

Financial Guideline 2019/2020 - 49

Community & Comprehensive and Voluntary Secondary Schools

Accounting Procedures for Covid-19 Grants

The Covid-19 grants are additional funding from the department to enable schools to comply with the roadmap for reopening schools for the new school year 2020/21.

All grants payments will start in advance of the school year commencing to allow for funds to be made available for schools. Certain grants will be paid in full in mid-August to allow for reopening and others are paid by instalments during the school year (e.g. grant payments based on each school term).

The accounting codes have been updated since the Financial Guideline 2019/2020 – 48 issued last week. Please see below for updated codes.

The income and expenditure for the above grants will be accounted for in the annual accounts for the year ended **31st August, 2021**. To facilitate reporting on the grants schools should create a department called Covid-19 and ensure it is applied to all grant related transactions.

The school must post all grants received and expenditure incurred before the 1st September, 2020 to the Balance Sheet codes:

- 2166 Minor Works Grant Unspent
- 2181 Covid Aide Grant Unspent
- 2182 Covid Capitation for Cleaning and PPE Grant Unspent
- 2183 Covid Supervision and Substitution Grant Unspent

On the 1st September the income and expenditure on these balance sheet accounts will be posted to the income and expenditure account codes.

Income

- 3275 Minor Works Grant-Non Capital
- 3280 Covid Aide Grant
- 3281 Covid Capitation for Cleaning and PPE Grant
- 3282 Covid Supervision and Substitution Grant

Expenditure

5315 Minor Works Grant (Non Capital) Expense

5801 Covid Aide Grant Expense

5802 Covid Capitation for Cleaning and PPE Grant Expense

5803 Covid Supervision and Substitution Grant Expense

The school should calculate their Covid 19 grant entitlement for the 2020/21 school year. The template attached in the email will do the calculations. Schools with special classes will receive additional grants.

Further information or clarification on any of the issues raised in this guideline can be obtained from the FSSU.

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4th August 2020