

Accountants/Auditors Guideline for preparation and submission of annual school accounts for the year end 31st August 2023

Deadline for the submission of the 2022/2023 annual accounts is the 28th of February 2024

1. Introduction

This guideline provides updated information to accountants/auditors on the preparation and submission of annual accounts for the school year 2022/2023.

Annual accounts filed after February 28th, 2024, will deem the boards of such schools to be in breach of Section 18 of the Education Act 1998, the Charities Act 2009 and compliance requirements of the Central Statistics Office, and this will result in the school being selected for audit and possible other sanctions.

The online portal will open on 28th of September 2023 for the submission of annual accounts for the 2022/2023 school year.

For more detailed guidance on the preparation of school accounts download:
[“Preparation of School Accounts - A Guide for School Accountants/Auditors”](#).

2. Annual Return to the Charities Regulator

To fulfil annual reporting requirements, boards are required annually to verify the information submitted on their behalf by the FSSU, to the Charities Regulator. The information submitted is based on the data submitted to the FSSU online portal. An authorised filer of the board must log on to the Charities Regulator online portal, review the information for the annual report and declare that the information is correct and submit. This must be done by the 30th of June each year. To minimise the number of changes the board may have to make to the annual return, we would appreciate if the data submitted to the portal is checked for accuracy before the submission is processed.

3. Accounting treatments

A standardised format for the preparation of annual accounts has been approved by the Department of Education. Accounting treatments to assist you with the preparation of school accounts and particularly in areas that are unique to schools can be found in **Appendix 1**.

4. Updated Chart of Accounts

The annual accounts must be prepared using the chart of accounts developed by the FSSU. The chart of accounts has been updated for the year 2022/2023. It is important that the chart of accounts is reviewed to ensure it is consistent with the FSSU chart of accounts. [Click here for the chart of accounts for 2022/2023.](#)

Sports Complex and Sports Hall funding (Community and Comprehensive schools only)

4.1 Sports Complex Grant code 3270 and Sports Complex DE Grant Transfer code 6870. These Codes must only be used by the Community & Comprehensive schools in receipt of the Sports Complex Grant.

4.2 Rent of DE Funded Sports Hall Expenses (C&C schools only) code 5553. This code must only be used by the Community & Comprehensive schools that receive the sports hall rental grant as part of the non-teacher pay grant.

5. Department of Education Grants – New Nominal Codes – See Appendix 2

The following are the new Department of Education grant codes added to the chart of accounts for the school year 22/23.

5.1 Early Start Programme materials/equipment grant and parental involvement grant and Early Start Programme Capitation Grant
Starting with the school year 2022/2023, schools in receipt of funding from the Department of Education Early Years Education Policy Unit for the Early Start Programme are required to account for the funding received and related expenditure under the FSSU chart of accounts.

5.2 Irish and Bilingual School Grant

An Irish and Bilingual Grant is paid each year to those Voluntary Secondary schools where all subjects are taught through Irish or those where a maximum of 4 subjects are taught through Irish. This grant is to be accounted for in the FSSU chart of accounts.

5.3 Once-off cost of living grant to support increased school running costs.

In December 2022, the Department of Education provided additional funding to schools in the Free Education scheme as part of the Budget 2023 cost of living measures. This was to assist schools to meet additional energy costs and other increased day to day running costs.

5.4 Free Primary Schoolbooks Grant and Administration Support Grant

The free primary schoolbooks grant will provide free schoolbooks, workbooks and copybooks to all children in registered primary and special schools. The grant was paid in April in advance of the next academic year.

The administration support grant provides funding to schools to employ an individual to work on the administrative work on the scheme. The grant was paid in June in advance of the next academic year.

The income and any related expenditure incurred up to 31st August should be deferred to the next academic year.

Appendix 2 sets out the purpose of these grants and the income, expenditure and balance sheet nominal codes to be used to record these grants.

6. Other grants to note in 2022/2023

6.1 ICT Grant

Under the new Digital Strategy for Schools to 2027, funding will be provided to all recognised primary and post-primary schools. During the 2022/2023 academic year, this grant was not paid. It is hoped that the next tranche of funding will be issued during the 2023/2024 school year. This grant should not be provided for as a grant due at year end.

6.2 Ancillary Grant (Primary Schools only)

The Ancillary Grant is intended to cater for the cost of employing secretarial and caretaking staff. During the 2022/2023 academic year, 8/12 of the grant was paid. Any remaining grant funding due to schools will be paid as soon as possible in the 2023/2024 school year. However, this payment will be reduced to take account of grant funded secretaries that will have transferred to a Department Payroll from September 2023. This grant should not be provided for as a grant due at year end.

7. COVID-19 Grants 2022/2023

The Enhanced Cleaning and PPE grant payments were combined into one payment for Term 1 and 2 of 2022/2023 i.e. COVID-19 Combined Cleaning Supports and Sanitiser/PPE Grant. There is no COVID-19 Cleaning and PPE grant for term 3 of 2022/2023 and therefore does not need to be provided for as a grant due at the year end.

As there was no longer a requirement for physical distancing in schools the COVID-19 Capitation grant in respect of enhanced supervision was not paid for the school year 2022/2023.

7.1. COVID-19 Grant Unspent 2022/2023

The deadline for the return of unspent COVID-19 grants for 2022/2023 school year is 30th September 2023. Any unspent balance at the 31st August 2023 must be accounted for in code 2186 COVID Capitation for Cleaning and PPE Grant Unspent.

8. Deficit

Where the Income and Expenditure Account reports a deficit in the current year this needs to be communicated to the board and the board must inform their patrons/trustees.

9. Year End Adjustments

Please provide the school's accounts secretary/bursar/treasurer with a list of year-end adjustments. It is important that these adjustments are given to the school as soon as possible to allow for those schools using accounts software packages to post the adjustments and roll forward the year end. In some cases, the school's accounts secretary/bursar/treasurer may require your assistance with posting these adjustments.

10. Other relevant information is available by clicking on the links below:

- [Legislative and Regulatory Framework](#)
- [Format of Accounts](#)
- [Chart of Accounts](#)
- [Financial Report to Parents](#)
- [Annual Online Submission Process](#)

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

Tel: 01-910 4020 / 01-269 0677
support@fssu.ie

11th September 2023

Appendix 1: Accounting treatments for School Accounts

The accounting treatment of Items listed below can be found at this link:

[Accounting Treatments for School Accounts - FSSU](#)

- 1) Removal of Land and Buildings from the Balance Sheet of the board
- 2) Capital Building Grants for Building Project
- 3) Donations for Capital Projects
- 4) Fundraising for a Building Project
- 5) Other State Funding for a Building Project
- 6) Patron Contribution for a Building Project
- 7) Parents Association Fundraising for a Building Project
- 8) Parents Association Fundraising for Non-Capital items
- 9) Purchase of Capital ICT items from ICT Grant Monies Received
- 10) Purchase of Non-Capital ICT items from ICT Grant Monies Received
- 11) Special Equipment Grants received for a specific student
- 12) Use of the Covid Minor Works Grant for Capital Building Expense
- 13) Use of the Covid Minor Works Grant to purchase Capital equipment
- 14) Use of the Covid Minor Works Grant for the purchase of Non-Capital items
- 15) Use of the Covid Minor Works Grant to purchase Capital ICT Equipment
- 16) Accounting for COVID-19 Grants
- 17) Accounting for Grants received in advance
- 18) Accounting for Ringfenced grants unspent
- 19) Book Grant Accounting Treatment
- 20) Excess Funds used for capital projects
- 21) Monies received relating to the next year
- 22) Free Primary Schoolbooks Grant
- 23) Free Primary Schoolbooks Administration Support Grant

Appendix 2: New/Once Off Department of Education Grants Received in the School Year 2022/2023

	Name	School Sectors	Received	Purpose	Further Info.	Income Code	Exp. Code	Unspent Balance Code
1	Early Start Programme Materials/Equipment Grant & Parental Involvement Grant	Primary	November 2022	This funding is specifically for the purchase of materials and equipment and also the development of parental involvement for this programme	N/A	3021	4311	2162
2	Early Start Programme Capitation Grant	Primary	November 2022	To meet the day-to-day running costs of the centre	N/A	3022	Appropriate expense code	N/A
3	Once-Off Cost of Living Grant	All	December 2022	Meet additional energy costs and other increased day-to-day running costs	Financial Guideline 17-2022/2023 (post-primary schools) & P10-2022/2023 (primary schools)	3289	Appropriate expense code	N/A
4	Free Primary Schoolbooks Grant	Primary	April 2023	Cover the cost of schoolbooks, including the cost of any workbooks and copybooks. Where the funding allows, some related classroom resources	Accounting Treatment No. 22	2151	1720	2160
5	Free Primary Schoolbooks Administration Support Grant	Primary	June 2023	Grant can be used to employ an individual to work for a specified number of days to carry out administrative work on the free schoolbooks scheme	Accounting Treatment No. 23	2151	1720	2160
6	Irish and Bilingual Grant	Voluntary secondary schools	May 2023	Paid each year to those voluntary secondary schools where all subjects are taught through Irish or those where a maximum of 4 subjects are taught through Irish. The Department of Education has requested that this grant is posted to a separate nominal code. We have added code 3171 for this purpose.	N/A	3171	Appropriate expense code	N/A