

# Accounting Year End Checklist

Before you send your end of year accounts to your accountant for submission to FSSU, please ensure you have completed the following checklist.

Action	Completed
<b>Bank Statements for all banks accounts</b>	<input type="checkbox"/>
<b>School Receipts</b>	<input type="checkbox"/>
<b>Purchase Invoices</b>	<input type="checkbox"/>
<b>Insurance Documents</b>	<input type="checkbox"/>
<b>Capital Projects</b>	<input type="checkbox"/>
<b>Revenue Commissioners</b>	<input type="checkbox"/>
<b>Payroll reports</b>	<input type="checkbox"/>
<b>Fixed Asset Register</b>	<input type="checkbox"/>
<b>Board of Management Confirmation Letter</b>	<input type="checkbox"/>

## Timeline Guide for Board of Management

Please use the below dates as a guide for your board of management timeline.

Date	Action
<b>30<sup>th</sup> September</b>	The board provides all financial information to the external accountant for the school year August 31 <sup>st</sup>
<b>30<sup>th</sup> November</b>	The draft annual accounts are returned by the accountant
<b>31<sup>st</sup> December</b>	Accounts are reviewed and approved by the board and signed by the chairperson and one other board member
<b>28<sup>th</sup> February</b>	Accountant submits the accounts to the FSSU and uploads a pdf copy of the approved annual accounts

You can find more information on our website [www.fssu.ie](http://www.fssu.ie)

If you have any questions please telephone **01 910 4020**

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