**Budget 2022/2023 Preparation Information
Voluntary Secondary School**

**1. Projected Pupil Enrolment:**

|  |  |
| --- | --- |
| Total Projected Pupils Enrolment numbers at September 1, 2022 |  |
| Projected Enrolment – PLC Pupils |  |
| Projected Enrolment – Leaving Certificate Applied |  |
| Projected Enrolment – Transition Year |  |
| Projected Pupils taking Physics and/or Chemistry in 5th & 6th year |  |
| Projected Enrolment - Special Needs Pupils (in Approved Special Class) |  |
| Projected Enrolment - Traveller Pupils  |  |
| Projected Enrolment – Junior Certificate Schools Programme (Year 1 only) |  |

**2. Teacher Information for 2022/2023:**

|  |
| --- |
| Number of teachers opting outs for supervision and substitution: |
| Pre 01/01/2011 |  |
| Post 31/12/2010 |  |

**3. Covid-19 Grant Budget 2022/2023 – Further Guidance will be issued**

The following figures will be used to calculate the COVID-19 Grants:

*Please note the Government has not decided if COVID-19 Grants will be payable for the school year 2022/2023.*

Student Enrolment at September 30, 2021 \_\_\_\_\_\_\_\_\_\_\_\_

Special Needs Pupils (in Approved Special Class/unit)

at September 30, 2021 \_\_\_\_\_\_\_\_\_\_\_\_

**4. Other Staff 2022/2023**

School Secretary paid by DES (1978 Scheme) \_\_\_Yes/No\_\_\_

Please have a copy of the school’s previous payroll summary for the year ended 31/12/2021 for all employees.

**5. Cash at Bank 1st September 2022 (Estimated)**

Estimate what the balances on the Bank accounts should be at the 01st September 2022 based on current information & previous experience

 Current Account Balance at September 1, 2022 € \_\_\_\_\_\_\_\_\_\_\_\_\_

 Deposit Account Balance at September 1, 2022 € \_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Investments at September 1, 2022€ \_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Debtors:**

Estimated amount owing **TO** the School at September 1, 2022 € \_\_\_\_\_\_\_\_\_\_\_\_

**7. Creditors:**

Estimated amount owing **BY** the School at September 1, 2022 € \_\_\_\_\_\_\_\_\_\_\_

**8. Financial Reports:**

The following financial reports will assist you in the preparation of the budget for the 2022/2023 school year;

* Income and Expenditure report from the1st September 2021 to most recent reconciled period.
* Nominal ledger activity report from the 1st September 2021 to most recent reconciled period.
* Income and Expenditure report from the 1st September 2020 to 31st August 2021.
* Nominal ledger activity report from the 1st September 2020 to 31st August 2021.
* Current list of employees paid directly on the school payroll.