**Board of Management Authorisation Letter**

To be sent to External Accountant/Auditor only

(This document does not form part of the Annual Accounts)

**SCHOOL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROLL NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accountants/Auditors name & address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (insert Accountant/Auditors name)

1. The board of management/governors 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.

1. The board approves the transfer of relevant information contained in the boards annual accounts by the Financial Support Services Unit to:
   1. the Central Statistics Office, to satisfy the annual reporting obligations.
   2. the Charities Regulator, to satisfy the annual reporting obligations set out in Section 52 of the Charities Act 2009.
   3. the Trustee/Patron, where requested,
2. The board confirms that, where applicable, the Income and Expenditure and bank balance of the Parents Association and/or Student Council are included in the annual accounts.
3. The board confirms that the external accountant/auditor is a member of a Prescribed Accountancy Body and has Professional Indemnity Insurance is in place.
4. The board confirms that the Trustee details for the school are registered correctly with the Charities Regulator. (Insert RCN number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Number of pupils enrolled in the school for the year ended 31st August 2020 was (insert number) \_\_\_\_\_\_\_\_.
6. The average number of employees paid directly by the board in the school for the year ended 31st August 2020 was (insert number) \_\_\_\_\_\_\_.
7. The number of individuals who have volunteered for the board and the school for the year ended 31st August 2020 was: (e.g. board members, parent’s association, parents that helped out at bake sale etc.)

None

1 - 9

10 - 19

20 - 49

50 - 249

250+

On behalf of the board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert date)