

## Financial Guideline 2021/2022 – 01

### Community & Comprehensive Schools and Voluntary Secondary Schools

## Reminder: Return of Unspent Covid Capitation funding supports for the 2020/2021 school year

### 1. Introduction

On May 27<sup>th</sup> 2021, the Department of Education contacted all schools to request that any unspent Covid-19 Capitation related grants for the 2020/2021 school year should be returned by schools to the Department's bank account by electronic funds transfer by **30th September 2021**.

**Note: Unspent amounts relating to the Covid-19 Minor Works Grant do not need to be returned at this time.**

### 2. COVID-19 Grants Received

Timeline of Payments of Covid Related Grants	
Covid Grant	Paid
Covid Aide	August 2020/ <b>Recall grant* December 2020</b>
Covid Enhanced Supervision Grant	August 2020/January 2021/June 2021
Covid Capitation Grant (Covid Cleaning Grant)	August 2020/January 2021/June 2021
Covid Capitation Grant (PPE & Sanitisation Grant)	August 2020/January 2021/June 2021 <b>Recall grant* December 2020</b>

**\*Note:** recall grant applies to schools who purchased recalled PPE products only and as a result received an enhanced grant.

## 2. Accounting for COVID Grants

Schools were advised to record the COVID grant income and expenditure in the accounting system using a department/division named 'COVID' in the designated codes in the FSSU chart of accounts:

<b>DE COVID GRANT</b>	<b>Examples of what it can be spent on</b>	<b>Income Code</b>	<b>Expense Code</b>	<b>Balance Sheet Code – Unspent</b>	<b>FSSU Guide -line</b>
COVID Aide Grant	Temporary role, to assist with reopening of school	3280	5801	2181	<a href="#">48</a>
Capitation for PPE, Consumables, & Equip	Sanitisers, face coverings, aprons, signage, pedal bins	3281	5802	2182	<a href="#">50</a>
Enhanced Supervision Grant	Enhanced supervision wages costs	3282	5803	2183	<a href="#">52</a>
Capitation Additional Cleaning	Additional cleaning hours	3283	5804	2184	<a href="#">48</a>
	Additional cleaning non-wage costs	3283	5805	2184	<a href="#">48</a>
Replacement Caretakers Hours	Wages for replacement caretaker	3284	5011	2185	<a href="#">53</a>
Replacement Secretary Hours	Wages for replacement secretary	3285	6011	2185	<a href="#">53</a>
Replacement Cleaners Hours	Wages for replacement cleaners	3286	5111	2185	<a href="#">53</a>
Replacement Bus Escort Hours	Wages for replacement bus escort	3287	4197	2185	<a href="#">53</a>

## 3. Procedures for processing the refund of COVID-19 grants to the Department of Education

Unspent amounts of the following grants must be returned to the Department by September 30<sup>th</sup>, 2021:

- Covid Aide
- Covid Enhanced Supervision Grant
- Covid Capitation Grant (Covid Cleaning Grant)
- Covid Capitation Grant (PPE & Sanitisation Grant)

## Step 1: Generate Activity Report:

- Generate an activity report covering the period from 1<sup>st</sup> August 2020 to 31<sup>st</sup> August 2021 for the COVID department (see **Appendix 3** for instructions on generating this report in Sage 50 or Surf accounts).
- The COVID grant income received should have been posted to the COVID grant Income codes (3280, 3281, 3282, 3283). Please check the COVID grant income received record to the **Department's remittance advices** to ensure all COVID grant income is accounted for.
- The expenditure should have been posted to the COVID expenditure codes (5801,5802,5803,5804,5805).
- Check the Unspent Covid Grants (codes 2169, 2181-2185) in case grant income received was posted here. If any COVID-19 receipts or expenses were posted to these account codes, amend the transaction and post to one of the above COVID income codes or transfer unspent balances at the start of the year by way of journal.

**Step 2:** Check that all COVID income and expenditure was entered in the correct COVID nominal codes and correct department – 'COVID'

**Step 3:** Enter the income and expenditure figures on the COVID Grant Reconciliation Template. The template will calculate the refund due to the Department.

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

➤ [COVID Grant Reconciliation Template and Training Video](#)

**Step 4:** Email the Department of Education (see **Appendix 1**)

**Step 5:** Transfer the unspent COVID grants balance to the Department of Education's bank account (see **Appendix 2**)

*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](mailto:info@fssu.ie)

16<sup>th</sup> August 2021

## Appendix 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](mailto:covidrefundsdf@education.gov.ie)

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

### Sample email for the Department

<b>To: covidrefundsdf@education.gov.ie</b>
<b>Subject: School Roll Number followed by COVIDREFUND</b>
<b>To Cashier, Department of Education,</b>
<b>Total Amount being returned: €_____</b>
<b>Contact person: _____</b>
<b>Contact phone number: _____</b>
<b>Regards,</b>

## Appendix 2

### Transferring the money to the Department

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

<b>Department Bank Account Details</b>	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

## Appendix 3

### Generate Report on COVID 19 Grant Income and Expenditure in Sage 50

1. Select Department
2. Go to reports >Nominal Analysis> Nominal Department analysis detailed
4. Enter transaction dates from 01/08/2020 to 31/08/2021
5. Enter Department- COVID number
6. Generate report

Criteria for Nominal Departmental Analysis (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) [ ] and 99999999

Transaction Date: Between (inclusive) 01/09/2020 and 31/08/2021

Transaction No: Between (inclusive) 1 and 99999999

Department: Between (inclusive) 1 and 1

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

### Generate Report on COVID 19 Grant Income and Expenditure in Surf Accounts

1. Select Reports
2. Select General Ledger Activity Report
3. Change period to Transaction Date
4. Enter transaction dates from 01/08/2020 to 31/08/2021
5. Select Department (DEP) -COVID
6. Generate report

General Ledger Account Activity Back Print

BASED ON: Transaction Date

DATE FROM: 01/08/2020

DATE TO: 31/08/2021

ACCT. CODE FROM: From

ACCT. CODE TO: To

DEP: COVID

SDP: [ ]

Run

## Treoirlíne Airgeadais 2021/2022 – 01

### Scoileanna Pobail agus Cuimsitheacha agus Meánscoileanna Deonacha

## Meabhrúchán: Tacaíochtaí maoinithe caipitíochta Covid nár caitheadh sa scoilbhliain 2020/2021 a thabhairt ar ais

### 1. Réamhrá

An 27 Bealtaine 2021, chuaigh an Roinn Oideachais i dteagmháil leis na scoileanna go léir le hiarraidh orthu aon deontais chaipitíochta Covid-19 nár caitheadh sa scoilbhliain 2020/2021 a chur ar ais chuig cuntas bainc na Roinne trí ríomh-aistriú airgid faoin **30 Meán Fómhair 2021**.

**Tabhair faoi deara: Ní gá suimeanna a bhaineann le Deontas Mionoibreacha Covid-19 a thabhairt ar ais ag an am seo.**

### 2. Deontais COVID-19 a fuarthas

Amlíne na nÍocaíochtaí Deontais a bhain le COVID	
Deontas Covid	Íochta
Cúntóir Covid	Lúnasa 2020/ <b>Deontas athghairme* Nollaig 2020</b>
Deontas le haghaidh Maoirseacht Fheabhsaithe i ndáil le Covid	Lúnasa 2020/Eanáir 2021/Meitheamh 2021
Deontas Caipitíochta Covid (Deontas Glantacháin Covid)	Lúnasa 2020/Eanáir 2021/Meitheamh 2021
Deontas Caipitíochta Covid (Deontas TCP agus Sláintíochta)	Lúnasa 2020/Eanáir 2021/Meitheamh 2021 <b>Deontas athghairme* Nollaig 2020</b>

**\*Tabhair do d'aire:** ní bhaineann an deontas aisghairme ach le scoileanna a cheannaigh táirgí TCP a aisghaireadh, agus a fuair deontas feabhsaithe dá bharr sin.

## 2. Cur chuige cuntasáíochta maidir le Deontais COVID

Tugadh comhairle do na scoileanna ioncam agus caiteachas deontas COVID a thaifeadadh sa chóras cuntasáíochta faoi rannóg/rannán darb ainm ‘COVID’ atá i gcóid ainmnithe chairt cuntas FSSU:

DEONTAS COVID RO	Samplaí de na rudaí ar féidir é a chaitheamh orthu	Cóid Ioncaim	Cód Costais	Cóid an Chláir Chomhardaithe – Neamhchaite	FSSU Treoir -líne
Deontas Cúntóra COVID	Ról sealadach, chun cabhrú le hathoscailt na scoile	3280	5801	2181	<a href="#">48</a>
Caipitíocht do TCP, Tomhaltáin, agus Trealamh	Díghalráin, clúdaigh aghaidhe, naprúin, comharthaíocht, boscaí bruscair troitheánacha	3281	5802	2182	<a href="#">50</a>
Deontas le haghaidh Maoirseacht Fheabhsaithe	Costais maidir le Pá Feabhsaithe Maoirseachta	3282	5803	2183	<a href="#">52</a>
Caipitíocht um Ghlanadh Breise	Uaireanta breise glantacháin	3283	5804	2184	<a href="#">48</a>
	Costais bhreise ghlantacháin neamhphá	3283	5805	2184	<a href="#">48</a>
Uaireanta Feighlithe Ionaid	Pá le haghaidh feighlí ionaid	3284	5011	2185	<a href="#">53</a>
Uaireanta Rúnaí Ionaid	Pá le haghaidh rúnaí ionaid	3285	6011	2185	<a href="#">53</a>
Uaireanta Glantóirí Ionaid	Pá le haghaidh glantóirí ionaid	3286	5111	2185	<a href="#">53</a>
Uaireanta Tionlacaí Ionaid Bus	Pá le haghaidh tionlacaí ionaid bus	3287	4197	2185	<a href="#">53</a>

## 3. Nósanna imeachta le deontais COVID-19 a aisíoc leis an Roinn Oideachais

Caithefear suimeanna nár caitheadh de na deontais seo a leanas a thabhairt ar ais don Roinn faoin 30 Meán Fómhair 2021:

- Cúntóir Covid
- Deontas le haghaidh Maoirseacht Fheabhsaithe i ndáil le Covid
- Deontas Caipitíochta Covid (Deontas Glantacháin Covid)
- Deontas Caipitíochta Covid (Deontas TCP agus Sláintíochta)



## **Céim 1:** Gin Tuairisc Ghníomhaíochta:

- Gin tuairisc ghníomhaíochta maidir leis an rannóg COVID le haghaidh na tréimhse ón 1 Lúnasa 2020 go dtí an 31 Lúnasa 2021 (féach **Aguisín 3** le haghaidh treoracha leis an tuairisc seo a ghiniúint in Sage 50 nó Surf Accounts).
- Ba cheart go mbeadh an t-ioncam a fuarthas ó dheontais COVID sannta do na cóid ioncaim deontais COVID (3280, 3281, 3282, 3283). Déan cinnte go bhfuil an taifead ar an ioncam a fuarthas ó dheontais COVID ag teacht leis **na duillíní íocaíochta a fuarthas ón Roinn** lena chinntiú go bhfuil gach ioncam ó dheontais COVID curtha san áireamh.
- Ba cheart go mbeadh an caiteachas sannta do na chóid chaiteachais COVID (5801,5802,5803,5804,5805).
- Seiceáil na Deontais Covid nár Caitheadh (cód 2169, 2181-2185) ar fhaitíos gur sannadh ioncam deontais a fuarthas do na cóid sin. Má sannadh aon fháltais nó costais a bhain le COVID-19 do na cóid chuntais sin, leasaigh an t-idirbheart agus sann do cheann de na cóid ioncaim COVID thuasluaite é, é sin nó aistrigh na suimeanna nár caitheadh ag tús na bliana trí leabhar cúnta.

**Céim 2:** Déan cinnte gur iontráladh gach ioncam agus caiteachas COVID faoi na cóid ainmniúla cearta a bhaineann le COVID agus sa rannóg cheart – ‘COVID’

**Céim 3:** Cuir isteach na figiúirí ioncaim agus caiteachais sa Teimpléad Réitigh Deontas COVID. Ríomhfaidh an teimpléad an aisíocaíocht atá dlite don Roinn. Tabhair do d’aire nach ceadmhach tearc-chaitheamh ar cheann de na deontais a úsáid chun róchaitheamh ar dheontas eile a fhritháireamh.

➤ [Teimpléad Réitigh Deontas COVID agus Físeán Oiliúna](#)

**Céim 4:** Cuir ríomhphost chuig an Roinn Oideachais (féach **Aguisín 1**)

**Céim 5:** Aistrigh iarmhéid na ndeontas COVID nár caitheadh chuig cuntas bainc na Roinne Oideachais (féach **Aguisín 2**)

*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](mailto:info@fssu.ie)

An 16 Lúnasa 2021

## Aguisín 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;

- An méid iomlán airgid atá á sheoladh ar ais
- Ainm an teagmhálaí
- Uimhir ghutháin an teagmhálaí

I líne ábhair an ríomhphoist, caithfear **uimhir rolla na scoile agus COVIDREFUND** a lua.

Ba cheart an ríomhphost a sheoladh chuig an Roinn Oideachais ag an seoladh ríomhphoist:

[covidrefundsdf@education.gov.ie](mailto:covidrefundsdf@education.gov.ie)

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

### Ríomhphost samplach don Roinn

<b>Chuig: Covidrefundsdf@education.gov.ie</b>
<b>Ábhar: Uimhir rolla na scoile agus COVIDREFUND</b>
<b>Chuig an Airgeadóir, an Roinn Oideachais,</b>
<b>An méid iomlán airgid atá á sheoladh ar ais: €_____</b>
<b>Ainm an teagmhálaí: _____</b>
<b>Uimhir Ghutháin an Teagmhálaí: _____</b>
<b>Le gach dea-ghuí,</b>

## Aguisín 2

### An t-airgead a aistriú chuig an Roinn

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

<b>Sonraí Chuntas Bainc na Roinne</b>	Ainm an Bhraíne	Danske Bank, 3 Plas Mháistir an Chuain, IFSC, Baile Átha Cliath 1, D01 K8F1
	Ainm an Chuntais	PMG Gen Remittance
	Uimhir an Chuntais	10001155
	Cód Sórtála	95-15-99
	BIC	DABAIE2D
	IBAN	IE16 DABA 9515 9910 0011 55
Teachtaireacht/scribhinn 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 chomhaid bainc

## Aguisín 3

### Tuairisc ar Ioncam agus Caiteachas Deontas COVID 19 a chur i dtoll a chéile in Sage 50

1. Roghnaigh Department
2. Téigh chuig Reports > Nominal Analysis > Nominal Department analysis detailed
4. Iontráil dátaí idirbhirt ón 01/08/2020 go dtí an 31/08/2021
5. Iontráil Rannóg- uimhir COVID
6. Gin an tuairisc

Criteria for Nominal Departmental Analysis (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) [ ] and 99999999

Transaction Date: Between (inclusive) 01/09/2020 and 31/08/2021

Transaction No: Between (inclusive) 1 and 99999999

Department: Between (inclusive) 1 and 1

Preview a sample report for a specified number of records or transactions (0 for all): 0

Buttons: Help, OK, Cancel

### Tuairisc ar Ioncam agus Caiteachas Deontas COVID 19 a chur i dtoll a chéile in Surf Accounts

1. Roghnaigh Reports
2. Roghnaigh General Ledger Activity Report
3. Athraigh an tréimhse chuig Transaction Date
4. Iontráil dátaí idirbhirt ón 01/08/2020 go dtí an 31/08/2021
5. Roghnaigh Department (DEP) -COVID
6. Gin an tuairisc

General Ledger Account Activity

Back

Print

BASED ON: Transaction Date

DATE FROM: 01/08/2020

DATE TO: 31/08/2021

ACCT. CODE FROM: From

ACCT. CODE TO: To

DEP: COVID

SDP: [ ]

Run