



**Financial Support Services Unit**

**Board of Management Reporting  
and Other Current Issues Webinar**

# Contact Us



**Support Line**

**01 910 4020**

**Open 9am to 7pm**



**Website**

**[www.fssu.ie](http://www.fssu.ie)**



**Email**

**[primary@fssu.ie](mailto:primary@fssu.ie)**

# Role of FSSU



- Provision of **advice and support** to schools on financial governance matters
- Development of **templates** for use by schools
- Acting as a central **repository** for receipt of annual Board of Management accounts prepared by an external accountant.
- Carrying out of **audits** as may be required.
- Preparation of an **annual report** for the Department of Education & Skills (DES)
- **Liaison** with the DES in relation to financial matters pertaining to Primary schools
- Submission of financial information to the **Charities Regulator** which will also satisfy the financial reporting obligations placed on schools by the Charities Act 2009
- Provision of **statistical information** to the Central Statistics Office (CSO) in relation to its requirements for financial information in respect of the school system  
*DES Circular 60/2017*

# Support from the FSSU



**Phone  
Support**



**School &  
Group Visits**



**Live  
Webinars**



**FSSU  
Training  
Videos**



**Ongoing  
Presentations  
by PSCO's**



### FSSU Covid-19 Updates

- ➔ FSSU remains open to support schools
- ➔ Access the latest information on the COVID 19 Situation
- ➔ Schools currently closed as per Dept of Education & Skills

### 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

### Help with Payroll

- ➔ Holiday and Bank Holiday Entitlements
- ➔ Self Employed v Employee
- ➔ Overview of PAYE Modernisation
- ➔ Payments to Schools Personnel
- ➔ Keeping Payroll Records

### Current Issues



- ➔ FSSU offices are open
- ➔ Update to COVID-19 Payments
- ➔ Holiday and Bank Holiday Entitlements
- ➔ Registering with the Charities Regulator

### Revenue Important Dates



#### ROS Payroll Returns

• Weekly / Monthly payroll submissions on or before the date that the employees are paid

• 14 June Review and accept monthly statement for May 2020

• 23 June Payment for May 2020

#### RCT Return Monthly

• 23 June Review and Payment for May

### Training



#### External Accountants Training Handouts

A number of training sessions for accountants were held nationwide



#### FSSU Training Videos & Live Webinars

Learn how to complete the FSSU templates

# COVID-19

## COVID-19 RELATED GRANTS

Minor Works (December Advance)	<p>€5,500 per school + (€18.50 per student Main Stream School) (€73.00 per student Special School)</p>
Minor Works Enhanced	<p>€5,500 per school + (€18.50 per student Main Stream School) (€73.00 per student Special School)</p>
Covid-19 Aide	<p>€143.32 per Day &lt;300 Students 2 Days 300-600 Students 5 Days &gt;600 10 Days Special Schools 10 Days</p>
Covid-19 Capitation Grant (Covid-19 Cleaning Grant)	<p>1/3 of €63 per Student paid Mainstream 1/3 of €73 per Student for students in a special class attached to a Mainstream school Special Schools increase on Ancillary by approx 36%</p>
Covid-19 Capitation Grant (PPE & Sanitisation Grant)	<p>€25 per student Mainstream €100 per student Special School To be Re-assessed in December 2020</p>
Grant for Replacement of staff assessed as High Risk	<p>Paid Two months in arrears</p>

# Internal Financial Controls



## Payment Controls

- Cheque / Banking Online Signatories
- Supporting Documentation



## Income Controls

- Lodgements
- Payment Collection



## Revenue Compliance Charities Regulator



# Reports for Board of Management Meetings

## FSSU Monthly Reporting Templates

1. Monthly School Income & Expenditure Report
2. Year to Date Report – Actual v Budget
3. Year to Date Report – Actual v Prior Year Actual

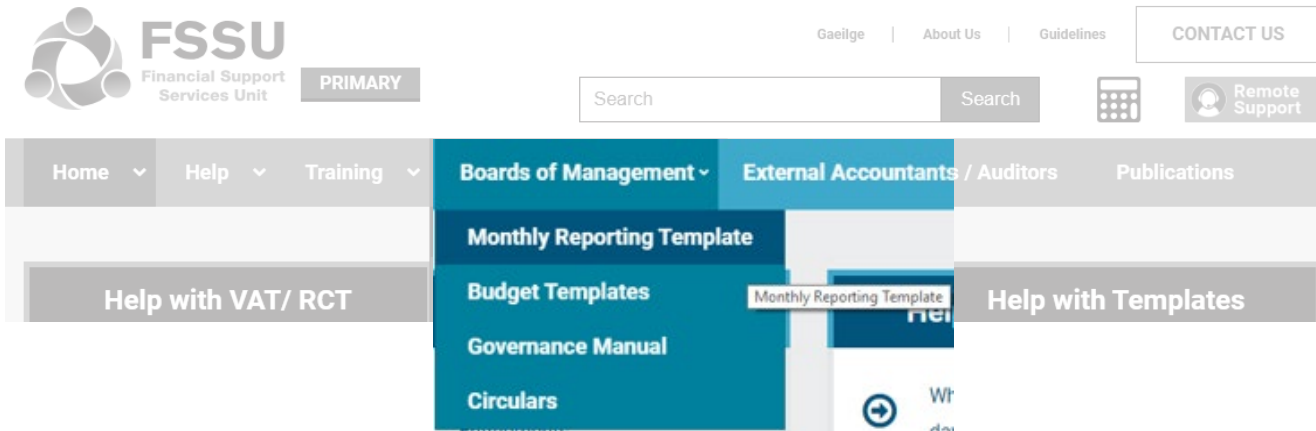
## Other Information

- Bank Reconciliation Statement
- Payroll Report – Reporting on Gross to Net Wages
- List of Outstanding Invoices to be Paid
- Accruals and Prepayments
- Capital Project Updates

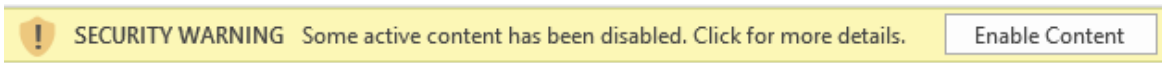
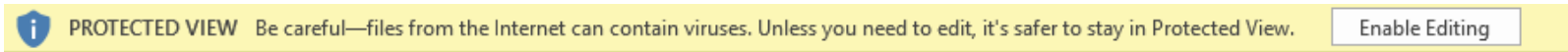


# Monthly Reporting Template

- Download the Monthly Reporting Template from [www.fssu.ie](http://www.fssu.ie)

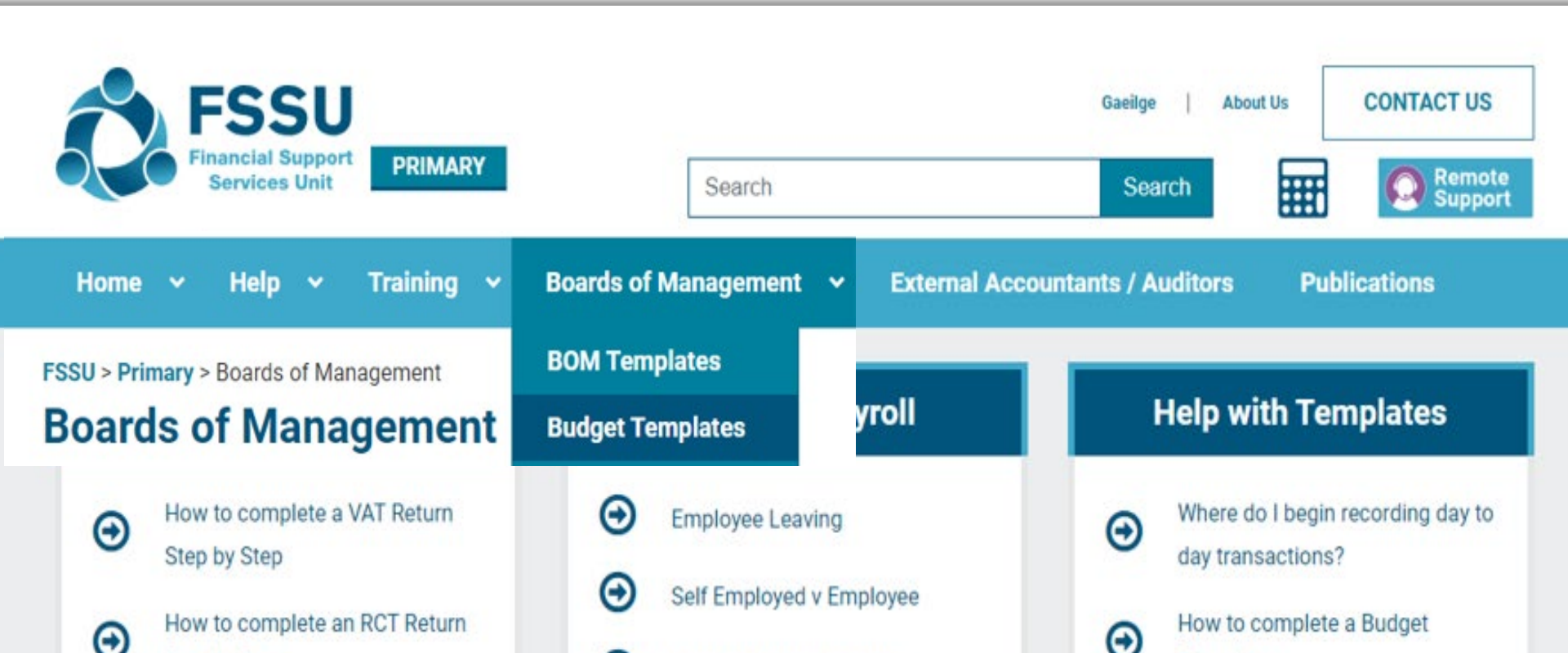


- Save the file - Enable Editing and Enable Content




# Completing the Budget Template

## 1. Download the Budget Template from [www.fssu.ie](http://www.fssu.ie)



The screenshot shows the FSSU website interface. At the top left is the FSSU logo (Financial Support Services Unit) with a 'PRIMARY' button next to it. On the top right, there are links for 'Gaeilge', 'About Us', and a 'CONTACT US' button. Below these is a search bar with a 'Search' button, a calculator icon, and a 'Remote Support' button. The main navigation bar includes 'Home', 'Help', 'Training', 'Boards of Management', 'External Accountants / Auditors', and 'Publications'. The 'Boards of Management' dropdown menu is open, showing 'BOM Templates' and 'Budget Templates'. The 'Budget Templates' sub-menu is also open, displaying a list of links: 'How to complete a VAT Return Step by Step', 'How to complete an RCT Return', 'Employee Leaving', and 'Self Employed v Employee'. To the right of the dropdown menu, there is a 'Help with Templates' section with links: 'Where do I begin recording day to day transactions?' and 'How to complete a Budget'.

## 2. Save the file and **Enable Editing**

 **PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)



# Revenue Compliance

## **Payroll**

- Payroll operated for Board paid staff only
  - Payroll Software
  - Outsource Payroll
- Self Employed Versus Employee
- Pay as Normal during Lockdown – Per Financial Guideline P15



# Revenue Compliance

## **RCT / VAT**

- School obliged to register for RCT / VAT
- Public Body - 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
- School potentially subject to Revenue Audits



# FSSU Online Submission

## Accounts for the year ended 31st August 2020 (2019/2020)

- Submission no later than the 28<sup>th</sup> of February 2021

## Outstanding Accounts for the year ended 31st August 2019 (2018/2019)

- The board is not in compliance with Section 18 of the Education Act 1998.
- Those boards who have not made a submission may be subject to an audit by the FSSU.
- The final deadline for late submissions of financial accounts for the school year 2018/2019 is no later than

**5pm on Monday 31<sup>st</sup> August 2020**

# Questions

**primary@fssu.ie**

**Support Line | 01 910 4020**

**www.fssu.ie**