

Guidance Information Note

Accounting for Department of Education Sports Hall Rental Grant

1. Department of Education Sports Hall Rental Grant

The Department provides an annual grant to the school for rental of the local community hall. The grant is received as part of the non-pay grant.

2. Accounting for the Sports Hall Rental Grant on Surf Accounts

- The sports hall rental grant is received as part of the non-pay grant which is to be posted to code “3010 Non-Pay Budget”.
- The rental payments of the community hall should be coded to nominal code “5553 Rent of DE Funded Sports Hall Expenses (C&C Schools only)”.
- A reconciliation of the grant received for the sports hall rental, and the expense paid out in the year must be maintained.
- Any unspent sports hall rental grant balance must be accounted in the year end accounts to code “2171”.

Details	Nominal Code	Description
Grant Receipt	3010	Non-Pay Budget
Expenses	5553	Rent of DE Funded Sports Hall Expenses (C&C Schools only)
Unspent Grant Balance	2171	Other Ring-Fenced Grants Unspent

3. Financial Governance

The board of management of these schools must satisfy themselves that there are adequate controls in place over the rental of the hall.

- An agreement should be in place between the board of management and the owner of the sports hall for the use of the hall by the school. The agreement should be reviewed annually by the board. The agreement should include;
 - Indemnity and insurance arrangements
 - Financial terms and procedures
 - Terms and conditions of use of the hall
 - Responsibility for damage and repairs
 - Health and Safety guidelines
 - Child Protection Guidelines
- When cheques/online payments are presented for signature/approval, they should be accompanied by supporting invoices or other documentation and be initialed by the cheque signatories/online approver as evidence of approval.
- There must be two cheque signatories and/or two online payments approvers for every payment. It must always be the Principal and chairperson or other person approved by the board of management.
- Both cheque signatories/online approvers must satisfy themselves independently that the payment is properly due.
- Payment should be made from the school's main current account.
- Invoices should be stamped/marked 'paid' with the cheque reference/EFT number once payment has issued.
- Invoices and other documentation should be filed, retained and available for audit.
- All signed cheques should be dispatched promptly.
- Payments should not be made in cash.
- Under no circumstances should a blank cheque be signed by a signatory.
- Documentation should be kept for a minimum of seven years.
- A reconciliation of the grant received, and the expenses paid out in the year must be maintained.
- Any unspent grant balance must be accounted for in the year end accounts.

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

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15th September 2022