

Preparing for the Accounting Year End 2022-2023 for Primary Schools

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Deadlines Dates for Submission

Board of Management is responsible for ensuring school accounts submitted to FSSU by deadline date.

Deadline Date for 22/23 Accounts 28th Feb 2024

Complying with the:

- Education Act 1998
- Charities Act 2009
- Central Statistics Office

Schools are subject to Audits for late filing



Suggested Timeline

✓ 30th September

The board provides all financial information to the external accountant for the school year August 31st

✓ 30th November

The draft set of annual accounts are returned to the board by the accountant for review. Board can provide explanations, additional information to the accountant if required.

✓ 31st December

Accounts are reviewed and approved by the board and signed by the chairperson and one other board member

✓ 28th February

Accountant submits the accounts to the FSSU and uploads a pdf copy of the approved annual accounts



Preparation of an Income & Expenditure Account

- ✓ All Bank Reconciliations Complete
- ✓ Outstanding Cheques Reviewed
- ✓ Balance of Unspent Ringfenced Grants
 - Minor Works, ICT, Capital Works, Book Grant, Covid Grant etc
- ✓ Details of new grants received in 22/23
 - Free Primary Schoolbook Grant and Admin Support Grant
 - Once off cost of living
- Prepare a covid grant reconciliation and return unspent amounts to the Department by end of September

Categories Review

Prepare a list of accruals / prepayments

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Bank Statements for all School Banks Accounts

- ✓ Current Account
- ✓ Deposit Accounts
- ✓ Parents Association Bank Account
- ✓ Credit Card Statements
- ✓ Petty Cash Account
- ✓ Construction Bank Account
- ✓ School Meals Bank Account

Bank statements should cover 01st September to 31st August





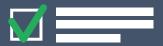
School Receipts

- Department of Education Remittances
- School Generated Income ie Student insurance, school tours etc
- ✓ Fundraising /Donations
- ✓ School Meals / other state funding
- If using payment solutions to collect income provide the report available

Categorise all income under the appropriate heading

\checkmark	





Purchase Invoices

 All payments should have supporting documentation ie invoice/receipt

✓ All Invoice/Receipts should be filed in order of date paid

✓ Payment details should be recorded on each invoice / statement

 Should be authorised by the Treasurer and another Board Member

Invoices that relate to current year but not yet paid ie light & heat, telephone, water charges etc



Insurance Schedules

✓ Building Insurance Policy

✓ Pupil Insurance Policy







Capital Projects

- ✓ ie Extension or Refurbishment
- Summer works, Emergency works
- ✓ Details of Funding provided
- Department Grants
- Own Funds
- Fundraising



- Stage completion
- Retention

✓ Revenue payments and amounts due





Revenue Commissioners

Copy of RCT & VAT Returns and due to be paid including zero returns

 Copy of PAYE/PRSI Returns paid and due to be paid





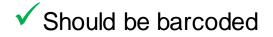
Fixed Asset Register

This is a list of all assets owned by the school

✓ Computers, photocopiers, Furniture etc

✓ Insurance Valuation Purposes

✓ New Assets bought



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Board of Management/Governors Authorisation Letter for 2022/2023 School Accounts

To be sent to External Accountant/Auditor only (This document does not form part of the Annual Accounts)

Roll No._

School Name: _____

School Address:

Accountants/A	Auditors name & ac	ddress:
Dear	, (inse	ert Accountant/Auditors name)
		ernors of (insert school name)
1.5		uditors name), to transfer ned in the financial accounts to the Financial Support Services
	t of the online submi	
2. The board	approves the trans	sfer of relevant information contained in the board's annual
accounts by	y the Financial Supp	port Services Unit to:
		ffice, to assist with the annual reporting obligations.
		, to assist the annual reporting obligations set out in Section 52
	he Charities Act 200 Trustee/Patron, whe	
		e applicable, the Income and Expenditure and bank balance of
		lent Council and all other bank accounts relating to school
	e included in the an	2
4. The board	confirms that the	external accountant/auditor is a member of a Prescribed
Accountance	y Body and has Pro	ofessional Indemnity Insurance in place.
5. The board	confirms it operates	under its Governance Document(s).
The board	confirms that the T	rustee details for the school are registered correctly with the
	egulator. (Insert RC	·
-		yees paid directly by the board in the school for the year ended
-	•	umber)
		o have volunteered for the board and the school for the year e.g., board members, parent's association, parents that helped
at bake sal		e.g., board members, parent's association, parents that helped
at bake san	5 616.)	
	None	
	1 - 9	
	10 - 19	
	20 - 49	
	50 - 249	—
	250+	



9.	Board of Management/Governors Declaration - Covid supports	
9.1	The board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021, 2021/2022 and 2022/2023 were prepared and where applicable the unspent amount was returned to the Department.	
	□Yes □No □N/A	
9.2	The board confirms that the COVID-19 operational supports provided as outlined in circulars 45/2020, 46/2020 and 53/2020 as applicable, to date were specifically used for the purpose of minimising the risk of spread of COVID-19 and that costs were recorded appropriately in the school accounts.	
	□Yes □No □N/A	
	On behalf of the board on (insert date)	
	Chairperson Board Member	



Accounts signed by the board members in situ on the date the accounts are being approved

✓ Income and Expenditure Account

Bank Statements for all banks accounts

✓ School Receipts

✓ Purchase Invoices

✓ Insurance Documents

✓ Capital Projects

Revenue Commissioners

✓ Fixed Asset Register

✓ Board of Management Authorisation Letter

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Thank You

If you have any questions please telephone 01 910 4020 Monday-Thursday 9-7 Friday 9-5

FSSU Primary 01 910 4020 **Email** primary@fssu.ie

