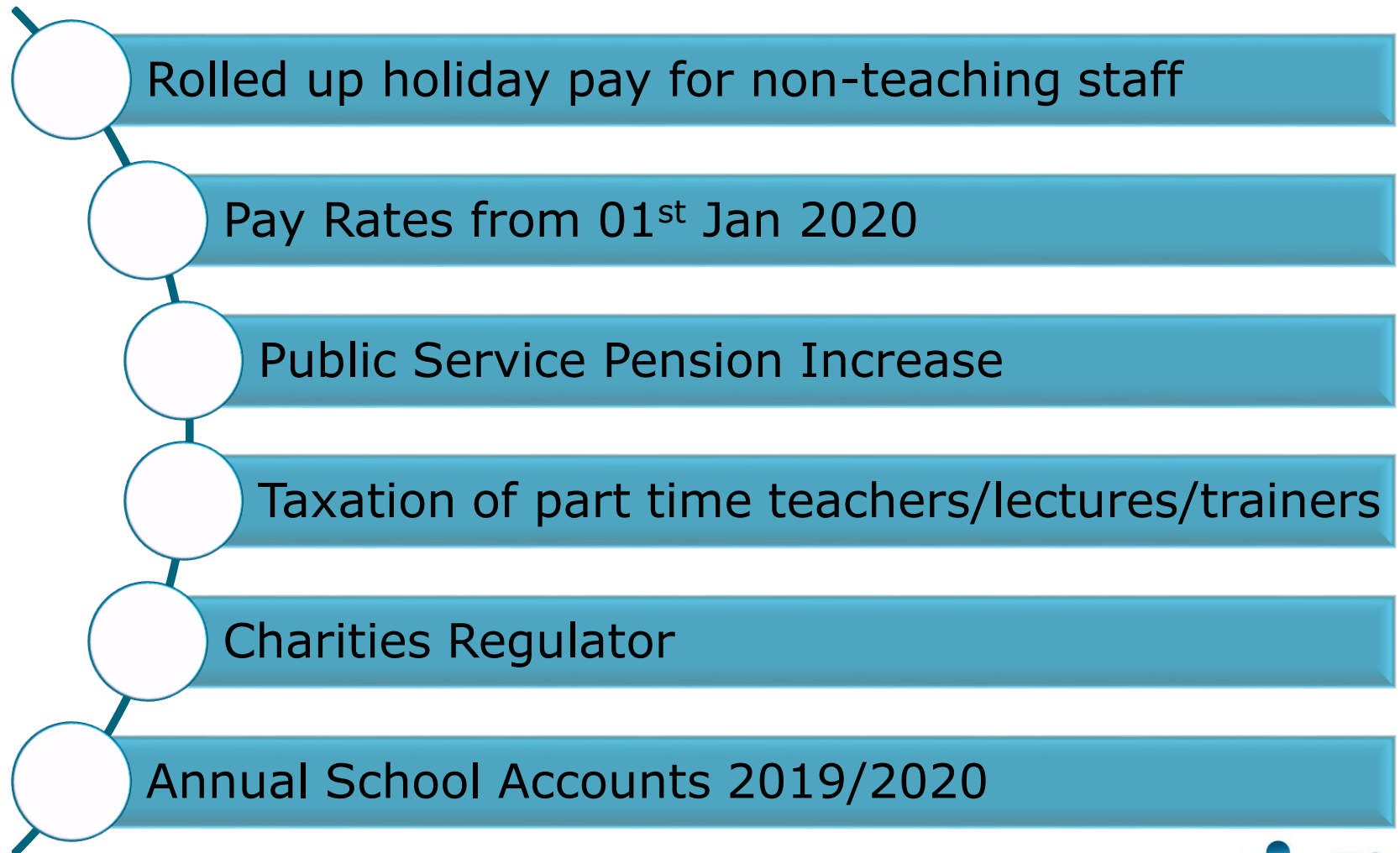
**FSSU**  
Financial Support  
Services Unit

# **FINANCIAL UPDATE & SCHOOL BUDGET/CENSUS 2020/2021 WORKSHOP**

# Agenda

- ❖ Financial update
- ❖ Recommended reports for the board of management
- ❖ Budget & census workbook

# Finance update topics



# Cessation of Rolled up Holiday Pay

- Rolled up holiday pay is the practice where the hourly rate of pay includes an element in respect of annual leave i.e. not paying any holiday pay while the employee is on actual holiday.
- This practice is unlawful under the European Union Working Time Directive.
- Where this is currently the practice, 8% should be removed from the current hourly rate
- Staff should be paid for their accumulated statutory leave entitlement during the school closure periods at Christmas, Easter and summer

Guideline 29-2019/2020 Cessation of Rolled Up Holiday Pay

# Pay Rates

- Revised pay rates from 1 January 2020:

- *School Secretaries and School Maintenance staff*

Annualised salaries up to €32,000 to be increased by 0.5% - Circular 0067/2019 includes the revised salary scale

- *Other privately paid staff*

Annualised salaries up to €32,000 to be increased by 0.5% - Circular 0069/2019

Guideline 24-2019/2020 Revised Salaries from 1<sup>st</sup> Jan. 2020

# Pay Rates

## ➤ *Part time staff*

The pay of part time staff should be revised by reference to the pay of the whole time staff to which they are related for pay purposes

# Public Service Pension Increases

- *Applies to schools that currently are paying pensioners through the school payroll*

## **Pensioners are divided into two groups**

- Pre-March 2012 retirees
- Post 1<sup>st</sup> March 2012 retirees

**Pre-March 2012 retirees:** The increases will only be passed on to the pensioners when the pay level on which their pension is based does not exceed the actual pay level of current serving staff in the same grades and on the same PayScale point.

# Public Service Pension Increases

**Post 1<sup>st</sup> March 2012 retirees:** The increases will be passed on to the pensioners who retired on or after the 1<sup>st</sup> March 2012 in nearly all cases.

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**Increase of 0.5% on basic salaries no higher than €32,000, effective 1 January 2020**

**Which pensions should benefit from the pay increase?**

This pay increase should be applied to all pensions in payment where the pensionable salary associated with the pension, just before 1 January 2020, is no more than €32,000.



# Revenue compliance- Payroll



All payments made by the school for services **must be Revenue compliant**



All payments for supervision & substitution

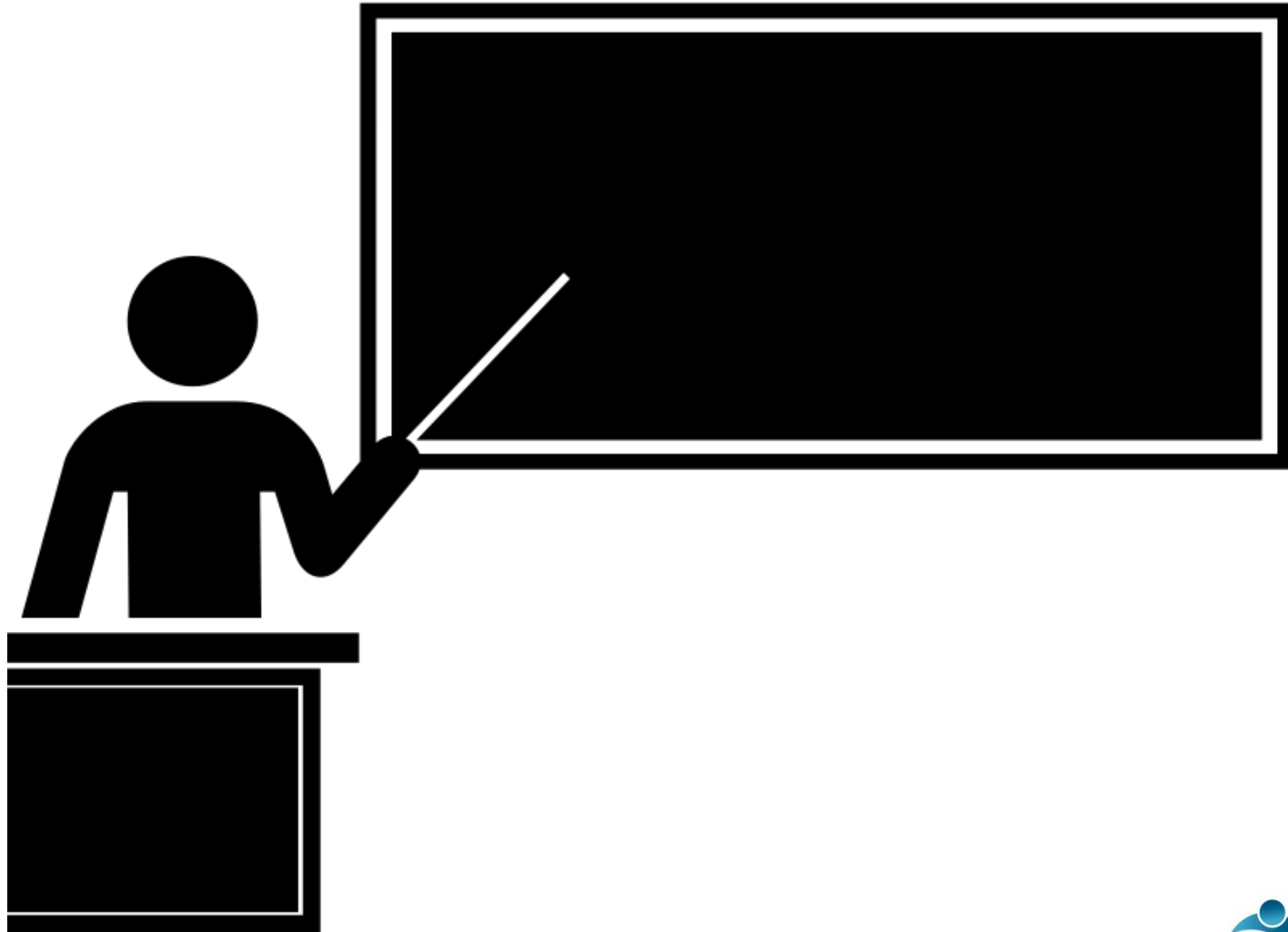


Payments made to teachers for mock exams



Selection committee payments

# Employee vs Self-Employed



# Taxation of Part time lectures/teachers/trainers

Tax and Duty Manual

Part 05-01-11

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## **Taxation of Part Time Lecturers/Teachers/Trainers**

**Part 05-01-11**

Document last updated August 2019

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# Taxation of Part time lectures/trainers

- Revenue's position is that part-time lectures/trainers are generally engaged under a contract of service (employee) as opposed to a contract for service (self employed)
- From the 01<sup>st</sup> September 2019, lectures/trainers who give 'once off' lectures should be put through the payroll system

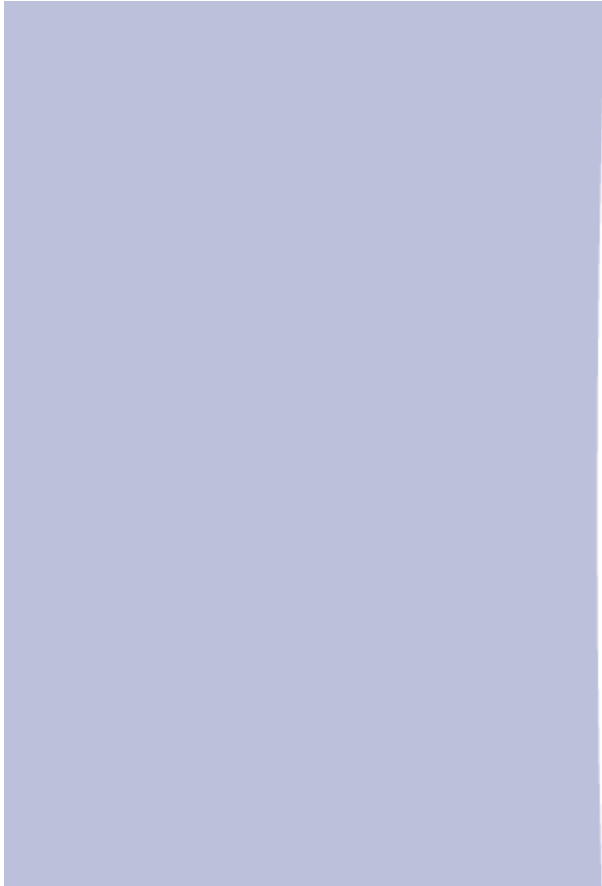
# Taxation of Part time lectures/trainers

## Case Law

**Fuge V McClelland** –this case involved a full time teacher who also taught adult evening courses. It was held that the night work also came under Schedule E just as much as the daytime activities

**Sidey V Phillips** –this case it was held that a non-practising barrister was assessable under Schedule E in respect of his part-time lecturing fees

**Walls V Sinnett** – this case it was held that a professional singer who lectures in music for 4 days each week was assessable under Schedule E



## **Code of Practice for Determining Employment or Self-Employment Status of Individuals.**

# Charities Regulator

- Schools are required to show registered charity number on school's headed paper, website and fundraising materials
- New board- Have the details of BOM members been updated on school's CRA account?
- Schools have been contacted to complete a return on the Charities Regulator website for 2017 and 2018
- From 2020 onwards, the return will not be required as the information will be communicated directly from the FSSU to the Charities Regulator on behalf of the board of management

Guideline 18-2019/2020 Charities Regulator – Registering & Updating BOM Details

# Submission of annual Accounts

- First Year – September 2019/August 2020
- Due by 28th February 2021
- Sign off by Chairperson and one other board member – not the Principal
- Electronic copy only must be submitted by February 28th 2021
- School must have its Charities Registration Number to make the submission
- Late filers will be subject to audit



# Submission of annual Accounts

## ***Guideline 15 2018/2019 Appointment of External Accountant***



Accountant/Auditor must have

- Current practicing certificate
- Professional Indemnity Insurance

# Board of Management Reports

List of balances on all school bank accounts

Bank reconciliation statement for all bank accounts

Income and Expenditure Account showing actual versus budget figures

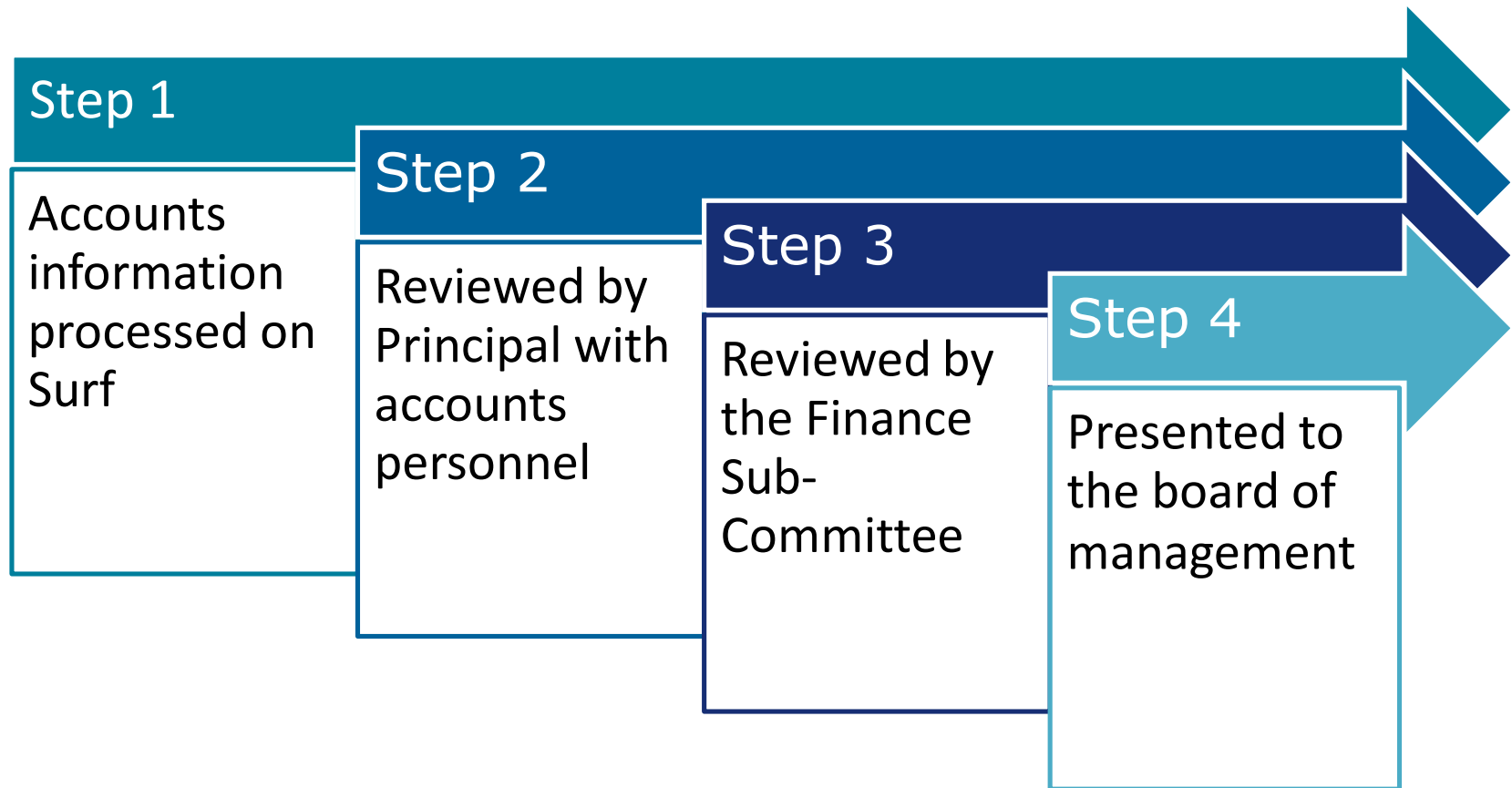
Balance Sheet

List of creditors and Accruals

Prepayments and Advance Income

Capital Income and Expenditure Account(s)

# Financial Report Review Process





## Financial Reports Checklist

# Board of Management Reports

The finance sub-committee should give a summary of the salient points to the board.



# School Budgeting

- Approved by the board
- Submit to Department of Education & Skills
- Expenditure can not exceed Income
- On going review of the budget
- Eliminate ad hoc decision making



# School Budgeting

## Budget Templates

**Budget Templates –  
C&C Schools**

**Budget Templates  
-Voluntary  
Secondary Schools**

Make sure to download correct budget template:

- C&C Budget Template 2020/2021 – NON DEIS
- C&C Budget Template 2020/2021 – DEIS
- C&C Budget Template 2020/2021 – PPP

# FSSU Website

**For more information visit the  
our website**

**[www.fssu.ie](http://www.fssu.ie)**



# Welcome to the Financial Support Services Unit

The FSSU is a support mechanism for the school management in the Voluntary Secondary and Primary School 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 under the aegis of the Joint Managerial Body.

**PRIMARY**



**POST-PRIMARY**

# Thank You for Attending