

Board of Management/Governors Authorisation Letter for 2020/2021 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 board's 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 2021 was (insert number) _____.
7. The average number of employees paid directly by the board in the school for the year ended 31st August 2021 was (insert number) _____.
8. The number of individuals who have volunteered for the board and the school for the year ended 31st August 2021 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-19 supports

9.1 Did the Board continued to pay Department of Education grant funded Secretaries, Caretakers and Cleaners as normal for the period the school was closed due to COVID-19? ☐ Yes ☐ No ☐ N/A

9.2 Were COVID-19 financial supports claimed by the Board in respect of Department of Education grant funded Secretaries, Caretakers and Cleaners? (This question relates to TWSS/EWSS.) ☐ Yes ☐ No ☐ N/A

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 ☐ N/A

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 ☐ N/A

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 ☐ N/A

9.5 The board confirms 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. ☐ Yes ☐ N/A

9.6 The Board confirms that the reconciliation of unspent COVID-19 Capitation related grants for the 2020/2021 school year was prepared and where applicable the unspent amount was returned to the Department. ☐ Yes ☐ No ☐ N/A

On behalf of the board on _____ (insert date)

Chairperson

Board Member