



Introduction to the **FSSU School Accounts Submission Process**

November 2020



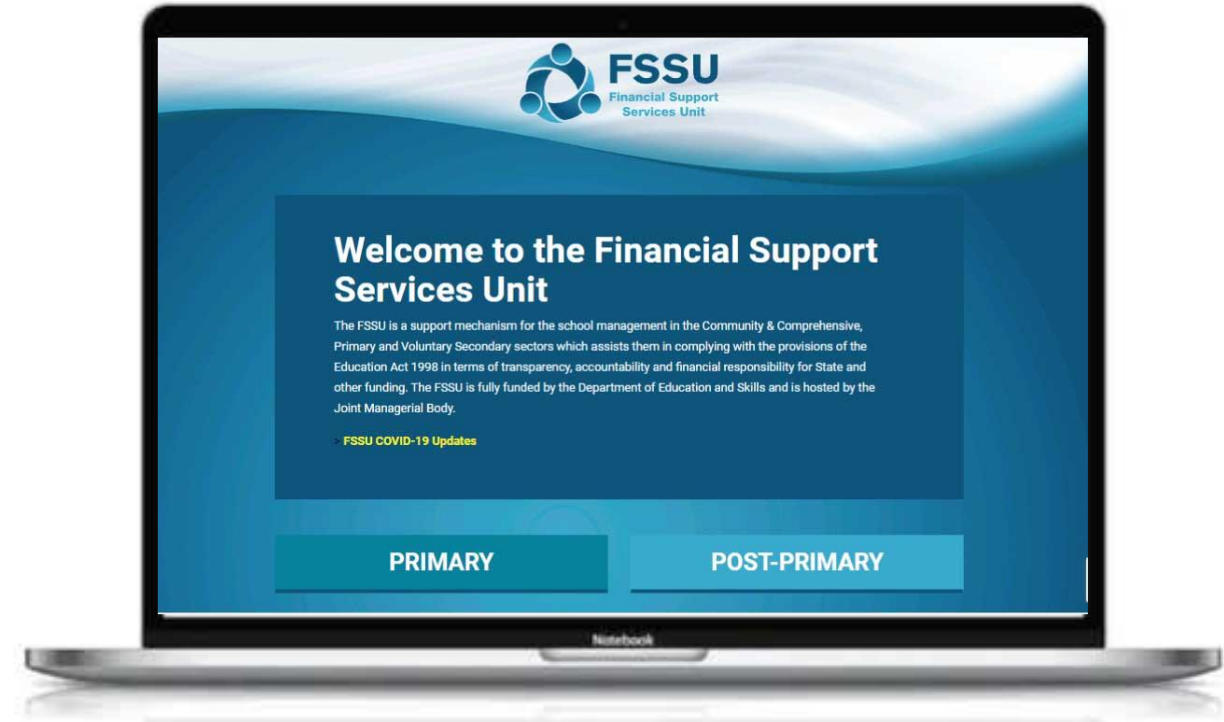
Agenda

- **Introduction** to the Financial Support Services Unit
- Preparation of Annual School Accounts
- **Demonstration** of Online Submission of Accounts
- Questions & Answers



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



Objectives of FSSU Circular 0006/2017 & 0002/2018

Advice &
Support

Compliance

Standard
National Template

Central
Repository

Audit

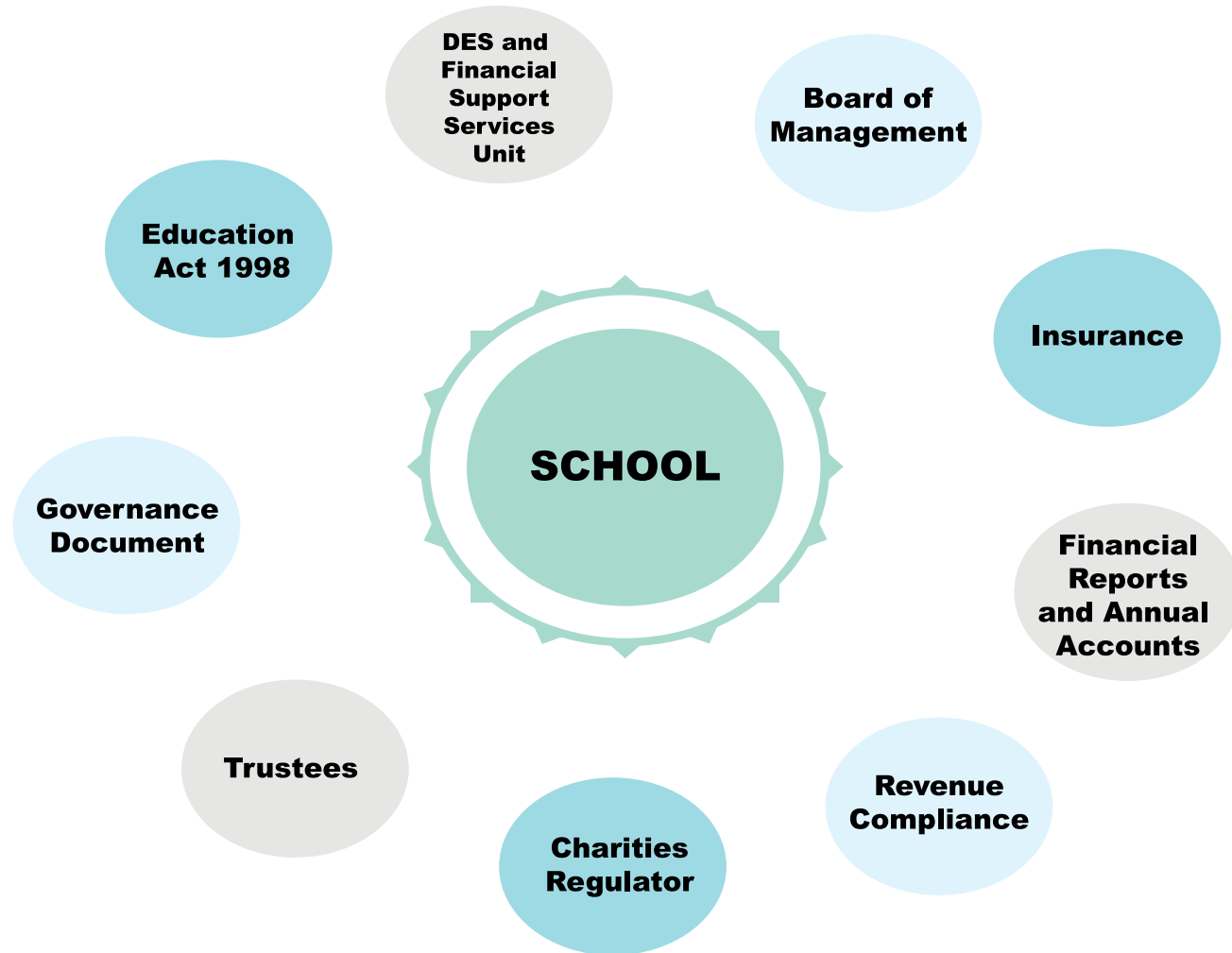
Annual Report
for Department

Liaise with
Department
& Schools

CRA Submission

CSO Reporting

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

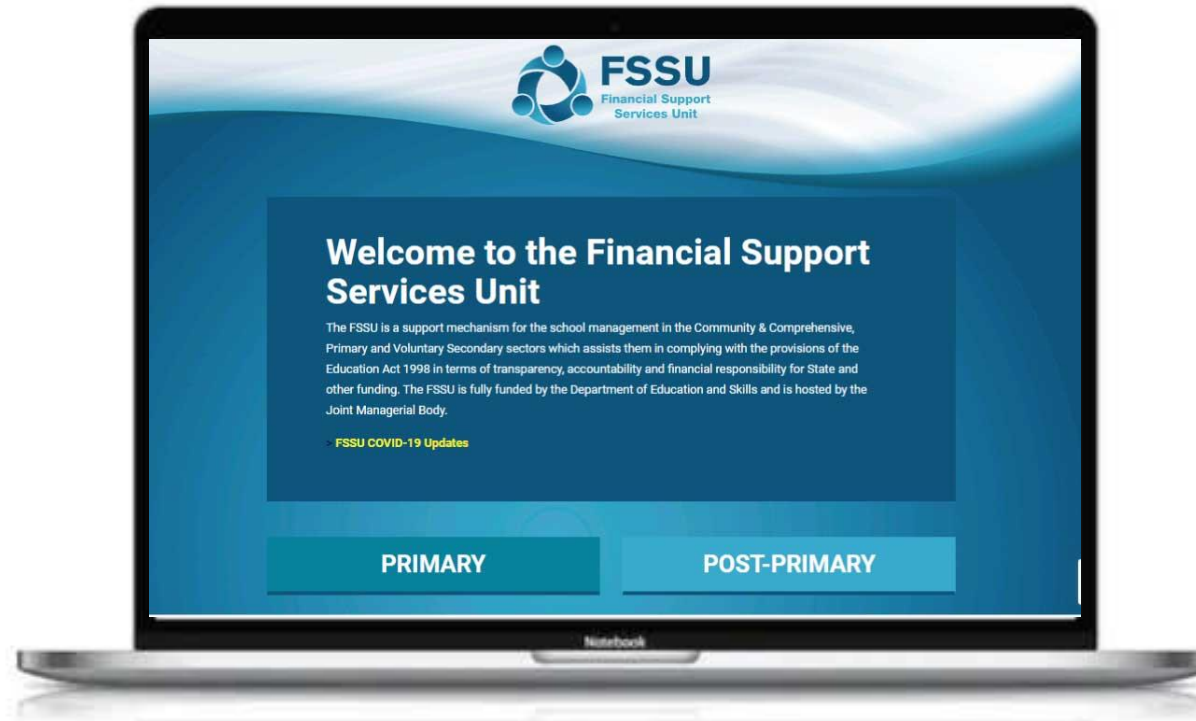
Section 18 of the Education Act 1998 states that:

“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)

www.fssu.ie

For more information visit our website
www.fssu.ie/externalaccountants/auditors



Preparation of Annual Accounts

- Prepared using the Chart of Accounts developed by the FSSU
- Board of Management Authorisation Letter
- Accounts signed by the Chair person and another member of the board
- Complete the online submission to the FSSU
- Report to Parent's
- Deadline 28th February 2021



Board of Management Authorisation Letter

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) _____, 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 31st August 2020 was (insert number) _____.
7. The average number of employees paid directly by the board in the school for the year ended 31st August 2020 was (insert number) _____.
8. 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	<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.

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)

Chairperson

Board Member

Chart of accounts - School Income

3000-3294 DES Grants

3295-3299 Other State Income

3300-3599 School Generated Income

3600-3899 Other Income

Chart of accounts - School Expenditure

4000-4299 Education – Salaries

4300-4999 Education – Other

5000-5999 Repairs, Maintenance

6000-6999 Administration

7000-7999 Finance

8000-8999 Depreciation

Land & Buildings

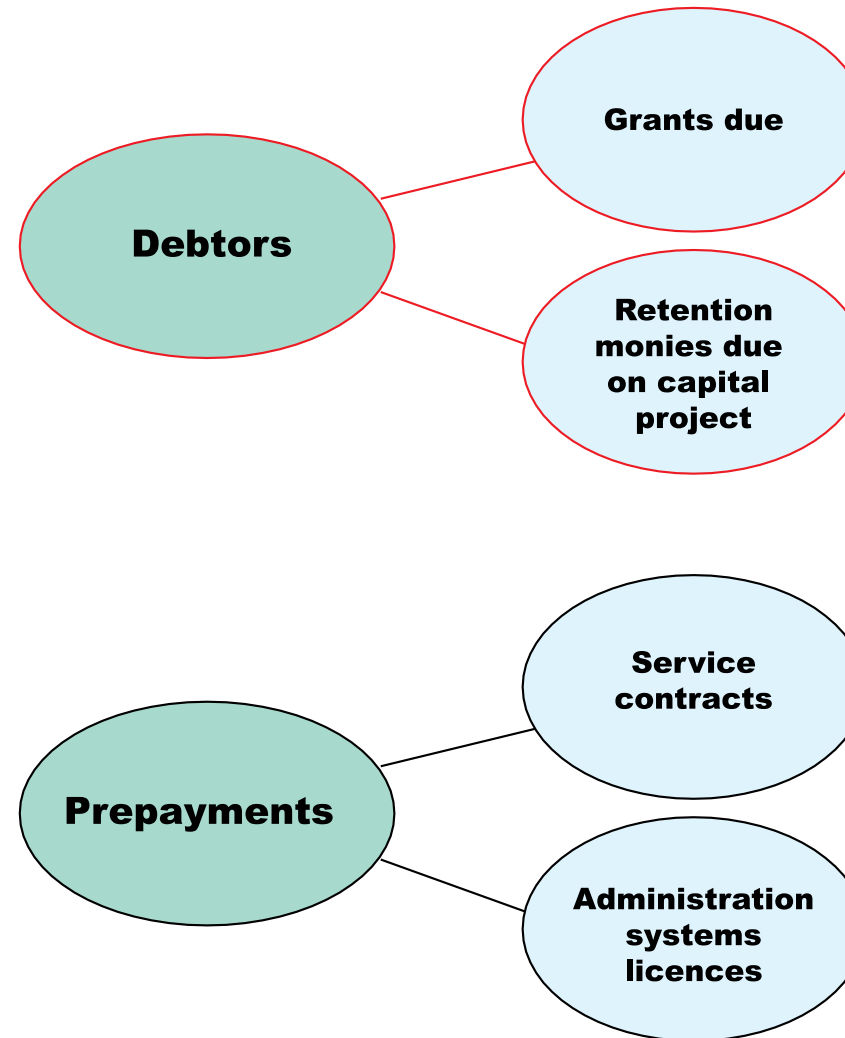
Section 15(3) Education Act

“For the avoidance of doubt, nothing in this Act shall confer or be deemed to confer on the board any right over or interest in the land and buildings of the school for which that board is responsible”

Accounting treatment is covered in the FSSU Financial Guideline and Accounting Seminar Handbook:

- Grants Received for Department Capital Projects
- Fundraising for Capital Projects
- Parent Association Fundraising for Capital Project
- Removal of Land & Buildings from an existing Balance Sheet

Debtors and Prepayments



Bank Accounts

All School bank accounts are to be included in the annual accounts, including

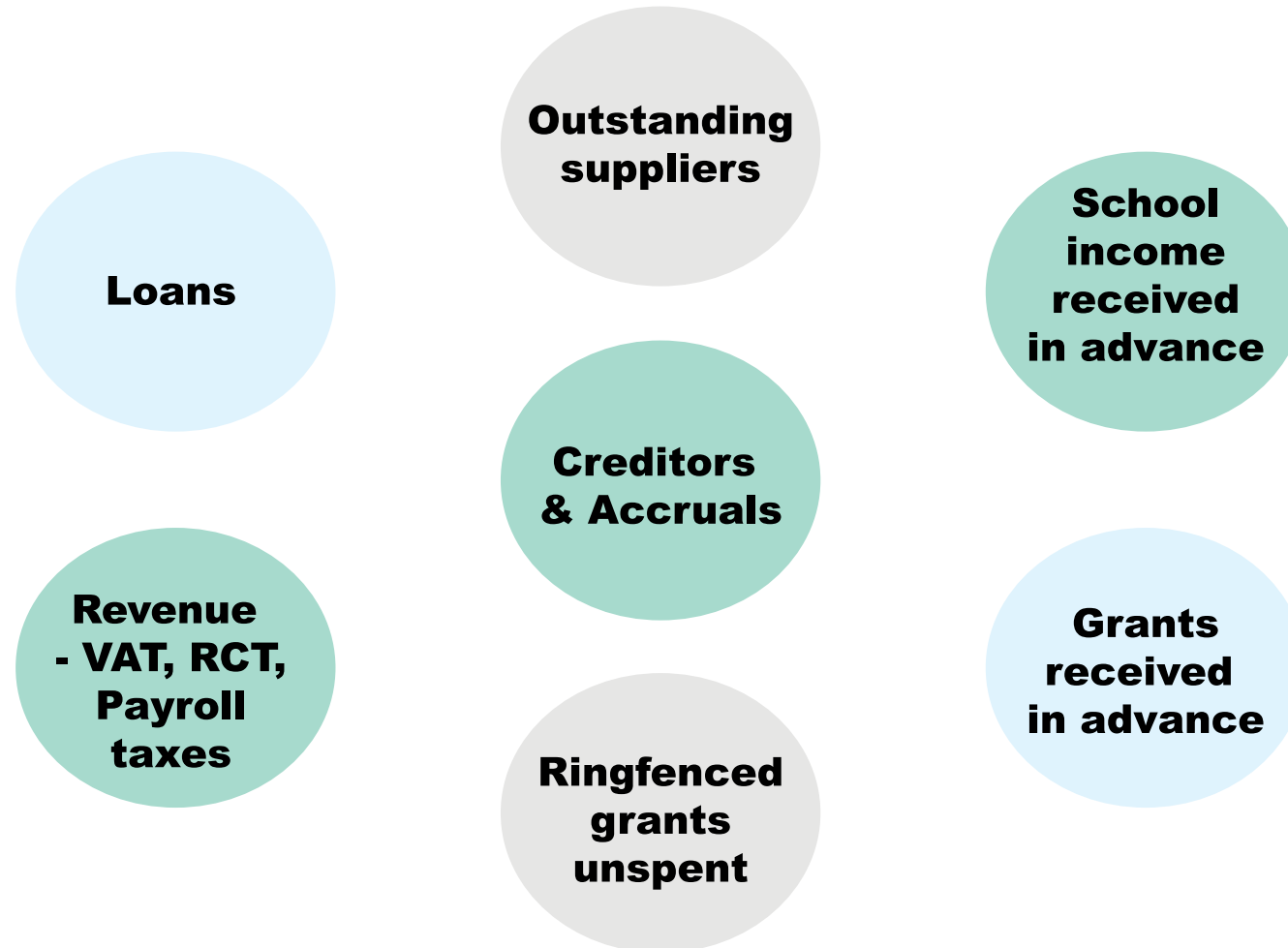
- ☐ School current account and deposit account
- ☐ Credit union account
- ☐ Credit card account
- ☐ Fundraising account
- ☐ Building project account
- ☐ Student council account
- ☐ All accounts held by the Parents Association/Council

Bank Accounts

- No bank overdrafts, loans, lease or hire purchase agreements without prior **Trustee/Patron approval**
- Separate boards operating a **common/shared bank account** should be **discontinued**



Creditors and Accruals



Department of Education & Skills Grants

Specific/Ring Fenced Grants

Some grants are given for a specific purpose and are expected to be spent for that purpose only.

Grants in this category would include:

- Book Grant
- ICT Grant
- Supervision and Substitution Grant
- Non-teacher pay grant
- School Meals Grant (DEASP)
- Covid support grants
- All Capital Grants

Relevant Contracts Tax (RCT)

Board of Management as a principal contractor for RCT

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”**.

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

Payroll

All payments made by the school for services must be Revenue compliant and deduct ASC where applicable

- All payments for supervision & substitution
- Payments made to teachers for mock exams
- Selection committee payments
- Bus Escorts, Other BOM staff
- Part time lecturers, teachers and trainers Revenue eBrief No. 161/19

Registering with the Charities Regulator

The board of management is required to register with the Charities Regulator - not the external accountant.



A board of management that is not registered with the Charities Regulator will not be able to submit accounts to the FSSU.

Legislation **Charities Act 2009**

Contact the Charities Regulator via email at reg@charitiesregulator.ie

Charities Regulator Helpline **01 633 1500**



Annual Accounts Report for Parents

Education Act 1998, S.18 requires schools to give a report to the parents each year

“...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...”

1. This report should be prepared by the external accountant as part of the annual accounts.
2. There is a sample template for this report on our website.
3. The report should be made available to all parents of students in the school.

Annual online submission process

- Annual school accounts to be submitted to the FSSU for the **2019/20 school year**
- First year of submission for the **Community & Comprehensive** schools
- Prepared using the **Chart of Accounts** developed by the FSSU
- Present the accounts to **the board of management**

FSSU Chart of Accounts			
Revised August 2020			
Income and Expenditure Codes			
A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education & Skills Income
3020	DEIS Grant	Income	Department of Education & Skills Income
3030	Non Teachers Pay Budget	Income	Department of Education & Skills Income
3050	Ancillary/School Support Services Grant	Income	Department of Education & Skills Income
3100	Secretarial Grant	Income	Department of Education & Skills Income
3130	Carstaker Grant	Income	Department of Education & Skills Income
3140	Special Education Equipment Grant	Income	Department of Education & Skills Income
3150	Book Grant Income	Income	Department of Education & Skills Income
3160	Book Rental Scheme Grant	Income	Department of Education & Skills Income
3170	Special Subject Grant	Income	Department of Education & Skills Income
3190	JCSP Grant	Income	Department of Education & Skills Income
3200	Transition Year Grant	Income	Department of Education & Skills Income
3210	Leaving Certificate Applied Grant	Income	Department of Education & Skills Income
3220	Grant for Traveller Students	Income	Department of Education & Skills Income
3230	ICT Grant Non Capital	Income	Department of Education & Skills Income
3240	Supervision and Substitution Grant	Income	Department of Education & Skills Income
3245	Physics/Chemistry Grant	Income	Department of Education & Skills Income
3255	State Exam Income	Income	Department of Education & Skills Income
3260	School Excellence Fund Income	Income	Department of Education & Skills Income
3270	Sports Complex Grant	Income	Department of Education & Skills Income
3275	Minor Works Grant-Non Capital	Income	Department of Education & Skills Income
3276	Temporary Accommodation Grant Income	Income	Department of Education & Skills Income
3277	COVID Minor Works Grant-Non Capital	Income	Department of Education & Skills Income
3280	COVID Aide Grant	Income	Department of Education & Skills Income
3281	COVID Capitation PPE Grant	Income	Department of Education & Skills Income
3282	COVID Enhanced Supervision Grant	Income	Department of Education & Skills Income
3283	COVID Capitation for Additional Cleaning Grant	Income	Department of Education & Skills Income
3284	COVID Funding for Replacement Carstaker Hours	Income	Department of Education & Skills Income
3285	COVID Funding for Replacement Secretarial Hours	Income	Department of Education & Skills Income
3286	COVID Funding for Replacement Cleaner Hours	Income	Department of Education & Skills Income
3287	COVID Funding for Replacement Bus Escort Hours	Income	Department of Education & Skills Income
3290	Other Non Capital DES Grants Income	Income	Department of Education & Skills Income
3291	Scileanna Lan Ghaeilge Grant	Income	Department of Education & Skills Income
3292	Standardised Testing Grant	Income	Department of Education & Skills Income
3293	July Provision Grant	Income	Department of Education & Skills Income
3294	Bus Escort Grant	Income	Department of Education & Skills Income
3295	Department of Children & Youth Affairs Income	Income	Department of Education & Skills Income
3296	DEASP School Meals Grant	Income	Other State Income
3297	Erasmus Income	Income	Other State Income
3298	HSE Funding	Income	Other State Income
3299	Other State Funding	Income	Other State Income

Annual online submission process

- PDF of the approved board of management **annual accounts**
- Final **Trial Balance**
- Board of management **RCN**
- The **confirmation letter** completed by the board of management



Thank you for joining the webinar

**If you have any further questions
please telephone or email us**

Primary 01 910 4020

Post Primary 01 269 0677

Email support@fssu.ie