**Budget 2023/2024 Preparation Information
Voluntary Secondary School**

**1. Projected Pupil Enrolment:**

|  |  |
| --- | --- |
| Total Projected Pupils Enrolment numbers at September 1, 2023 |  |
| Projected Pupils taking Physics and/or Chemistry in 5th & 6th year |  |
| Projected Enrolment – Transition Year |  |
| Projected Enrolment – Leaving Certificate Applied |  |
| Projected Enrolment - Traveller Pupils  |  |
| Projected Enrolment -Bi lingual pupils (subjects taught through Irish) |  |
| Projected Enrolment - Special Needs Pupils (in Approved Special Class for mild or moderate learning disabilities) |  |
| Projected Enrolment – Junior Certificate Schools Programme (Year 1 only) |  |
| Projected Enrolment – PLC Pupils |  |

**2. Teacher Information for 2023/2024:**

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

**3. Other Staff 2023/2024**

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

Please have a copy of the school’s previous payroll summary for the year ended 31/12/2022 for all employees.

**4. Cash at Bank 1st September 2023 (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, 2023 € \_\_\_\_\_\_\_\_\_\_\_\_\_

 Deposit Account Balance at September 1, 2023 € \_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Investments at September 1, 2023€ \_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Debtors:**

Estimated amount owing **TO** the School at September 1, 2023 € \_\_\_\_\_\_\_\_\_\_\_\_

**6. Creditors:**

Estimated amount owing **BY** the School at September 1, 2023 € \_\_\_\_\_\_\_\_\_\_\_

 **7. Financial Reports:**

The following financial reports will assist you in the preparation of the budget for the 2023/2024 school year;

* Income and Expenditure report from the1st September 2022 to most recent reconciled period.
* Nominal ledger activity report from the 1st September 2022 to most recent reconciled period.
* Income and Expenditure report from the 1st September 2021 to 31st August 2022.
* Nominal ledger activity report from the 1st September 2021 to 31st August 2022.
* Current list of employees paid directly on the school payroll.