



Preparing the School Budget for 2021/2022 and Financial Update for Primary Schools

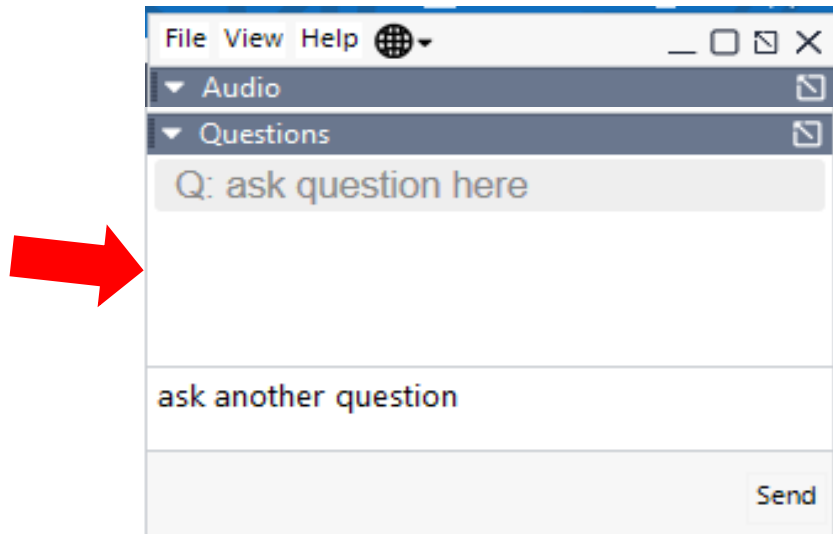


Agenda

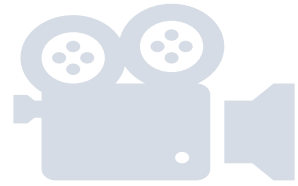
1. Preparing the School Budget 2021/2022
2. Financial Update
3. Questions & Answers



How to ask a Question



Webinar



Recording



Email



Financial Guidelines



www.fssu.ie

1. Preparing the School Budget

School Budget Preparation 2021/2022



1. Why prepare a budget?



1. Steps in the Budgeting Process

- Expenditure cannot exceed Income
- Review and approve by the board of management
- It is good practice to forward a copy of the budget to your Patron
- Ongoing monitoring of the budget



1. FSSU Budget Template 2021/2022

Welcome to the Financial Support Services Unit

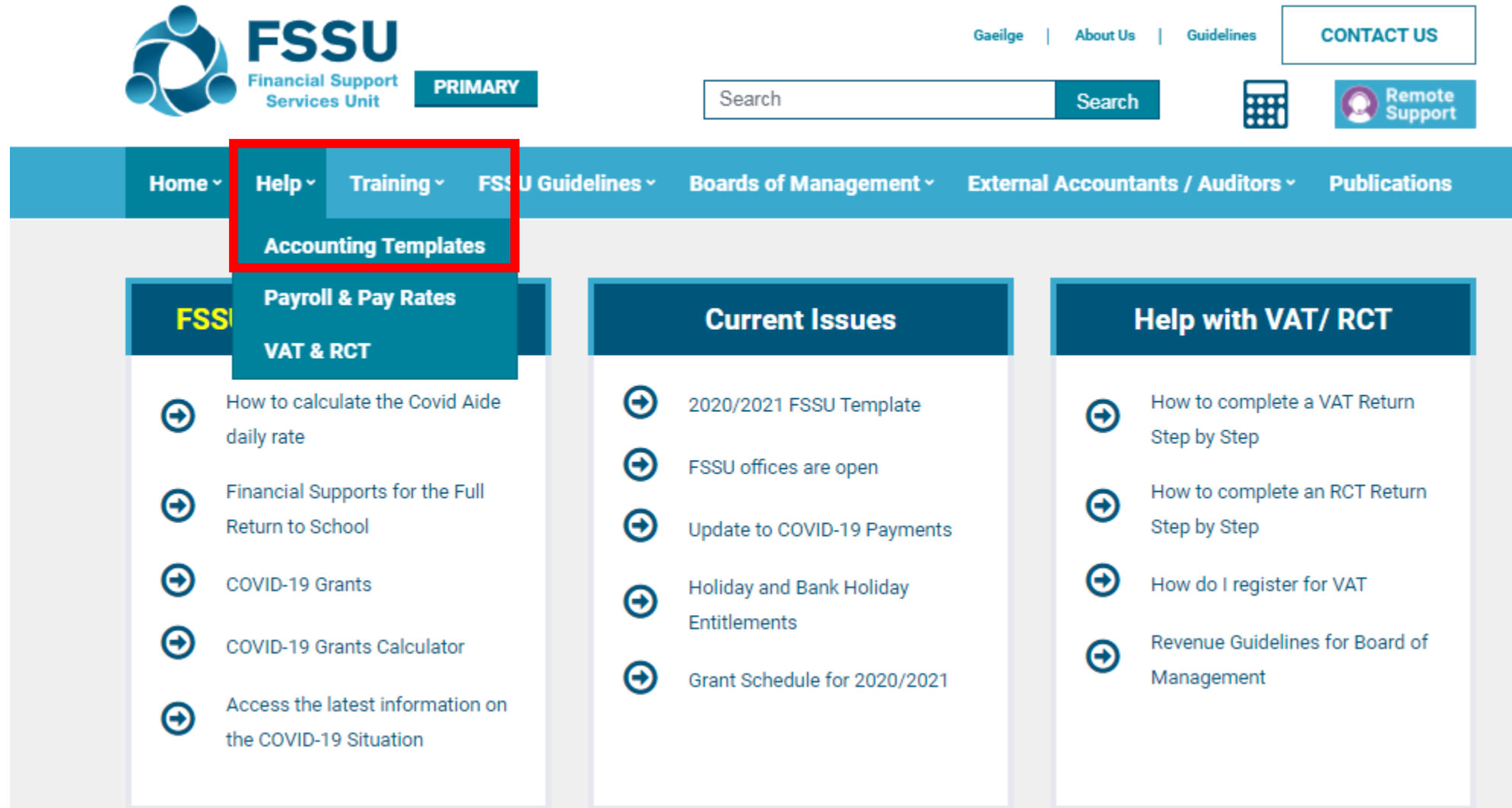
The FSSU is a support mechanism for the school management in the Community & Comprehensive, Primary and Voluntary Secondary sectors which assists them in complying with the provisions of the Education Act 1998 in terms of transparency, accountability and financial responsibility for State and other funding. The FSSU is fully funded by the Department of Education and is hosted by the Joint Managerial Body.

> **FSSU COVID-19 Updates**

PRIMARY **POST-PRIMARY**

<https://www.fssu.ie/primary/>

1. FSSU Budget Template 2021/2022



The screenshot displays the FSSU website interface. At the top left is the FSSU logo (Financial Support Services Unit) and a 'PRIMARY' button. To the right are links for 'Gaeilge', 'About Us', and 'Guidelines', along with a 'CONTACT US' button. A search bar is located below these links. The main navigation bar includes 'Home', 'Help', 'Training', 'FSSU Guidelines', 'Boards of Management', 'External Accountants / Auditors', and 'Publications'. The 'Help' menu is expanded, showing 'Accounting Templates', 'Payroll & Pay Rates', and 'VAT & RCT'. The 'Accounting Templates' section is highlighted with a red box. Below the navigation bar are three content columns: 'FSSU' (with a list of COVID-19 related topics), 'Current Issues' (with a list of recent updates), and 'Help with VAT/ RCT' (with a list of VAT and RCT related guides). The FSSU logo is also present in the bottom right corner.

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Accounting Templates

Payroll & Pay Rates

VAT & RCT

FSSU

- How to calculate the Covid Aide daily rate
- Financial Supports for the Full Return to School
- COVID-19 Grants
- COVID-19 Grants Calculator
- Access the latest information on the COVID-19 Situation

Current Issues

- 2020/2021 FSSU Template
- FSSU offices are open
- Update to COVID-19 Payments
- Holiday and Bank Holiday Entitlements
- Grant Schedule for 2020/2021

Help with VAT/ RCT

- How to complete a VAT Return Step by Step
- How to complete an RCT Return Step by Step
- How do I register for VAT
- Revenue Guidelines for Board of Management

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1. FSSU Budget Template 2021/2022



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FSSU > Primary > Help > Accounting Templates

PRINT

All Help Topics

Accounting Templates ^

Petty Cash

Monthly Reporting Template

Budget Template

Cash Receipts

Accounting Templates

Petty Cash

Monthly Reporting Template

Budget Template

Cash Receipts

Sample Fixed Asset Register

Cashflow Statement



1. FSSU Budget Template 2021/2022



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All Help Topics

Accounting Templates ▾

[Sample Fixed Asset Register](#)

[Cash Receipts](#)

[Budget Template](#)

[Monthly Reporting Template](#)

Budget Template

FSSU Primary School – Budget Template Bhuiséad 2021/2022

A school budget assists the Principal in effective decision making to manage the school finances on a day to day basis. A budget assists with controlling the school's financial resources and maximising the use of available resources. It's an estimation of planned events expressed in monetary terms which enables financial planning to ensure efficient



1. FSSU Budget Template 2021/2022

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- Donations

NOTE: The FSSU have developed these templates for internal use for monitoring monthly income, expenditure, budget management, cash flow etc. The use of the FSSU internal templates is optional for schools who may wish to continue to use the IPPN Airgead Bunscoile/Financial Template, CPSMA Accounts templates etc. for their internal use.

If you need any further information please email primary@fssu.ie or phone [\(01\) 9104020](tel:019104020).

Title	Number
 Budget Template 2021/2022	
 Bhusead na scoile2021/2022	

← Back to Accounting Templates page

FSSU
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1. FSSU Budget Template 2021/2022

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Style

P6

A B C D E F G H I J K L M

1 **INSTRUCTIONS:**

2 **How to use Budget Templates**

3

4 **STEP 1:** Click on Enable Editing when prompted Protected View. Enable Editing

5

6 **STEP 2:** Save the file to your desktop or to a folder

7

8 **STEP 3:** Input your School Name: Sample Primary School

9

10 **STEP 4:** Input School Roll No: 12345G

11

12 **STEP 5:** School Budget Year: 2021/2022

13

14 **STEP 6:** In the open Budget Template click on sheet 2 - Budget Grant Calculation.

15 **STEP 7:** Fill in your schools' student numbers in the spaces allocated, this will calculate your school's grants. The figures entered will link automatically from the Grant Calculation worksheet to sheet 3 - Income and Expenditure, Department and Education Income section.

16

17 **STEP 8:** Click on Sheet 3 - Income and Expenditure

18 **STEP 9:** Enter estimates of income and expenditure based on previous years making necessary adjustments of where definite spending or costs have been confirmed, such as inflation, wage increases etc.

19

1. FSSU Budget Template 2021/2022

A	B	C	D	F	G
1	Budget Grant Calculation	School Budget Year:	2021/2022		
2		School Name:	Sample Primary School		
3		Roll Number:	12345G		
4	PLEASE FILL IN THE GREEN BOXES:			No. of Students	Note A
5	Overall Pupils Enrolled			110	False
6	Number of Pupils entitled to enhanced rates as per Circular 0038/2020			10	False
7	Visual Impairment Grant			0	
8	Hearing Impairment Grant			0	
9	Profoundly Deaf Grant			0	
10	Mild General Learning Disability Mainstream Schools			0	
11	Mild General Learning Disability Mainstream Schools - 12 years plus			0	
12	Mild General Learning Disability Special Schools			0	
13	Mild General Learning Disability Special Schools - 12 years plus			0	
14	Moderate General Learning Disability			0	
15	Severe / Profound Learning Disability			0	
16	Specific Learning Disability Mainstream			0	
17	Specific Learning Disability Mainstream Schools - 12 years plus			0	
18	Specific Learning Disability Special Schools			0	
19	Specific Learning Disability Special Schools - 12 years plus			0	
20	Emotional Disturbance			0	
21	Severe Emotional Disturbance			0	

1. FSSU Budget Template 2021/2022

A	B	C	D	F	G
	Overall Pupils Enrolled			110	True
	Number of Pupils entitled to enhanced rates as per Circular 0038/2020			10	
	Visual Impairment Grant			0	
	Hearing Impairment Grant			0	
	Profoundly Deaf Grant			0	
	Mild General Learning Disability Mainstream Schools			0	
	Mild General Learning Disability Mainstream Schools - 12 years plus			0	
	Mild General Learning Disability Special Schools			0	
	Mild General Learning Disability Special Schools - 12 years plus			0	
	Moderate General Learning Disability			0	
	Severe / Profound Learning Disability			0	
	Specific Learning Disability Mainstream			0	
	Specific Learning Disability Mainstream Schools - 12 years plus			0	
	Specific Learning Disability Special Schools			0	
	Specific Learning Disability Special Schools - 12 years plus			0	
	Emotional Disturbance			0	
	Severe Emotional Disturbance			0	
	Physical Disability			0	
	Autism Spectrum Disorder			10	
	Specific Speech & Language Disorder			0	
	Multiple Disabilities			0	
	Traveller Children			0	

1. FSSU Budget Template 2021/2022

A	B	C	D	F	G
	OTHER				
	Transition Year Pupils			0	
	JCSP Pupils			0	
	Book Rental/Loan Scheme DEIS			0	All students Enrolled
	Book Rental/ Loan Scheme Non DEIS			0	All students Enrolled
	School Book Grant DEIS			110	All students Enrolled
	School Book Grant Non DEIS			0	All students Enrolled
	Scoileanna Lan Ghaeilge			0	All students Enrolled
	Mainstream Schools Ancillary Services Full grant (Minimum 10260, Maximum 85500)			0	All students Enrolled
	Mainstream Schools Reduced grant ((Minimum 5280, Maximum 44000)			0	Only input if you are not receiving Full Grant
	Special School Ancillary Grant (€ Amount) (Based on Prior Year)			€0.00	Enter Monetary Amount
	DEIS Funding (€ Amount) (Based on Prior Year)			€0.00	Enter Monetary Amount
	Minor Works Grant - Non Capital (€ Amount)			€0.00	Enter Monetary Amount
	Other Non Capital DES Grants (€ Amount)			€0.00	Enter Monetary Amount
	Standardised Testing Grant (€ Amount)			€0.00	Enter Monetary Amount
	COVID-19 Additional Supports (see tab 5 for further info)				
	Covid Enhanced Minor Works Grant-Non Capital			€0.00	Enter Monetary Amount
	Covid Aide Grant			0	Enter number of days
	Covid Capitation PPE Grant Mainstream Schools			0	Enter no of mainstream students
	Covid Capitation PPE Grant Mainstream School with Special Class			0	Enter no of students in special class
	Covid Capitation PPE Grant Special Schools			0	Enter all students enrolled
	Covid Capitation for Additional Cleaning Grant Mainstream Schools			0	Enter no of mainstream students
	Covid Capitation for Additional Cleaning Grant Mainstream Schools with Special Class			0	Enter no of students in special class

1. Instructions

2. Budget Grant Calculation

3. Income & Expenditure Budget

4. Capital Project

1. FSSU Budget Template 2021/2022

N.B. Where a cell is this colour, please do not type over it as it contains a formula							
Capitation				Rate per student		€	€
Overall Pupils subject to Mainstream Grants Only 2020/21				€183.00		€18,300.00	
Visual Impairment Grant				€881.00		€0.00	
Hearing Impairment Grant				€881.00		€0.00	
Profoundly Deaf Grant				€903.00		€0.00	
Mild General Learning Disability Mainstream Schools				€469.00		€0.00	
Mild General Learning Disability Mainstream Schools - 12 years plus				€699.00		€0.00	
Mild General Learning Disability Special Schools				€585.00		€0.00	
Mild General Learning Disability Special Schools - 12 years plus				€881.00		€0.00	
Moderate General Learning Disability				€881.00		€0.00	
Severe / Profound Learning Disability				€903.00		€0.00	
Specific Learning Disability Mainstream				€469.00		€0.00	
Specific Learning Disability Mainstream Schools - 12 years plus				€699.00		€0.00	
Specific Learning Disability Special Schools				€585.00		€0.00	
Specific Learning Disability Special Schools - 12 years plus				€881.00		€0.00	
Emotional Disturbance				€881.00		€0.00	
Severe Emotional Disturbance				€903.00		€0.00	
Physical Disability				€881.00		€0.00	
Autism Spectrum Disorder				€903.00		€9,030.00	
Specific Speech & Language Disorder				€881.00		€0.00	
Multiple Disabilities				€903.00		€0.00	

1. FSSU Budget Template 2021/2022

A	B	C	D	E	F
1					
2	Income & Expenditure Budget				
3	School Budget 2021/2022				
4	Sample Primary School			12345G	
5	INCOME				NOTE:
6	DEPARTMENT OF EDUCATION AND SKILLS INCOME				
7	3010	Capitation/Non Pay Budget			27,330
8	3020	DEIS Grant			-
9	3050	Ancillary/School Support Services Grant			-
10	3140	Special Education Equipment Grant			-
11	3150	School Book Grant DEIS			2,310
12	3150	School Book Grant Non DEIS			-
13	3160	Book Rental/Loan Scheme DEIS			-
14	3160	Book Rental/ Loan Scheme Non DEIS			-
15	3170	Special Subject Grant			-
16	3190	JCSP Grant			-
17	3200	Transition Year Grant			-
18	3210	Leaving Certificate Applied Grant			-
19	3230	ICT Grant Non Capital			-

1. FSSU Budget Template 2021/2022

8	OTHER STATE INCOME			
9	3295	Department of Children and Youth Affairs Income		
0	3296	DEASP School Meals Grant		
1	3297	Erasmus Income		
2	3298	HSE Funding		
3	3299	Other State Funding		
4	TOTAL OTHER STATE INCOME			
				-
5	SCHOOL GENERATED INCOME			
6	3300	Education Fees		
7	3310	Transition Year Income		
8	3330	Book Rental Scheme Income		
9	3335	Classroom Books Income		
0	3350	Hire of Facilities Rental Income		
1	3370	Locker Income		
2	3375	Journals and Year Book Income		
3	3390	School Administration Charges		
4	3410	Adult Education Income		
5	3420	Canteen Income		
6	3430	Tuck Shop Income		

Navigation: 1. Instructions | 2. Budget Grant Calculation | **3. Income & Expenditure Budget** | 4. Capital Project ... (+)

1. FSSU Budget Template 2021/2022

	A	B	C	D	E	F
87						
88			EXPENDITURE			
89			EDUCATION SALARIES			
90	4110	Substitute Teachers Expense				
91	4111	Privately Paid Teachers Expense				
92	4150	Supervision and Substitution Salaries Expense				
93	4170	Adult Education Salaries Expense				-
94	4180	Sports Coach Salaries Expense				
95	4190	After School Study/Club Salaries Expense				-
96	4194	July Provision Expense				-
97	4196	Bus Escort Salary Expense				12,000
98		TOTAL EDUCATION SALARIES COSTS				€12,000.00
99		EDUCATION OTHER				
100	4310	Teaching Aids Expense				500
101	4330	Religion/Ethos Expense				-
102	4350	Art Expense				500
103	4410	Non Capital Computers / ICT Expense				1,500
104	4490	Other Subjects Expense				
105	4550	Leaving Certificate Applied Expense				-
106	4570	LCVP Expense				

Ready

1. Instructions

2. Budget Grant Calculation

3. Income & Expenditure Budget

4. Capital Project ...

1. FSSU Budget Template 2021/2022

	A	B	C	D	E	F
192		6750	Donations to Charity			-
193		6755	Medical and First Aid Expense			1,500
194		6780	Staff Room Expenses			-
195		6800	Hospitality Expense			-
196		6830	Tuck Shop Expense			1,500
197		6860	Canteen Expense			-
198		6900	Other Administration Expenses			-
199			TOTAL ADMINISTRATION COSTS			€3,000.00
200			FINANCIAL			
201		7300	Leasing Expenses			-
202		7320	Loan Charges Expense			-
203		7400	Bank Interest Expense			-
204		7450	Bank Charges Expense			-
205		7800	Reimbursable Expenses			-
206		7850	Discounts Received			-
207			TOTAL FINANCE COSTS			€0.00
208			CONTINGENCY SPEND 5%			€875.00
209			TOTAL EXPENDITURE			€18,375.00
210			SURPLUS/ (DEFICIT)			€11,265.00
211						



1. FSSU Budget Template 2021/2022

A	B	C	D
1	Capital Project (where applicable, e.g. Building Project, IT)		
2	School Budget Year: 2021/2022		
3	Sample Primary School	12345G	
4			
5	<u>Capital Project</u>		Estimated Cost
6	<u>A</u> Proposed Capital Expenditure:		
7			
8	New buildings, extensions, major refurbishment (Specify)		560000
9			
10	Furniture, Fittings and Equipment (Specify)		40000
11			
12	Computer Equipment (Specify)		20000
13			
14	Total Capital Expenditure	A	€620,000.00
15			
16	<u>B.</u> Funding to finance Capital Expenditure:		
17			
18			
19	Department of Education and Skills Grants		600000
20			

Navigation: 2. Budget Grant Calculation | 3. Income & Expenditure Budget | **4. Capital Project** (+)

Financial Update



1. Annual Accounts

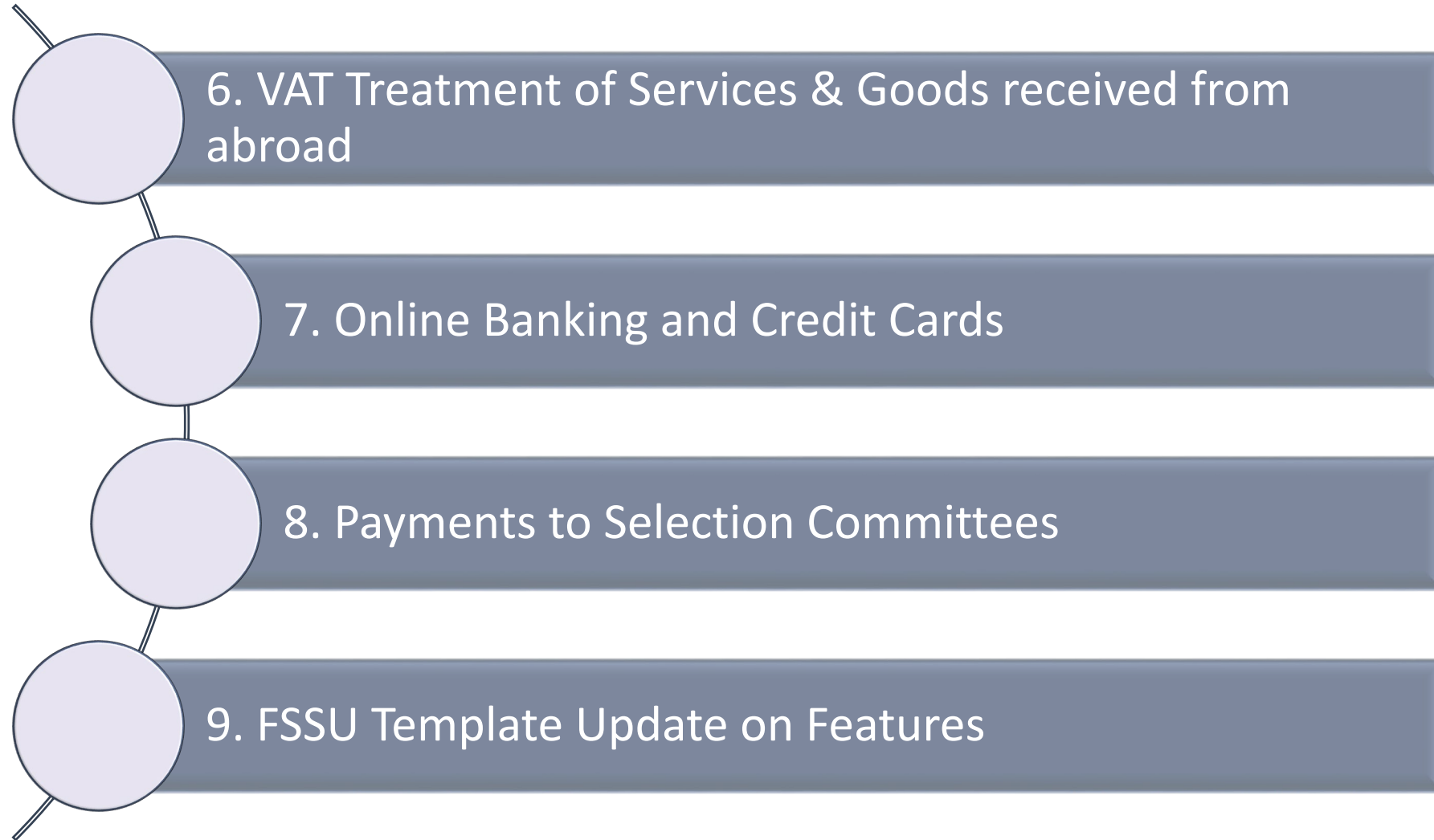
2. Grants Payable to Primary School

3. Accounting for COVID-19 Grants

4. Charities Regulator

5. Revenue Compliance

Financial Update



1. Annual Accounts

2019/2020 Accounts

- Deadline **28th Feb 2021**
- Accounts signed by the Chairperson **and** another member of the board
- External accountant to complete the online submission to the FSSU
- BOM Authorisation Letter

Deadline

28th Feb

2. Grants Payable to Primary Schools

Capitation Grant

- €183 per pupil
- 2 instalments – 70% in January and 30% in June
- Based on a minimum enrolment of 60

Ancillary Grant

- €173 per pupil (full rate) €89.50 (reduced rate)
- Paid in March each year
- Based on a minimum enrolment of 60 and a maximum of 500

Minor Works

- €5,500 basic plus €18.50 per pupil in mainstream schools
- €5,500 basic plus €74 per pupil in special schools & special classes attached to mainstream school
- Paid in December each year

2. Grants Payable to Primary Schools

ICT Grant

- €2,000 basic plus €30.25 per pupil
- €36.30 Special School or special classes attached to a mainstream school
- €33.28 DEIS Schools
- New Digital Strategy for Schools Enhancing Teaching and Assessment
- Each school must have a Digital Learning Plan

Book Grant

- Non-DEIS receive €11 per pupil
- DEIS schools receive €21 per pupil
- Based on a minimum enrolment of 60
- Paid in April each year

2. Grants Payable to Primary Schools

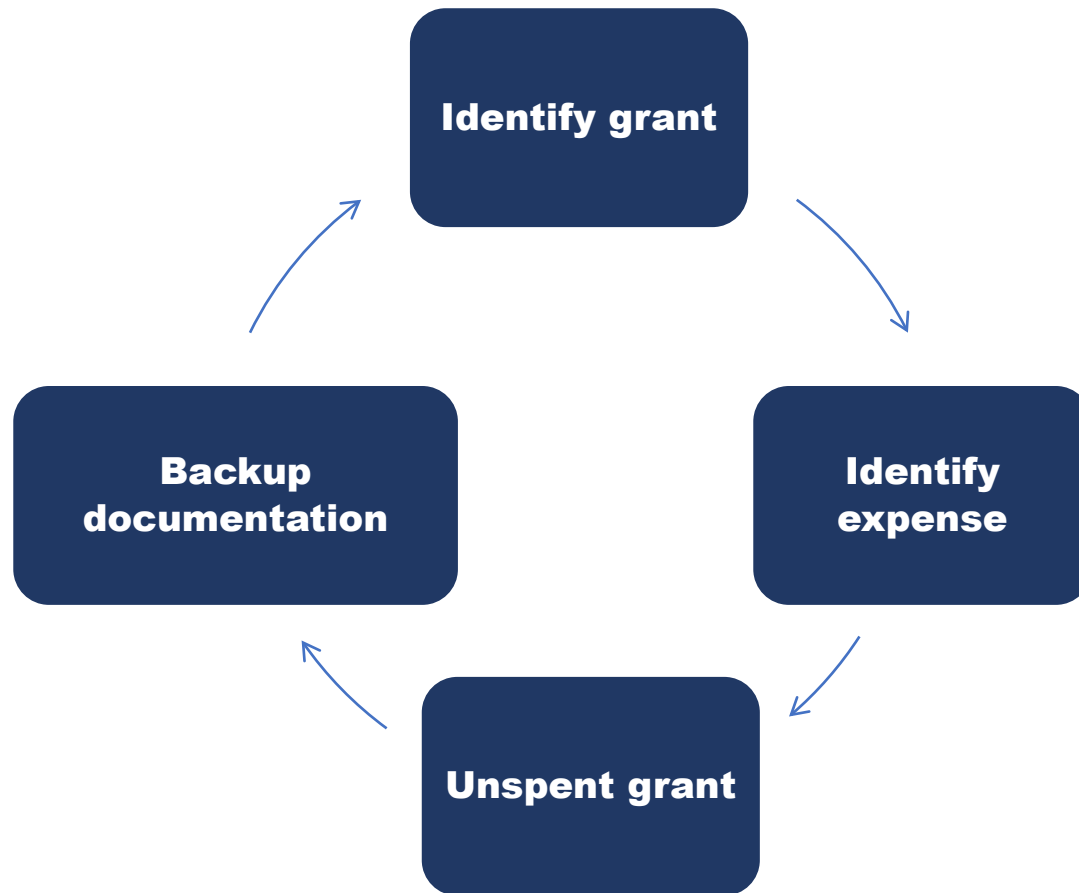
DEIS Grant (DEIS Schools only)

- Schools included in the School Support Programme under DEIS receive a grant which is based on the level of concentrated disadvantage in each school and the school's enrolment
- Paid in June

Standardised Testing Grant

- €5.10 per pupil, subject to a minimum of €140 per school
- Paid in April each year

3. Accounting for COVID-19 Grants



Guidance on PPE, Consumables, Equipment and Update on Accounting for COVID-19 Grants **P12-2019/2020**

4. Charities Regulator

Make sure the school is registered with the Charities Regulator

Updating Board of Management Members details

1. Log into the school's account on the Charities Regulator's website
2. Click on **New Filing**
3. Select **Filing Maintain Trustees, Connections and External Advisors**
4. Fill in details of new Board Members
5. Delete the resigned Board Members

5. Revenue Compliance

- The board is obliged to register for RCT / VAT
- Public Body – are not allowed to claim a VAT input credit
- Revenue Guidance Note

“Boards of Management – Relevant Contracts Tax/Value Added Tax”

- File RCT / VAT via ROS and make payments to Revenue
- Schools are subject to Revenue Audits

5. Revenue Contracts Tax

A **construction operation** is defined as “The construction, alteration, repair, extension, demolition or dismantling of buildings or structures.....”



Is RCT is applicable?



- Construction Projects
- Emergency & Summer Works
- Installation of prefabs
- Repairs to buildings including electrical, plumbing
- Maintenance contracts with repair element

Is RCT is applicable?



Installing, altering or repairing:

- security systems
- lighting systems
- heating systems
- air conditioning systems
- soundproofing systems
- ventilation systems
- power supply systems
- drainage systems
- sanitation systems
- water supply systems
- telecommunications systems

Where RCT is NOT applicable



- Maintenance Only Contracts
- Routine Cleaning
- Computers & Hardware
- Professional fees (ie architect fees etc)
- Landscaping except where part of the build

Where RCT is NOT applicable



Examples of fittings include:

- Blinds
- Fitted carpets and lino, other than floor covering stuck down over its entire surface
- Lighting other than recessed lighting
- Shelving
- Refrigeration units, including deep freezers
- Utility Appliances

RCT Warning

WARNING!

**Each invoice should be
examined on its own merit**

5. Relevant Contract Tax

1

- Notify Revenue of all contracts online (**Contract Notification**)

2

- Notify payment online (**Payment Notification**) – Penalties apply where prior notification to the Revenue is not obtained

3

- Provide a copy or details of the Deduction Authorisation to the subcontractor when paying the subcontractor

Filing and Payment of RCT on ROS

RCT Returns are filed on ROS on or before 23rd of the month after period of RCT activity

NO RCT activity



AUTO-FILED
on ROS

RCT activity at
0% deduction



AUTO-FILED
on ROS

RCT activity at
20%/35% deduction



MANUAL FILING
on ROS

5. Reverse Charge VAT



If RCT applies VAT applies



VAT to be accounted for by
the Principal Contractor



School must account for
VAT at 13.5%

6. VAT treatment for Goods & Services purchased from another EU Country and Northern Ireland

Where a school buys goods from another EU country or Northern Ireland, the supplier's invoice should be paid inclusive of VAT at the relevant rate in that EU country.

Invoices will be inclusive of VAT and the full amount should be paid to the supplier



6. VAT treatment for Goods & Services purchased outside the EU (including Great Britain).

Where a school buys goods from a country outside the EU including Great Britain but excluding Northern Ireland, the supplier's invoice should be paid plus any customs charged that may apply.

The school pays the full amount to the supplier and customs charges to the courier and does not have to take any further action in relation to VAT.

There should be no VAT on these invoices. Customs charges will have to be paid.

6. EORI Number

Economic Operators Registration and Identification number (EORI)

Boards should not register for an EORI number.

If registered, please cancel.

7. Online Banking

- Advantages
- Approval from Board
- Online Signatories



7. Credit Cards

- Advantages
- Approval from Board & Patron
- Controls
- **No Debit Cards**



8. Payments to members of selection committees

Independent Assessors

Where the individual is an employee of the board

Payment must go through **payroll**

Journeys between an employees home and the **school** or **interview location** are **not** business journeys and any reimbursement of motoring expenses in respect of the cost of such journey is **taxable**

Individual is self-employed

Selection committee member must produce a

- 1) Valid **invoice**
- 2) Copy of own business **insurance**
- 3) **Tax clearance** certificate

Failure to provide **any** of the above 3 – payment must go through **payroll**

8. Payments to Selection Committees

Board of management member	Principal
<ul style="list-style-type: none">• Not entitled to a professional fee• Not appropriate to claim un-vouched or round sum expenses• May be paid expenses for necessary travel, other than attendance at board meetings	<ul style="list-style-type: none">• Reimbursement of travel expenses tax free provided:<ul style="list-style-type: none">▪ Temporarily away from his/her normal place of work▪ Necessarily incurred in the performance of their duties

9. FSSU Template Update on Features

- In the updated template for 2021/2022, new features will include:
 - New FSSU Codes
 - And an import feature for your Budget
- Short training videos are available on our website
- Further one on one support is available to users
Simply call or email the FSSU to arrange support

Question & Answer Session





Preparing the School Budget
for 2021/2022 and
Financial Update for
Primary Schools

Frequently Asked Questions



Ancillary Staff

Minimum Rates of Pay

- €13.40 Bus Escort
- €10.20 Cleaner
- €13 Secretary/Caretaker

Rates above do not include 8%
Holiday Pay



Banking Online

- Approval from the board
- Online signatories
- Contacting your bank



Common Questions

- Finance at Board Meetings
- Financial Internal Control Reviews
- Submission Process 2019/2020
- Use of FSSU Monthly Reporting Templates
- COVID-19 Grant Income



Thank you for joining the webinar

**If you have any further questions
please telephone or email us
Monday-Thursday 9-7
Friday 9-5**

**FSSU Primary 01 910 4020
Email primary@fssu.ie**