

## **Board of Management/Governors Authorisation Letter for 2019/2020 School Accounts**

To be sent to External Accountant/Auditor only  
(This document does not form part of the Annual Accounts)

**School Name:** \_\_\_\_\_ **Roll No.** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**Accountants/Auditors name & address:** \_\_\_\_\_

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

None	<input type="checkbox"/>
1 - 9	<input type="checkbox"/>
10 - 19	<input type="checkbox"/>
20 - 49	<input type="checkbox"/>
50 - 249	<input type="checkbox"/>
250+	<input type="checkbox"/>

**9. Board of Management/Governors Declaration - Covid supports**

9.1 I confirm that the Board continued to pay Department of Education and Skills grant funded Secretaries, Caretakers and Cleaners as normal for the period the school was closed due to Covid. ☐ Yes ☐ No

9.2 Were Covid-19 financial supports claimed by the Board in respect of Department of Education and Skills grant funded Secretaries, Caretakers and Cleaners? ☐ Yes ☐ No

If the answer is yes please provide the total amount received € \_\_\_\_\_

9.3 Did the Board lay off grant funded Secretaries, Caretakers or Cleaners during this period? ☐ Yes ☐ No

9.3.1 If yes, was this during periods of school closure when they would normally apply for Job-Seekers Allowance if not in receipt of grant funded pay? ☐ Yes ☐ No

9.3.2 If the response at 9.3.1 is no, please provide reason for the Layoff:

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9.4 The Board understands that grant funding may be reduced by the amount of any Covid-19 financial supports received as identified above and this may be subject to audit at a future date. ☐ Yes ☐ No

9.5 I confirm that the COVID-19 operational supports provided as outlined in circulars 45/2020, 46/2020 and 53/2020 as applicable, to date were specifically used for the purpose of minimising the risk of spread of COVID-19 and that costs were recorded appropriately in the school accounts. ☐

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

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Chairperson

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Board Member