



Accounting Year End Checklists

Year End Checklist

Income & Expenditure Account

- ✓ All Bank Reconciliations Complete
- ✓ Outstanding Cheques Reviewed
- ✓ Balance of Grants
- ✓ Categories Reviewed



Year End Checklist

Bank Statements for all School Banks Accounts

- ✓ Current Account
- ✓ Deposit Accounts
- ✓ Parents Association Bank Account
- ✓ Credit Card Statements
- ✓ Petty Cash Account
- ✓ Construction Bank Account
- ✓ School Meals Bank Account



Bank statements should cover 01st September to 31st August

Year End Checklist

School Receipts

- ✓ Department of Education Remittances
- ✓ School Generated Income ie book rental, insurance, school tours etc
- ✓ Fundraising /Donations
- ✓ School Meals / other state funding
- ✓ If using payment solutions to collect income provide the report available



Categorise all income under the appropriate heading

Year End Checklist



Purchase Invoices

- ✓ All payments should have supporting documentation
ie invoice/receipt
- ✓ All payments should be filed in order of date paid
- ✓ Payment details should be recorded on each invoice / statement
- ✓ Should be authorised by the Treasurer and another Board
Member
- ✓ Invoices that relate to current year but not yet paid ie light & heat,
telephone

Year End Checklist

Insurance Schedules

- ✓ Building Insurance Policy
- ✓ Pupil Insurance Policy
- ✓ Full schedule and receipts



Year End Checklist

Capital Projects

- ✓ ie Extension or Refurbishment
- ✓ Details of Funding provided
- ✓ Details of cost incurred to date
- ✓ Revenue payments and amounts due



Year End Checklist

Revenue Commissioners

- ✓ Copy of RCT & VAT Returns and due to be paid including zero returns
- ✓ Copy of PAYE/PRSI Returns paid and due to be paid



Year End Checklist

Payroll Reports

- ✓ Gross to Net report for all employees
- ✓ Amounts due to Revenue
- ✓ Amounts due to staff



Year End Checklist

Fixed Asset Register

- ✓ Equipment, photocopiers,
- ✓ Computers, laptops, whiteboards
- ✓ Insurance Valuation Purposes
- ✓ New Assets bought
- ✓ Should be barcoded



Year End Checklist

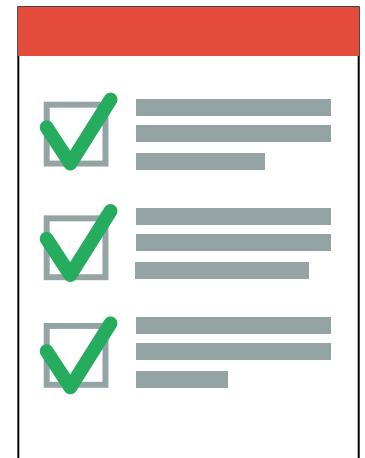
Board of Management Confirmation Letter

- ✓ Update with latest information for Enrolment etc.
- ✓ Accountant details
- ✓ GDPR
- ✓ Signed by the Chairperson and another Board Member



Year End Checklist

- ✓ **Income and Expenditure Account**
- ✓ **Bank Statements for all banks accounts**
- ✓ **School Receipts**
- ✓ **Purchase Invoices**
- ✓ **Insurance Documents**
- ✓ **Capital Projects**
- ✓ **Revenue Commissioners**
- ✓ **Payroll reports**
- ✓ **Fixed Asset Register**
- ✓ **Board of Management Confirmation Letter**



Year End Checklist

✓ 30th September

The board provides all financial information to the external accountant for the school year August 31st

✓ 30th November

The draft annual accounts are returned by the accountant

✓ 31st December

Accounts are reviewed and approved by the board and signed by the chairperson and one other board member

✓ 28th February

Accountant submits the accounts to the FSSU and uploads a pdf copy of the approved annual accounts

Thank You

**If you have any further questions
please telephone 01 910 4020
Monday-Thursday 9-7
Friday 9-5**

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