

Preparing the School Budget for 2023/2024 for Primary Schools




Agenda

1. Introduction
2. Preparing the School Budget 2023/2024
3. Questions & Answers



How to ask a Question



File View Help [Globe Icon] [Minimize] [Maximize] [Close]

▼ Audio [Icon]

▼ Questions [Icon]

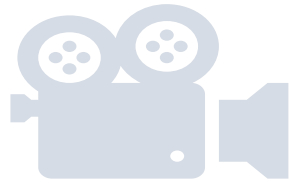
Q: ask question here

ask another question

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Webinar



Recording



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Financial Guidelines



www.fssu.ie

1. Introduction: Why prepare a budget?



1. What do you need to prepare the budget?

- The final annual accounts for 2021/2022
- Enrolment data for next year
- Year to date actual versus budget report
- Planned spending for next year
- Not an exact science!

1. Steps in the Budgeting Process

- Expenditure can not exceed Income
- Review and approve by the board of management
- It is good practice to forward a copy of the budget to your patron
- On going monitoring of the budget
- Prepare the budget in May/June to have it ready for the next year. The budget template can be updated easily for any changes



1. Annual Accounts Submission

2021/2022 Annual Accounts

- Deadline **28th Feb 2023**
- Accounts signed by the chairperson **and** another member of the board
- External accountant to complete the online submission to the FSSU
- BOM Authorisation Letter

Deadline

28th Feb

1. Charities Regulator

Make sure the school is registered with the Charities Regulator

Updating Board of Management Members details

1. Log into the school's account on the Charities Regulator's website
2. Click on **New Filing**
3. Select **Filing Maintain Trustees, Connections and External Advisors**
4. Fill in details of new Board Members
5. Delete the resigned Board Members
6. Annual Report clarification of details

Annual Return to the CRA

1. Online Banking

- Advantages
- Approval from board
- Online Signatories
- Fraudulent Activity

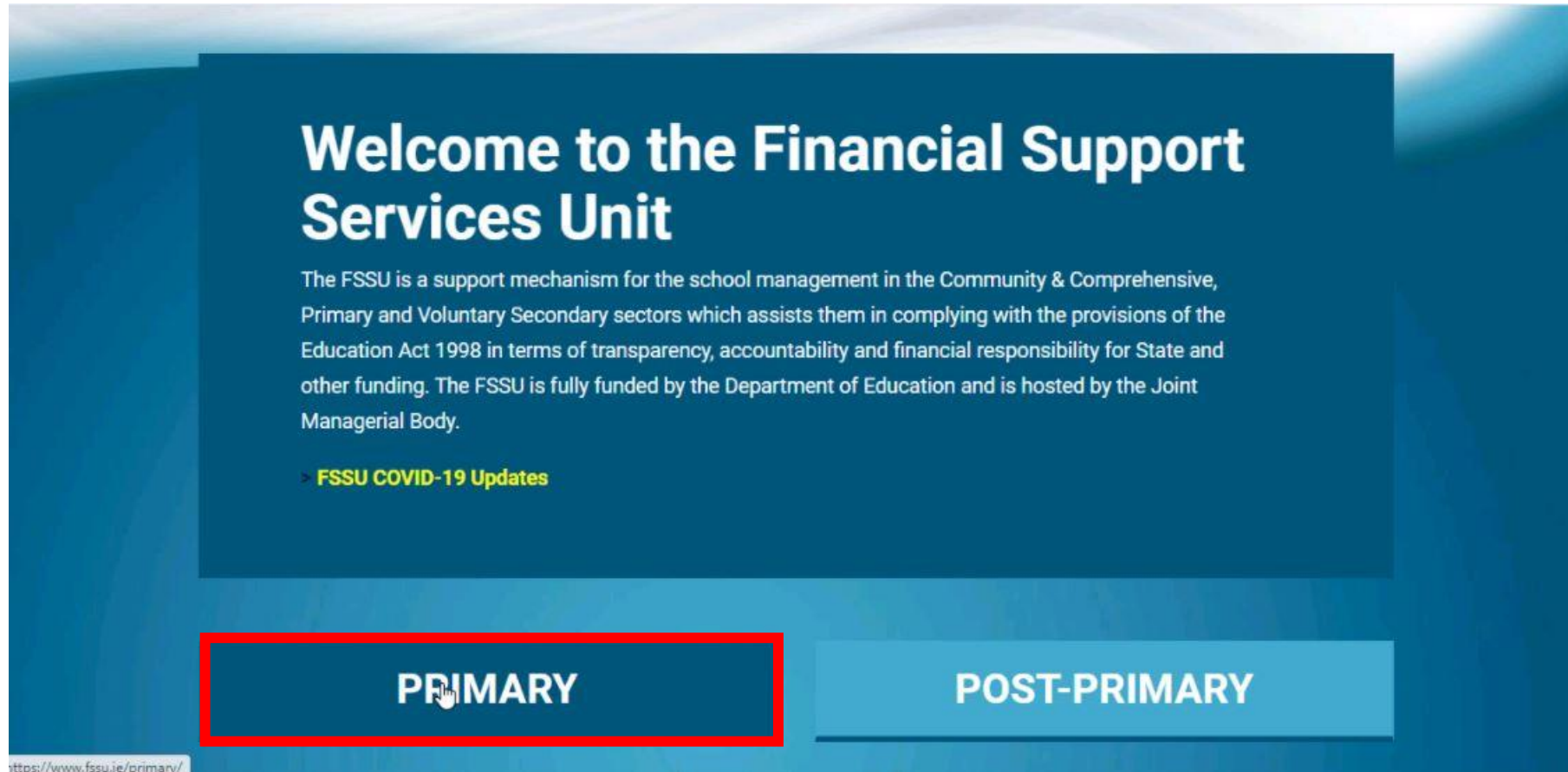


1. Credit Cards

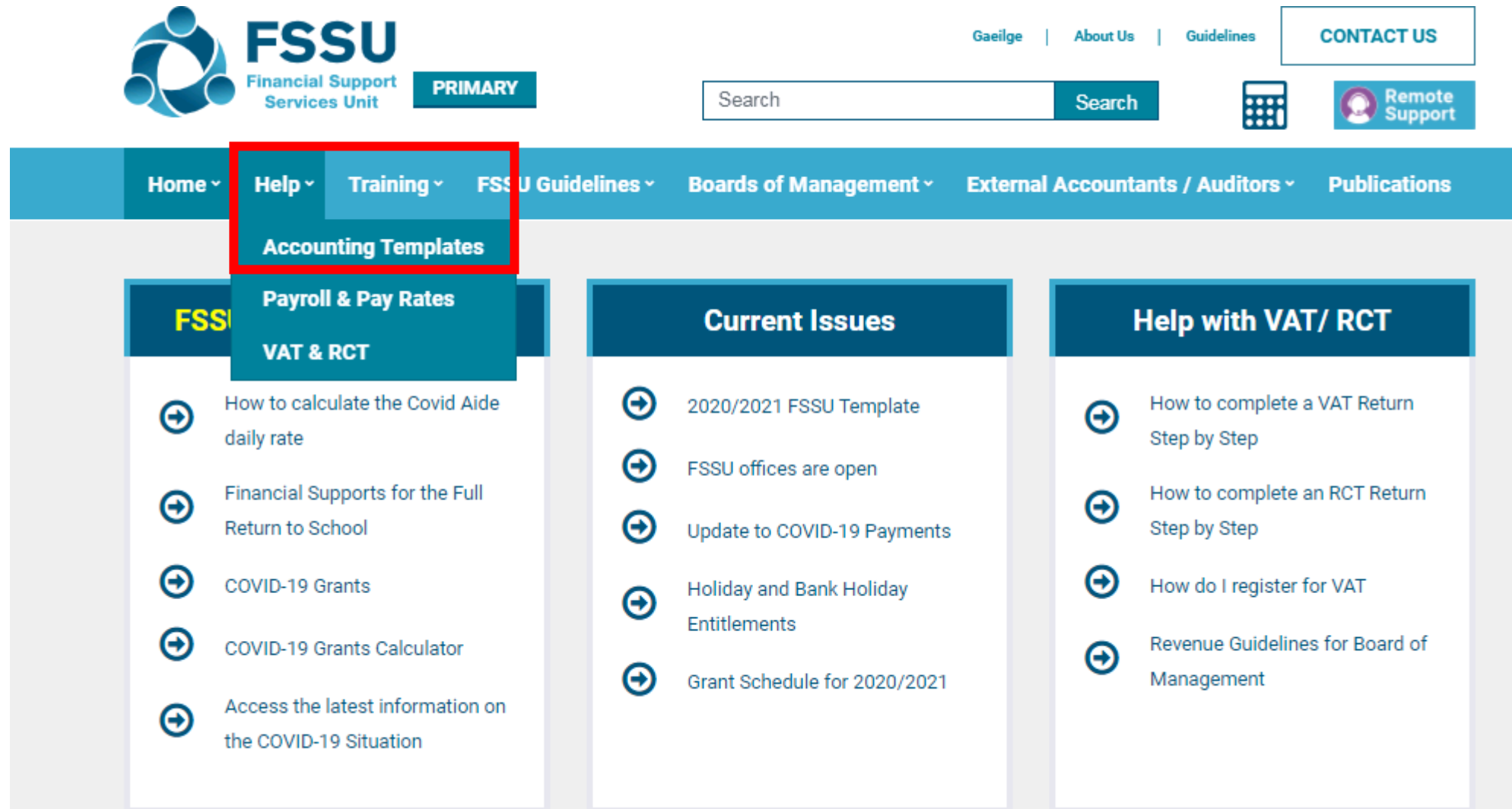
- Advantages
- Approval from Board & Patron
- Controls
- **No Debit Cards**



1. FSSU Budget Template 2023/2024



1. FSSU Budget Template 2023/2024



The screenshot displays the FSSU (Financial Support Services Unit) website. The header includes the FSSU logo, a 'PRIMARY' button, a search bar, and links for 'Gaeilge', 'About Us', 'Guidelines', and 'CONTACT US'. A 'Remote Support' button is also present. The main navigation bar features links for 'Home', 'Help', 'Training', 'FSSU Guidelines', 'Boards of Management', 'External Accountants / Auditors', and 'Publications'. The 'Help' menu is expanded, showing 'Accounting Templates', 'Payroll & Pay Rates', and 'VAT & RCT'. The 'Accounting Templates' section is highlighted with a red box. Below the navigation bar, there are three main content columns: 'FSSU' (with a list of links), 'Current Issues' (with a list of links), and 'Help with VAT/ RCT' (with a list of links). The FSSU logo is also visible in the bottom right corner.

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Accounting Templates

Payroll & Pay Rates

VAT & RCT

FSSU

- How to calculate the Covid Aide daily rate
- Financial Supports for the Full Return to School
- COVID-19 Grants
- COVID-19 Grants Calculator
- Access the latest information on the COVID-19 Situation

Current Issues


- 2020/2021 FSSU Template
- FSSU offices are open
- Update to COVID-19 Payments
- Holiday and Bank Holiday Entitlements
- Grant Schedule for 2020/2021

Help with VAT/ RCT

- How to complete a VAT Return Step by Step
- How to complete an RCT Return Step by Step
- How do I register for VAT
- Revenue Guidelines for Board of Management

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1. FSSU Budget Template 2023/2024

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FSSU > Primary > Help > Accounting Templates

PRINT

All Help Topics

Accounting Templates ▾

- Petty Cash
- Monthly Reporting Template
- Budget Template
- Cash Receipts

Accounting Templates

Petty Cash

Cash Receipts

Monthly Reporting Template

Sample Fixed Asset Register

Budget Template

Cashflow Statement

1. FSSU Budget Template 2023/2024



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[FSSU](#) > [Primary](#) > [Help](#) > [Accounting Templates](#) > Budget Template

PRINT

All Help Topics

Accounting Templates

[Sample Fixed Asset Register](#)

[Cash Receipts](#)

[Budget Template](#)

[Monthly Reporting Template](#)

Budget Template


FSSU Primary School – Budget Template Bhuiséad 2023/2024

A school budget assists the Principal in effective decision making to manage the school finances on a day to day basis. A budget assists with controlling the school's financial resources and maximising the use of available resources. It's an estimation of planned events expressed in monetary terms which enables financial planning to ensure efficient



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1. FSSU Budget Template 2023/2024

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Publications


• Donations

NOTE: The FSSU have developed these templates for internal use for monitoring monthly income, expenditure, budget management, cash flow etc. The use of the FSSU internal templates is optional for schools who may wish to continue to use the IPPN Airgead Bunscoile/Financial Template, CPSMA Accounts templates etc. for their internal use.

If you need any further information please email primary@fssu.ie or phone [01 9104020](tel:019104020).

Title	Number
 Budget Template 2023/2024	
 Bhuissead na scoile2023/2024	

 [Back to Accounting Templates page](#)

**FSSU**
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2. Budget Template 2023/2024



I will now hand you over to my colleagues Ann & Cathleen to take you through how to complete the budget template – Thank you

3. Question & Answer Session



Thank you for joining the webinar

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

FSSU Primary 01 910 4020

Email primary@fssu.ie