FSSU
Financial Support Services Unit

Emmet House, Milltown, Dublin 14
Tel: 01 2690677 Email: info@fssu.ie

Financial Guideline 2020/2021 – 28

Community & Comprehensive Schools and Voluntary Secondary Schools

Covid-19 Funding for Term 3

1. Introduction

The Department of Education issued notice to schools on the 27th of May, 2021 that the third and final round of Covid-19 Capitation funding for the 2020/21 school year will be provided by the middle of June.

2. Payments to Schools

Grant payments will be calculated using the enrolment numbers on the 30th September 2019 (except for developing schools which are based on enrolment numbers at 30th September 2020). It will be calculated using the same rates applicable to Term 2 with adjustments made to those rates to reflect the period of school closures between 6th January and the second week in February when the phased re-opening of schools commenced.

Adjusted Grant Rates (to take account of school closure in Term 2)

Post -Primary	**Rate per Pupil**	
	Mainstream	**Special Classes**
Cleaning	€9	€10.90
PPE	€19.60	€78.40
Enhanced Supervision	€22.20	€22.20

Illustrative examples of the values of these grants payable for schools of various sizes:

Value of Covid-19 Capitation Grants - Mainstream Rate - Term 3 20/21 School year			
Pupil Enrolment	**Cleaning**	**PPE**	**Supervision**
Up to 200*	€1,800	€3,920	€4,440
400	€3,600	€7,840	€8,880
600	€5,400	€11,760	€13,320
800	€7,200	€15,680	€17,760
1600	€14,400	€31,360	€35,520

*Note the grant paid to schools with an enrolment of equal to or less than 200 pupils is based on a minimum enrolment of 200 pupils.

A template to calculate Covid-19 grant entitlements for Term 3 is available. Click here for the template.

3. Fee charging schools

Post-Primary Schools in the Fee Charging Sector, whose application for Covid-19 capitation funding in previous terms was successful, will automatically qualify for funding in Term 3.

4. Utilisation of grants

See the following financial guidelines for further information on the utilisation of these grants:

- 48 - 2019/2020 COVID-19 operational supports for the full return to school
- 50 - 2019/2020 Guidance on PPE, Consumables and Equipment & Update on Coding for recording COVID-19 Grants Income and Expenditure, and 52- 2019/2020 COVID-19 (for Voluntary Secondary Schools)
- 51 - 2019/2020 Guidance on PPE, Consumables and Equipment & Update on Coding for recording COVID-19 Grants Income and Expenditure, and 52- 2019/2020 COVID-19 (for Community & Comprehensive Schools)
- 52 - 2019/2020 COVID-19 Additional Supervision Arrangements for the 2020/21 School Year

A school must record the COVID grant income and expenditure in the accounting system using a department/division named COVID to the FSSU designated codes in the chart of accounts.

Schools are reminded to ensure that stocks are managed and procured appropriately to any avoid overstocking of supplies. This is to ensure value for money is being achieved and to avoid wastage.

5. Unspent Covid-19 capitation related grants

Any unspent Covid-19 Capitation related grants for the 20/21 School Year should be returned by schools to the Department's bank account by electronic funds transfer by 30th September 2021. One lodgement covering all grants (Enhanced Cleaning, PPE, COVID Aide and Enhanced Supervision as appropriate) should be made.
Note the Covid Minor Works grant should not be included as part of this reconciliation. See Appendix 1 for further details on this.

Please note an underspend in one of the grants should not be used to offset an overspend in another grant.

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

Tel: 01-269 0677
info@fssu.ie

1st July 2021

Appendix 1

Procedure for returning unspent COVID-19 capitation related grants to the Department of Education

1. **Email the Department of Education**

When transferring the unspent COVID-19 capitation grants to the Department, email the Department with the following details;

- Total amount being returned
- Contact person name
- Contact person phone number

The subject of the email must contain the **School roll number followed by COVIDREFUND**.

The email should be sent to the Department of Education using this email address;

covidrefundsdf@education.gov.ie

Please have the email approved by the Principal before sending it to the Department.

Sample email for the Department

To: covidrefundsdf@education.gov.ie
Subject: School Roll Number followed by COVIDREFUND
To Cashier, Department of Education, **Total Amount being returned: €_______________** **Contact person: ______________________** **Contact phone number: ___________________** **Regards,**

2. Transferring the money to the Department

i. Set up the details of the Department bank account on the electronic banking.

Department Bank Account Details	Branch Name	Danske Bank, 3 Harbourmaster Place, IFSC, Dublin 1, D01 K8F1
	Account Name	PMG Gen Remittance
	Account Number	10001155
	Sort Code	95-15-99
	BIC	DABAIE2D
	IBAN	IE16 DABA 9515 9910 0011 55
Message/Legend to be used for the account to which the payment is being lodged	COVIDREFUND immediately followed by School Roll No. e.g. COVIDREFUND31245A	

ii. Enter the details for the payment together with your reference details on the system.

iii. Get the electronic bank approvers to approve the payment

iv. Print a copy of the payment for your bank file

FSSU Financial Support Services Unit

Teach Emmet, Baile an Mhuilinn, Baile Átha Cliath 14
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Treoirlíne Airgeadais 2020/2021 – 28

Pobalscoileanna, Scoileanna Cuimsitheacha agus Meánscoileanna Deonacha

Maoiniú Covid-19 le haghaidh Théarma 3

1. Réamhrá

D'eisigh an Roinn Oideachais fógra do scoileanna ar an 27 Bealtaine 2021 go soláthrófaí an tríú babhta (an babhta deiridh) de mhaoiniú Caipitíochta Covid-19 le haghaidh scoilbhliain 2020/21 faoi lár mhí an Mheithimh.

2. Íocaíochtaí do Scoileanna

Déanfar íocaíochtaí deontais a ríomh trí thagairt don líon a bhí ar an rolla an 30 Meán Fómhair 2019 (ach amháin i gcás scoileanna atá a fhorbairt, a ndéanfar a n-íocaíochtaí a ríomh trí thagairt don líon a bhí ar an rolla an 30 Meán Fómhair 2020). Chun iad a ríomh, bainfear leas as na rátaí céanna a bhí i bhfeidhm i dTéarma 2, ach coigeartófar na rátaí sin chun an tréimhse dúnta scoileanna a chur san áireamh, a tharla idir an 6 Eanáir agus an dara seachtain de mhí Fheabhra nuair a tosaíodh ag oscailt na scoileanna arís ar bhonn céimnitheach.

Rátaí Deontais Coigeartaithe (chun an tréimhse dúnta scoile i dTéarma 2 a áireamh)

Iar-Bhunscoil	Ráta in aghaidh an Dalta	
	Príomhshrutha	**Ranganna Speisialta**
Glantachán	€9	€10.90
PPE	€19.60	€78.40
Maoirseacht Fheabhsaithe	€22.20	€22.20

Samplaí léiritheacha de luachanna na ndeontas iníoctha sin do scoileanna a bhfuil méideanna éagsúla a baint leo:

Luach Dheontais Chaipitíochta Covid-19 - Ráta Príomhshrutha - Téarma 3 20/21 Scoilbhliain			
Líon na nDaltaí ar an Rolla	**Glantachán**	**PPE**	**Maoirseacht**
Suas le 200*	€1,800	€3,920	€4,440
400	€3,600	€7,840	€8,880
600	€5,400	€11,760	€13,320
800	€7,200	€15,680	€17,760
1600	€14,400	€31,360	€35,520

*Tabhair do d'aire, an deontas a íocfar le scoileanna a bhfuil 200 dalta nó níos lú ar a rolla, beidh sé bunaithe ar rollú íosta de 200 dalta.

Tá teimpléad ar fáil chun teidlíochtaí deontais Covid-19 le haghaidh Théarma 3 a ríomh. Cliceáil anseo don teimpléad.

3. Scoileanna ag a bhfuil táillí

Aon iarbhunscoileanna san Earnáil Táillí ar éirigh lena n-iarratais ar mhaoiniú caipitíochta Covid-19 i dtéarmaí roimhe sin, beidh siad incháilithe go huathoibríoch le haghaidh maoinithe i dTéarma 3.

4. Úsáid deontas

Féach na treoirlínte airgeadais seo a leanas chun tuilleadh eolais a fháil faoi úsáid na ndeontas seo:

- 48 - 2019/2020 COVID-19 tacaíochtaí oibriúcháin COVID-48 don fhilleadh iomlán ar an scoil
- 50 - 2019/2020 Treoir maidir le PPE, Tomhaltáin agus Trealamh & an tEolas is Déanaí faoi Chódú le hIoncam agus Caiteachas Deontas COVID-19 a thaifeadadh, agus 52-2019/2020 COVID-19 (le haghaidh Meánscoileanna Deonacha)
- 51 - 2019/2020 Treoir maidir le PPE, Tomhaltáin agus Trealamh & an tEolas is Déanaí faoi Chódú le hIoncam agus Caiteachas Deontas COVID-19 a thaifeadadh, agus 52-2019/2020 COVID-19 (le haghaidh Meánscoileanna Deonacha)
- 52 - 2019/2020 COVID-19 Socruithe Maoirseachta Breise don Scoilbhliain 2020/21

Is gá do scoil an t-ioncam agus caiteachas COVID a thaifeadadh sa chóras cuntais trí leas a bhaint as rannóg/rannán darb ainm COVID chuig na cóid ainmnithe FSSU sa chairt chuntas.

Cuirtear i gcuimhne do scoileanna nach mór dóibh a chinntiú go mbainisteofar agus go soláthrófar stoic go cuí ionas go seachnófar róstocáil soláthairtí. Cinnteoidh sin go mbeidh luach ar airgead i gceist agus nach gcuirfear aon rud amú.

5. Deontais Covid-19 gan caitheamh a bhaineann le caipitíocht

Aon deontais gan caitheamh i dtaca le Caipitíocht Covid-19 don scoilbhliain 20/21, ba cheart do scoileanna iad a chur ar ais i gcuntas bainc na Roinne trí ríomhaistriú airgid faoin 30 Meán Fómhair 2021. Moltar aon lóisteáil amháin a dhéanamh, a chlúdóidh gach deontas (Glantachán Feabhsaithe, PPE, agus Cuiditheoir Covid mar is cuí).
Tabhair do d'aire nach ceart don deontas Mionoibreacha Covid a bheith san áireamh mar chuid den réiteach seo.
Féach Aguisín 1 le haghaidh tuilleadh sonraí faoi seo.

Tabhair do d'aire, má tá tearc-chaitheamh ann maidir le ceann de na deontais, ní ceart go n-úsáidfí sin chun róchaitheamh i ndeontas eile a fhritháireamh.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa Treoirlíne seo ach dul i dteagmháil le FSSU.

Guthán: 01-269 0677
info@fssu.ie

An 1 Iúil 2021

Aguisín 1

Nós imeachta chun deontais COVID-19 gan caitheamh a bhaineann le caipitíocht a aisíoc leis an Roinn Oideachais

1. Cuir ríomhphost chuig an Roinn Oideachais

Agus na deontais chaipitíochta COVID-19 gan caitheamh á n-aistriú chuig an Roinn agat, seol ríomhphost chuig an Roinn ina mbeidh na sonraí seo a leanas:

- Líon iomlán airgid atá a sheoladh ar ais
- Teagmhálaí
- Uimhir ghutháin an teagmhálaí

I líne ábhair an ríomhphoist, is gá go mbeadh **uimhir rolla na scoile agus ansin COVIDREFUND**.

Ba cheart an ríomhphost a sheoladh chuig an Roinn Oideachais agus leas á bhaint as an seoladh ríomhphoist seo a leanas:

covidrefundsdf@education.gov.ie

Iarr ar an bPríomhoide an ríomhphost a fhaomhadh sula gcuirtear chuig an Roinn é.

Ríomhphost samplach don Roinn

Chuig: Covidrefundsdf@education.gov.ie
Ábhar: Uimhir rolla na scoile agus ansin COVIDREFUND
Chuig an Airgeadóir, an Roinn Oideachais, **Líon iomlán airgid atá a sheoladh ar ais: €_______________** **Teagmhálaí: ______________________** **Uimhir Ghutháin an Teagmhálaí: ___________________** **Le gach dea-ghuí,**

2. An tAirgead a bhaineann le RAB a Aistriú chuig an Roinn

v. Cuir na sonraí faoi chuntas bainc na Roinne le do chóras ríomhbhaincéireachta.

Sonraí Chuntas Bainc na Roinne	Ainm an Bhrainse	Danske Bank, 3 Plas Mháistir an Chuain, IFSC, Baile Átha Cliath 1, D01 K8F1
	Ainm an Chuntais	Íocaíocht Ghin PMG
	Uimhir Chuntais	10001155
	Cód Sórtála	95-15-99
	BIC	DABAIE2D
	IBAN	IE16 DABA 9515 9910 0011 55
Teachtaireacht/scríbhinn atá le húsáid don chuntas a bhfuil an íocaíocht á haistriú chuige	COVIDREFUND, agus díreach ina dhiaidh sin, uimhir rolla na scoile, m.sh. COVIDREFUND31245A	

vi. Iontráil na sonraí le haghaidh na híocaíochta sa chóras, chomh maith le do shonraí tagartha.

vii. Iarr ar na ceadaitheoirí ríomhbhaincéireachta an íocaíocht a cheadú.

viii. Priontáil cóip den íocaíocht le haghaidh do thaifid bainc