



**FSSU**  
Financial Support  
Services Unit

# Financial Management in Voluntary Secondary Schools

Training for New Principals and  
New Deputy Principals

2020

# The Financial Support Services Unit

The FSSU was set up under DES Circular M36/05

Further Circulars 60/2017 & 02/2018 issued to include the primary and Community & Comprehensive sectors

The FSSU is primarily a support mechanism for C&C, primary and voluntary secondary schools

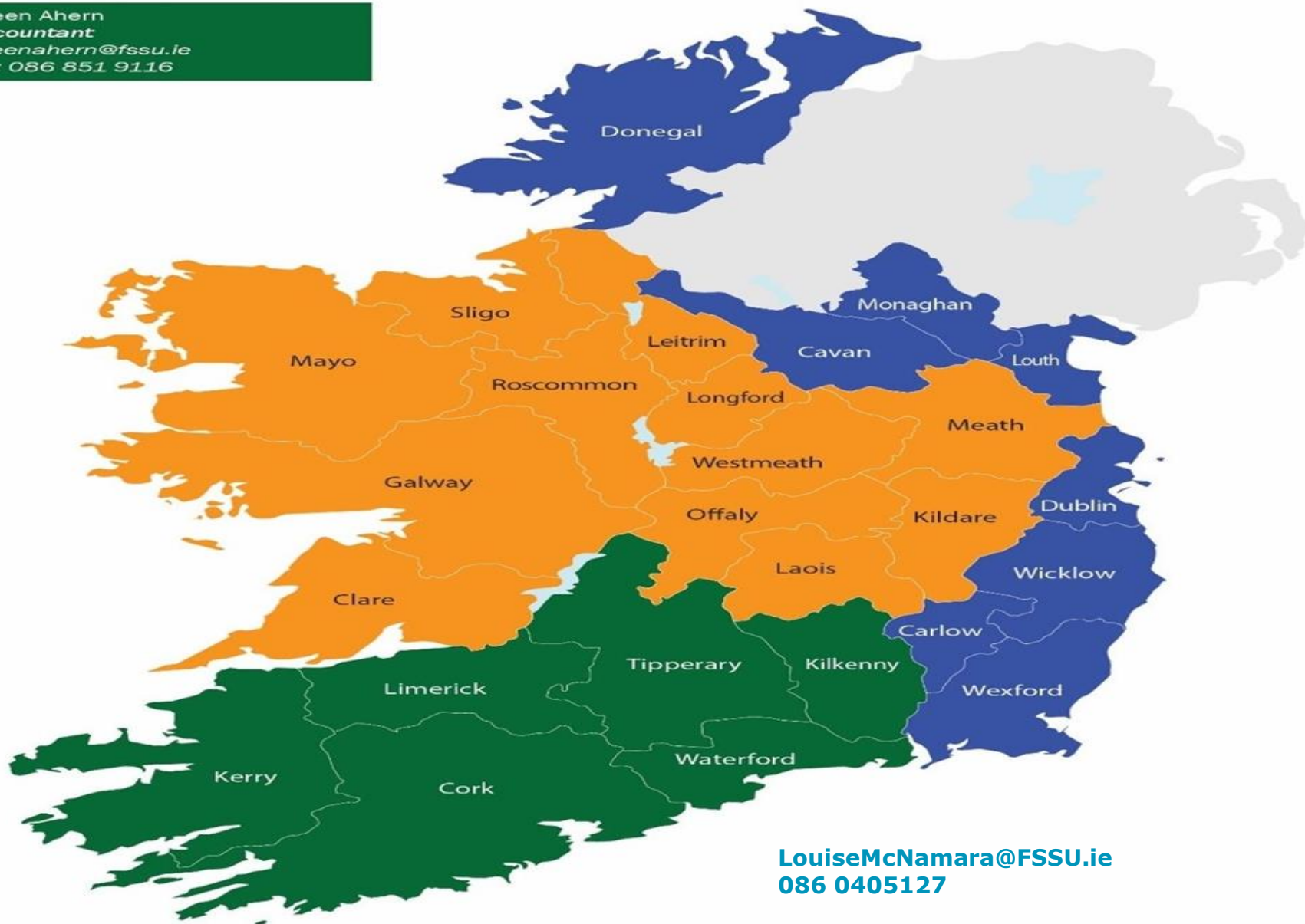
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# Objectives of FSSU – Circular 0002/2018

Advice &  
Support

Compliance

Standard  
National  
Template

Central  
Repository

Audit

Annual  
Report for  
Department

Liaise with  
Department  
and Schools

CRA  
Submission

CSO  
Reporting

**For more information  
visit 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**





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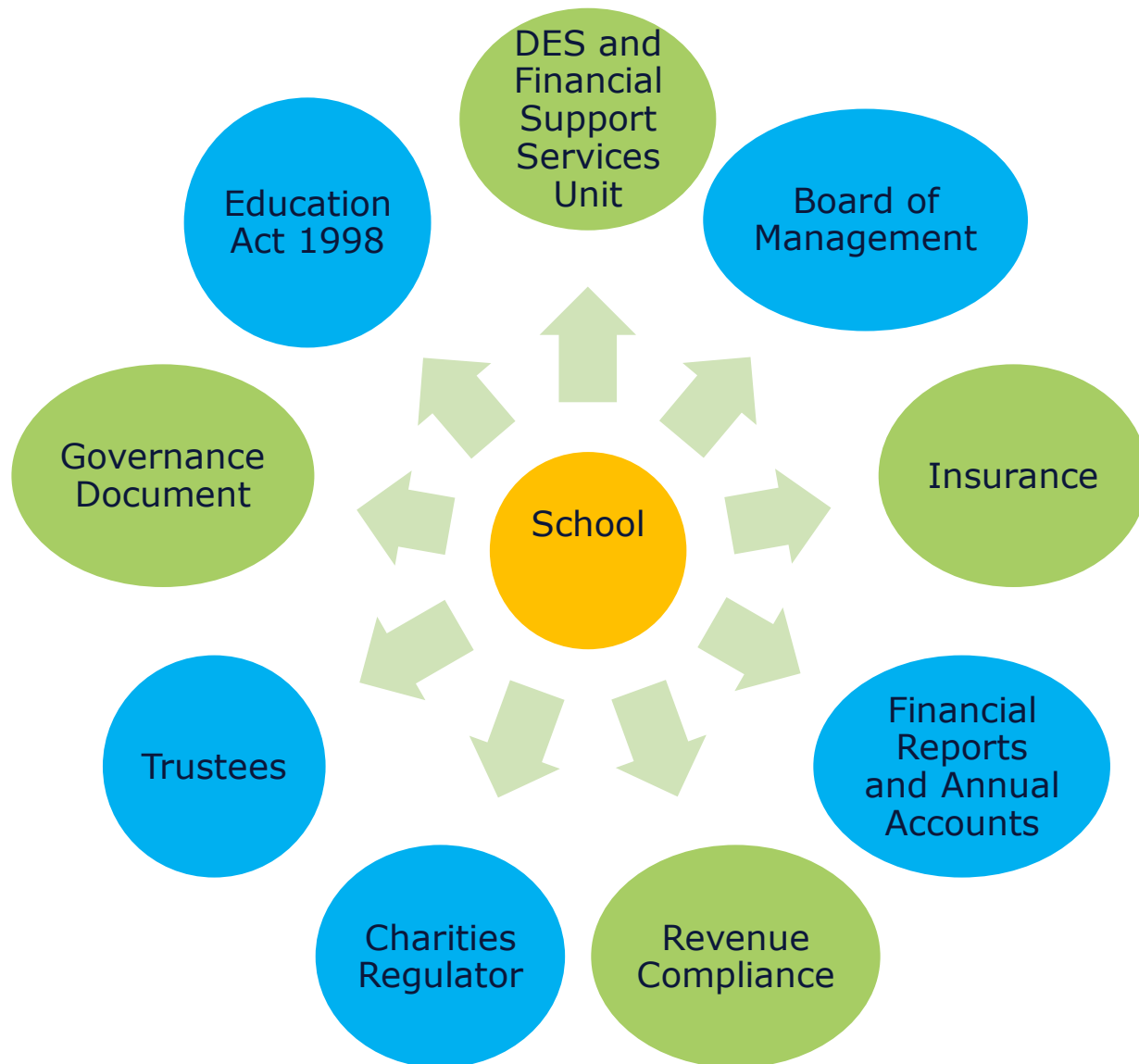
[DOWNLOAD FINANCIAL GUIDELINES MANUAL](#)



# Financial Management

- Legal and Regulatory Framework and Financial Reporting
- School Income and Expenditure
- Day to day financial management

# Legal and Regulatory Framework



# Education Act 1998

- Statutory basis for the education system
- Sets out the role and responsibility of Trustees/Patron and Board of Management
- Section 12: State funding of schools
- Section 14: Establishment of Boards of Management (BOM)
- Section 15: Relationship of Patron and BOM
- Section 18: Accountability

# Education Act 1998 – Section 18

Section 18 of the Education Act 1998 states that:

“the board shall keep all proper and usual accounts and records of all monies received by it or expenditure of such monies incurred by it and shall ensure that in such year all such accounts are **properly audited or certified in accordance with best accounting practice**; accounts kept in pursuance of this section shall be made available by the school concerned for **inspection by the Minister and by parents of students in the school**, in so far as those accounts relate to monies provided in accordance with section 12.”  
**(S. 18 Education Act 1998)**

# 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



Part time lecturers, teachers and trainers

# Revenue Compliance

- A school board of management, in its capacity as a body established by statute and funded wholly or partly from funds provided by the Oireachtas, is designated as a “**Principal Contractor**”.



- **Relevant Contract Tax and VAT.**

Boards of Management can be involved in a range of activities including: Construction Projects, Summer Works, Emergency Works, Major Devolved Projects, Additional Accommodation Schemes as well as day to day repairs. Boards must register for and operate **Relevant Contracts Tax (RCT)** and **Value Added Tax (VAT)**.

- Guidance Notes for Boards of Management on Relevant Contracts Tax/Value Added Tax available



# School Income and Expenditure

## Income and Expenditure Account

Total School Income

Less: Total School Expenditure

Surplus / Deficit

**Schools cannot budget for a deficit. Where deficits occur, the trustees/patron should be informed immediately.**

# School Income



DES Grants Payable to Non-Fee schools



School Generated Income (e.g. TY money, lockers, buses, study .....)



Other Income (Voluntary Subscriptions, fund-raising, donations)

# School Expenditure

- € Education – Salaries
- € Education – Other
- € Repairs, Maintenance
- € Administration
- € Finance
- € Depreciation

# Regular/Monthly Financial Reports

**A financial report is presented at each BOM meeting**



Balances on ALL bank accounts



Bank Reconciliation Statement for each bank account



Summary Income and Expenditure Account  
(Actual and budget)



Balance Sheet



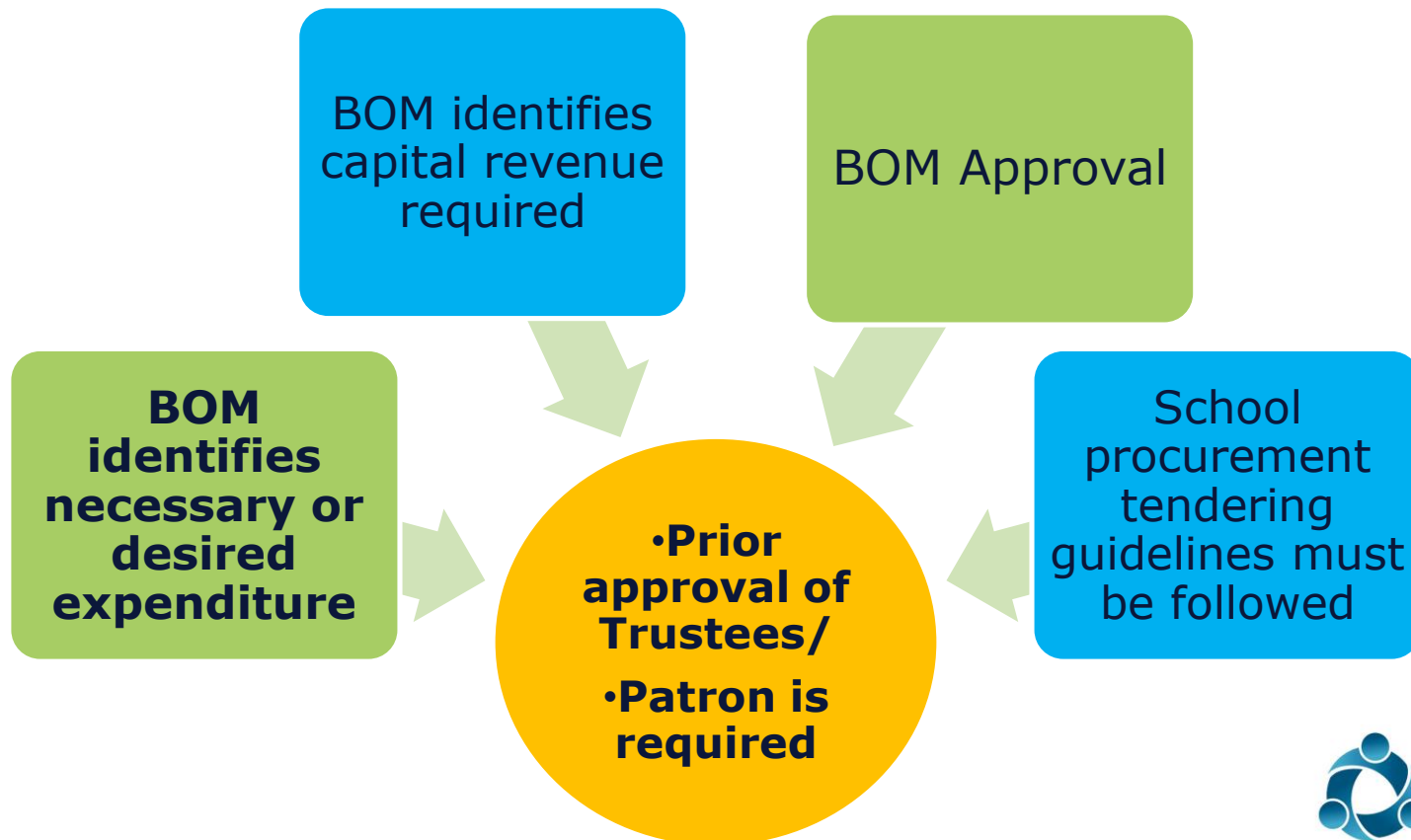
List of all creditors



Capital Income and Expenditure Account  
(if applicable)

# Capital Expenditure

- Once off expenditure to acquire an asset of lasting nature for the enduring benefit of the school



# OLCS

**Board of Management** has a responsibility to ensure that at school level the integrity of the system is maintained at all times.


**Board of Management** is advised that **under no circumstances should the same person in a school undertake the role of Data Entry person and Data Approver.**

**Schools should ensure that documentation** in relation to the completion of OLCS details are retained securely e.g. medical certs., attendance at in-service/in career, parental leave and carer's leave.


**The Board of Management** should be made aware that a facility exists on OLCS to produce a report of all absences taken by teachers and SNAs in a defined period.



# OLCS – Circular 0024/2013

 A short report should be read into the minutes of every Board of Management meeting listing the names of all substitutes and part-time teachers for whom claims have been made on the OLCS system since the last board meeting.

There is a facility on OLCS to print reports.

- If a staff member requires details of their absences the relevant report should be generated, printed and given to the staff member.
-  A report on **all absences recorded on the OLCS** should be supplied to each staff member at intervals recommended by the Board of Management of the school but at least one report should be produced in each school term. Each staff member should sign the absence report and a copy to be retained in the school.

# Important steps to take now



Review the school budget for 2020/2021 with the outgoing principal



Review the pay rates of the non teaching staff with the outgoing principal



Review holiday arrangement, working hours etc. for the non teaching staff. e.g. full time, term time etc.




Get a list of all passwords- computer, safe, alarm



Update the bank mandates to give you authorisation to approve payments etc.



Contact the OLCS section to register your details and get your own password for the system.



**We look forward to  
supporting you in  
your new role**