



Financial Update and School Budget **2023/2024** Webinar

Voluntary Secondary Schools

March 2023



Webinar



Recording



Email



Handouts



www.fssu.ie

Q&A

Questions

Agenda



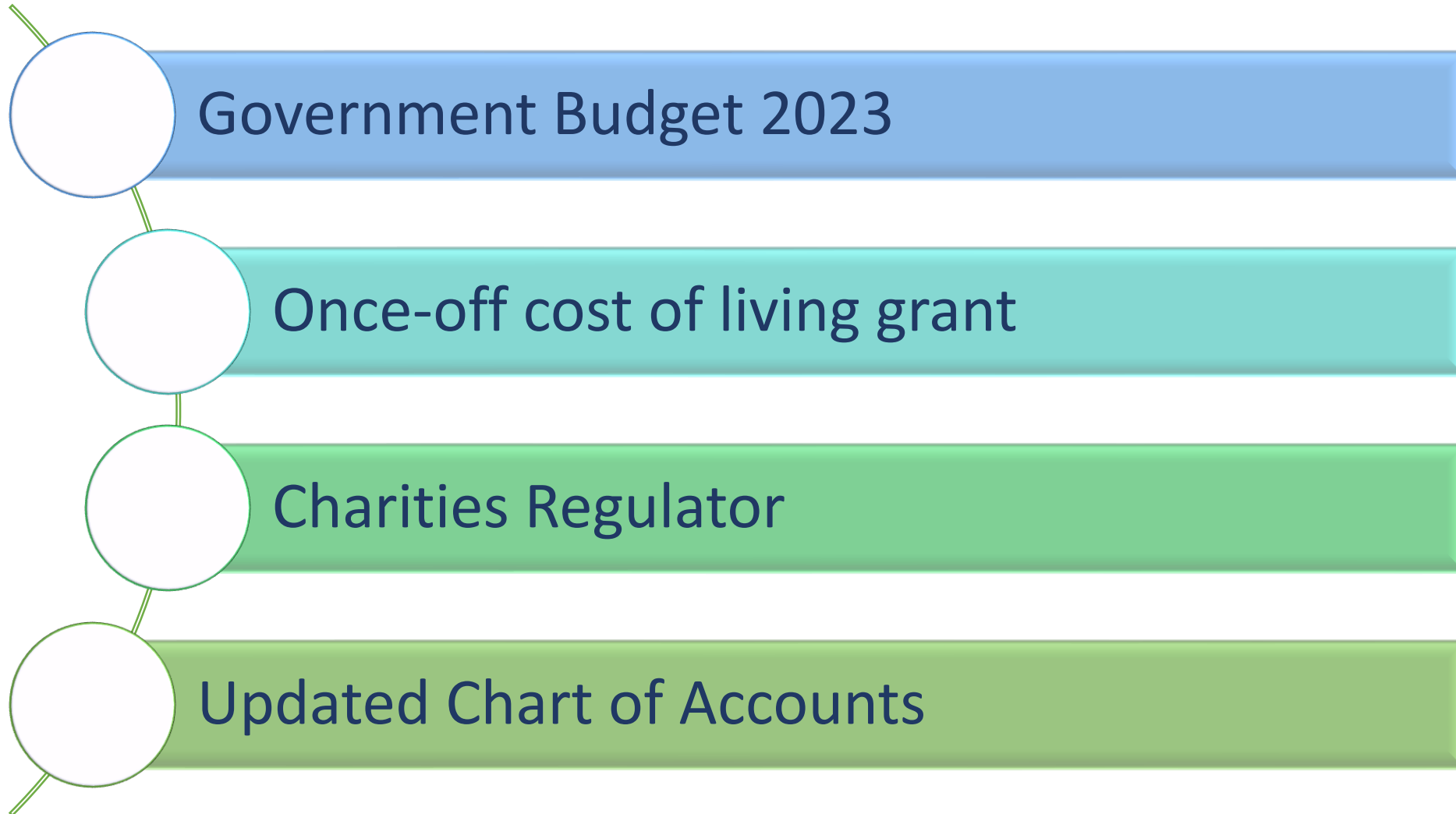
- Financial Update



- School Budget 2023/2024



Financial Update



Financial Update



Accounting for COVID 19 Grants

Travel & Subsistence

Electronic Banking – Important Security Advice

Government Budget 2023

Universal Social Charge (USC)

- The exemption threshold of €13,000 remains the same. The ceiling of the 2% band will increase from €21,295 to €22,920, so that the salary of a full-time worker on the minimum wage will remain outside the higher rate of USC.

National Minimum Wage

- The Government has approved increasing the national minimum wage by 80 cent per hour, from €10.50 to €11.30 from 1 January 2023.

PRSI

- Employers currently pay 11.05% Class A employer PRSI on weekly earnings over €410. This increased to €441 from 1 January 2023.

Guideline 15-2022/2023

Government Budget 2023

Small Benefit Exemption

For **2022** and subsequent years

- Value increased from **€500 to €1,000**
- Number of benefits has increased from **1 to 2**



Guideline 15-2022/2023

Government Budget 2023

Small Benefit Exemption

Conditions to be met for the benefit to be tax free:

- must be in the form of a voucher or tangible asset other than cash
- voucher or asset cannot be exchanged in full, or part, for cash
- aggregate value of the benefit or benefits (subject to a maximum of 2) does not exceed €1,000
- The benefit does not form part of a salary sacrifice agreement



Guideline 15-2022/2023

Government Budget 2023

Reporting of Tax-Free Payments

3 specific tax-free payments made by employers to employees

- 1) Vouchers or tangible assets provided to employee's tax free under the Small Benefit Exemption
- 2) Remote working daily allowance payments and
- 3) Travel and subsistence payments paid tax free to an employee

**Proposed
Implementation
Date
01st Jan 2024**

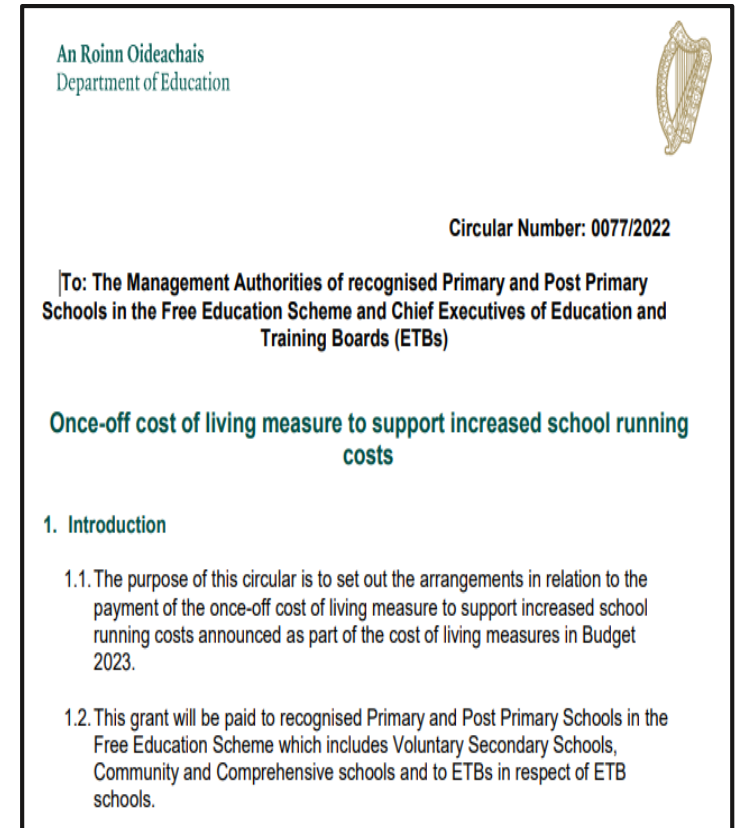
Guideline 15-2022/2023

One-off cost of living measure to support increased school running costs

One-off cost of living measure to support increased school running costs

Main Features of the grant:

- Calculated based on recognised pupil enrolment at 30th September 2021
- Enhanced rates are also available for special schools and mainstream schools with special classes
- It is expected that schools should not have to seek additional voluntary contributions from parents.



Guideline 17-2022/2023

One-off cost of living measure to support increased school running costs

One-off cost of living measure to support increased school running costs

Rates

Per-capita rates for once-off cost of living grant for post-primary schools in the Free Education Scheme

Grant Type	Rate
Standard Grant	€113.00
Special Class Grant	€82.00
Traveller Grant	€88.00

Guideline 17-2022/2023

One-off cost of living measure to support increased school running costs

One-off cost of living measure to support increased school running costs

Financial oversight

Nominal Code	3289
Description	Once-Off Cost of Living Grant
Type	Income
Category	Department of Education

Guideline 17-2022/2023

Charities Regulator

New schools – must register

Update members details

RCN number

- on school headed paper
- website
- Fundraising material

Review your annual report

Guideline 14-2022/2023

Charities Regulator - review of annual report

Log into your account on the CRA online portal (login guide)

Locate your annual report

Review the information for each of the outstanding annual reports

Declare that the information is correct and submit

Update to the Chart of Accounts

Update to the Chart of Accounts

- Codes added
- Codes removed
- Change of description to nominal codes

Chart of Accounts for 2022/2023 (Revised December 2022)

Effective for the year ended 31st August 2023 (See list of changes)

- Chart of Accounts (Excel)
- Chart of Accounts (PDF)
- Cairt Cuntas do Chuntasóir Seachtrach na Scoile (Excel)

FSSU Chart of Accounts

Revised December 2022

(For the year ended 31st August 2023)

Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3021	Early Start Programme Materials/Equipment/Parental Involvement Grant Income	Income	Department of Education
3022	Early Start Programme Capitation	Income	Department of Education
3030	Non Teachers Pay Budget	Income	Department of Education
3050	Ancillary/School Support Services Grant	Income	Department of Education
3100	Secretarial Grant	Income	Department of Education
3130	Caretaker Grant	Income	Department of Education
3140	Special Education Equipment Grant	Income	Department of Education
3150	Book Grant Income	Income	Department of Education
3155	School Library Books Capital Grant	Income	Department of Education
3160	Book Rental Scheme Grant	Income	Department of Education
3170	Special Subject Grant	Income	Department of Education
3171	Irish and Bilingual School Grant	Income	Department of Education
3190	JCSP Grant	Income	Department of Education
3200	Transition Year Grant	Income	Department of Education
3210	Leaving Certificate Applied Grant	Income	Department of Education
3220	Grant for Traveller Students	Income	Department of Education
3225	Amortisation of DE Equipment Grants	Income	Department of Education
3226	Amortisation of DE ICT Grants	Income	Department of Education
3227	Amortisation of Other DE Grants	Income	Department of Education
3230	ICT Grant Non Capital	Income	Department of Education
3240	Supervision and Substitution Grant	Income	Department of Education
3245	Physics/Chemistry Grant	Income	Department of Education
3255	State Exam Income	Income	Department of Education
3260	School Excellence Fund Income	Income	Department of Education
3270	Sports Complex Grant	Income	Department of Education
3275	Minor Works Grant-Non Capital	Income	Department of Education
3276	Temporary Accommodation Grant Income	Income	Department of Education
3277	COVID Minor Works Grant	Income	Department of Education
3280	COVID Aide Grant	Income	Department of Education
3282	COVID Enhanced Supervision Grant	Income	Department of Education
3284	COVID Funding for Replacement Caretaker Hours	Income	Department of Education
3285	COVID Funding for Replacement Secretarial Hours	Income	Department of Education
3286	COVID Funding for Replacement Cleaner Hours	Income	Department of Education
3287	COVID Funding for Replacement Bus Escort Hours	Income	Department of Education
3288	COVID Capitation for Cleaning and PPE Grant	Income	Department of Education
3289	Once-Off Cost of Living Grant	Income	Department of Education
3290	Other Non Capital DE Grant Income	Income	Department of Education
3292	Standardised Testing Grant	Income	Department of Education
3293	Summer Provision Grant	Income	Department of Education
3294	Bus Escort Grant	Income	Department of Education

Covid-19 Capitation Grant Funding

Notice regarding Covid-19 Capitation Funding Supports

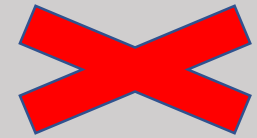
Covid
Capitation
PPE Grant



Covid
Capitation for
additional
cleaning grant



3288: Covid
Capitation for
Cleaning and PPE
Grant



3282: Covid
Enhanced
Supervision Grant

Guideline 10-2022/2023

Covid-19 Capitation Grant Funding

Nominal Code	Description	Type	Note
3288	Covid Capitation for Cleaning & PPE Income	Income	New Code
5804	Covid Capitation for Cleaning Wages	Expenditure	Existing code but can be used to record cleaning wages paid from the combined grant
5806	Covid Capitation for Cleaning (Non-Wages) and PPE Grant Expense	Expenditure	New Code
2186	Covid Capitation for Cleaning and PPE Grant Unspent	Current Liability	New Code

Unspent Covid Capitation Grants 21/22

Returning Unspent Grants

- Unspent COVID Grants to be returned to Department of Education
- Does not include the Minor Works Grant

Return of Unspent Covid Capitation Funding

To assist in the calculation of unspent Covid amounts to be refunded to the Department of Education see our guideline, template and training video below.

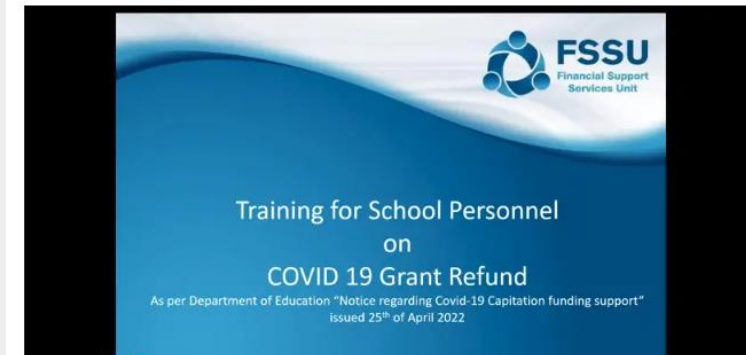
**Please note the updated email address to be used when returning your reconciliation statement for COVID-19 unspent funds for the year 2021/2022 to the Department of Education is covidrefundsdf@education.gov.ie

Template & Guideline

> Covid Grant Reconciliation Template

> Financial Guideline 2022/2023-01 – Return of Unspent Covid Capitation funding supports

Training Video



Mileage Rates

**The mileage rates have been revised
from the 1st September 2022**

Travel and Subsistence – Vol. Sec. Schools

Current Motor Rates

[View Civil Service Motor Rates](#)

Guidelines

[Financial Guideline 04 – 2022/2023 – Revised Motor Rates](#)

[Financial Guideline 14 – 2021/2022 – Previous Motor Rates](#)

Circulars

[Circular 16/2022: Motor Travel Rates](#)

[Circular 0017/2016: Indemnity Form](#)

Policies

[Sample Travel and Subsistence Expenses Policy](#)

[Sample Travel and Subsistence Expenses Policy – Irish](#)

Forms

[Sample Claim Form](#)

Travel, Subsistence & Expenses

Records to be kept

- The name and address of the director or employee,
 - The date of the journey,
 - The reason for the journey,
 - The kilometres travelled,
 - The starting point, destination and finishing point of the journey
- Reimbursement vouched by receipts – retain receipts



Travel, Subsistence & Expenses Claim form

Travel, Subsistence & Expenses Claim Form for Voluntary Secondary Schools



1. School Details

School Name:

School Roll No:

2. Claimant Details

Name:

Home Address:

Position:

3. Details of Vehicle (if used)

Make:

Model:

Registration no.:

Engine C.C:

Insurance Co. Name:

Travel, Subsistence & Expenses Claim form

4. Details of Claim												
DATE	JOURNEY				TIME OF		Mode Of Transport	KM's Travelled	Rate per KM	Mileage Cost €	Subsistence €	Misc. Amounts (attach receipts)
	Purpose	From	To	Destination	DEP.	RET.						
01/02/2022	Principal Training	Athlone	Dublin	Clayton Liffey Valley	8.30am	3.00pm	Car	230km	44.79	103.02	Nil	-

here subsistence is claimed exact time of departure & return must be shown

Summary of Mileage Claim	
Kilometres Year to Date	700
Current Claim (In KM's)	230
Total Kilometres	930

Travel, Subsistence & Expenses Claim form

5. Declaration by Claimant

I declare that:

- a) The subsistence and other allowances that I claim are correct and in accordance with regulations.
- b) The expenses were actually and necessarily incurred by me in relation to school business.
- c) I have not claimed, nor will I claim from any Government Department, nor from any other source, the expenses incurred above.
- d) My cumulative mileage to date for which I have been paid travelling expenses (including travel claimed herein and from other public bodies) during the current travel year *

Signature (of Claimant): _____ Date: ____ / ____ / ____

*Note: Cumulative mileage is the total kilometres for which travel expenses have been claimed in the year to date. This includes all mileage claimed from any other public or private body.

6. Approval of Claim

I certify that:

- a) The particulars furnished are correct and in accordance with relevant regulations.
- b) The journeys were authorised and take due account of the need to reduce travelling to a minimum consistent with efficiency.

Signature (Principal/Chairperson): _____ Date: ____ / ____ / ____

Travel, Subsistence & Expenses Claim form

For Office Use only:						
Mileage Summary	KM Rate (as per Civil Service Rates from 01.09.2022)				No. of KM's	Amount Due
	Engine up to 1200cc	Engine between 1201cc to 1500cc	Engine 1500cc & over	Rate applied to current claim		
Up to 1,500 KM	41.80 cent	43.40 cent	51.82 cent			
1,501 – 5,500 KM	72.64 cent	79.18 cent	90.63 cent			
5,501 – 25,000 KM	31.78 cent	31.79 cent	39.22 cent			
25,001 KM and over	20.56 cent	23.85 cent	25.87 cent			
					Total Mileage	€

SUMMARY	Amount Due
Mileage	
Subsistence	
Misc.	
TOTAL DUE	
DATE PAID	

Travel, Subsistence & Expenses

Sample Travel and Subsistence Expenses Policy for Voluntary Secondary Schools

This sample policy should be adapted for your board of management by customising as relevant. This sample policy may need to be adapted to align with your board's other policies and procedures. Likewise other policies and procedures may need to be aligned as appropriate with this sample policy.



Guideline 04-2022/2023

Electronic Banking – Important Security Advice

Electronic Banking Policy and internal controls procedures

Users	Payments	Approval	Policy
<ul style="list-style-type: none">• Name of authorised users• Access to functions• Roles	<ul style="list-style-type: none">• Inputter• 2 approvers – <u>always</u> <u>Principal</u> and one other nominated by the board	<ul style="list-style-type: none">• Inclusion of new bank accounts• Deletion of old bank accounts• Threshold value of transactions per day/week	<ul style="list-style-type: none">• Implemented• Reviewed at least once a year

Guideline 20-2022/2023

Electronic Banking – Important Security Advice



- All passwords / usernames / codes for the electronic banking system, must not be stored within the office environment
- All passwords / usernames / codes for the electronic banking system must be confidential to the user



- Any separate handheld electronic devices that form part of the banking system (i.e., merchant bank terminals) should be securely stored under lock and key

Guideline 20-2022/2023

Electronic Banking – Important Security Advice



- Any changes to the bank account details of payees must be clarified by phone
- New or once off supplier bank details should also be confirmed by phone call to the supplier or in person before any payments are made

School Budget

School Budget Preparation 2023/2024



School Budget



School Budget

Key Points:

Expenditure can not exceed Income

Reviewed by the finance sub-committee

Approved by the board of management

Submit to Trustee/Patron

On going monitoring of the budget



School Budget

Budget



Period	Year	Cost of Tuition	Cost of Living	Total Cost	Annual Savings	Cumulative Savings	Cash Flow
\$1	\$2,015	\$25,200	\$21,785	\$46,985	\$8,691	\$24,779	\$8,691
\$2	\$2,016	\$26,460	\$22,438	\$48,898	\$8,952	\$35,527	\$8,952
\$3	\$2,017	\$27,783	\$23,111	\$50,894	\$9,221	\$47,324	\$9,221
\$4	\$2,018	\$29,172	\$23,805	\$52,977	\$9,497	\$60,252	\$9,497
\$5	\$2,019	\$30,631	\$24,519	\$55,149	\$9,782	\$74,402	\$9,782
\$6	\$2,020	\$32,162	\$25,254	\$57,417	\$10,076	\$89,872	\$10,076
\$7	\$2,021	\$33,770	\$26,012	\$59,782	\$10,378	\$106,766	\$10,378
\$8	\$2,022	\$35,459	\$26,792	\$62,251	\$10,689	\$125,196	\$10,689
\$9	\$2,023	\$37,232	\$27,596	\$64,828	\$11,010	\$145,282	\$11,010
\$10	\$2,024	\$39,093	\$28,424	\$67,517	\$11,340	\$167,155	\$11,340
\$11	\$2,025	\$41,048	\$29,277	\$70,325	\$11,680	\$190,955	\$11,680
\$12	\$2,026	\$43,101	\$30,155	\$73,256	\$12,031	\$216,830	\$12,031
\$13	\$2,027	\$45,256	\$31,059	\$76,315	\$12,392	\$244,942	\$12,392
\$14	\$2,028	\$47,518	\$31,991	\$79,510	\$12,764	\$275,463	\$12,764
\$15	\$2,029	\$49,894	\$32,951	\$82,845	\$13,146	\$309,581	-\$82,845
\$16	\$2,030	\$52,389	\$33,940	\$86,329	\$0	\$244,624	-\$86,329
\$17	\$2,031	\$55,008	\$34,958	\$89,966	\$0	\$172,394	-\$89,966
\$18	\$2,032	\$57,759	\$36,006	\$93,765	\$0	\$91,127	-\$93,765
\$19	\$2,033	\$60,647	\$37,087	\$97,733	\$0	\$0	\$0
\$20	\$2,034	\$63,679	\$38,199	\$101,878	\$0	\$0	\$0
\$21	\$2,035	\$66,863	\$39,345	\$106,208	\$0	\$0	\$0
\$22	\$2,036	\$70,206	\$40,526	\$110,732	\$0	\$0	\$0
\$23	\$2,037	\$73,717	\$41,741	\$115,458	\$0	\$0	\$0
\$24	\$2,038	\$77,402	\$42,994	\$120,396	\$0	\$0	\$0
\$25	\$2,039	\$81,273	\$44,283	\$125,556	\$0	\$0	\$0

Income and Expenses	January	February	March	April	May	June	July	August	September	October	November	December
Previous month's balance		\$3,306	\$6,616	\$9,916	\$13,220	\$16,526	\$21,830	\$24,256	\$27,360	\$30,968	\$34,176	\$37,025
Additional Cash	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
Additional Income	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$3,000
Monthly Expenses	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695	\$3,695
Interest Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$990	\$0	\$0	\$0	\$490	\$900
Savings	\$3,306	\$6,616	\$9,916	\$13,220	\$16,526	\$21,830	\$24,256	\$27,360	\$30,968	\$34,176	\$37,025	\$42,430



Contact Us

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Thank you for joining the webinar

**If you have any further questions
please telephone or email us**

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