

# Preparation of the School Budget for the coming year **2024/2025**

April 2024



# Webinar



Webinar recording



Email



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Questions

# Financial Support Services Unit (FSSU)

The FSSU was set up under DE Circular M36/05

Further Circulars 60/2017 & 02/2018 issued to include the primary and Community & Comprehensive sectors

The FSSU is primarily a support mechanism for C&C, primary and voluntary secondary schools

# Financial Support Services Unit (FSSU)

Advice &  
Support

Standard  
National  
Template

Central  
Repository

Compliance

Audit

Training

# Agenda



Getting Started

Preparing the School Budget  
2024/2025

# Why Budget?

S 17.8 (e) the board shall frame and adopt a budget for the coming school year



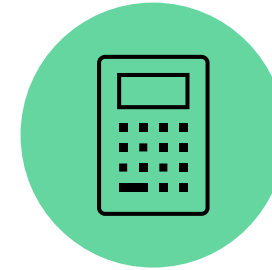
**Required by the  
Governance manual**



**Financial awareness  
and controls spending**



**Encourages the board to  
plan ahead to meet  
school objectives**



**Ensure expenditure does  
not exceed income**

# Getting Started



22/23 previous years and 23/24 YTD  
I&E account

Estimated pupil enrolment numbers

Plans / goals for coming year

FSSU budget template

Not an exact science – best estimate



# School Income



DE grants and state funding



School generated income  
(e.g. student insurance,  
school tour, buses, hire of  
facilities)



Voluntary contributions,  
fundraising, donations etc



# School Income Department Grants

**\*\*Subject to changes and exchequer funding\*\***

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Capitation grant

Ancillary grant

Free schoolbook grant

ICT grant

Minor works grant

DEIS grants

# Ringfenced v's non ringfenced

## Ringfenced

- ▶ ICT grant
- ▶ Minor works grant
- ▶ Free schoolbook grant
- ▶ Capital grants
- ▶ Restricted fundraising

Can only be spent on specific purpose

## Non ringfenced

- ▶ Capitation grant
- ▶ Ancillary grant
- ▶ DEIS grant (6 headings)
- ▶ School generated income
- ▶ Unrestricted fundraising

Board of management discretion

**\*\* NB\*\*** Ringfenced grants should be reconciled at year-end.  
Advise accountant of unspent amount to be carried forward to next year

# Capitation Grant

General Purpose Grant (Not ringfenced)

## Rate

- €200 per pupil enrolled Sept 2024
- Min 60/No max enrolment
- Enhanced rates available  
special schools and special classes in mainstream schools

## Approx Timing

- 70% paid in January  
(previous years enrolment)
- 30% paid in June  
(current years enrolment)

## Purpose

- day to day running costs e.g. Insurance, heating, lighting, cleaning etc
- Teaching materials & school resources

# Ancillary Grant (Under Review)

General Purpose Grant (Not ringfenced)

## Rate

- € to be confirmed by DE
- Min 60 Max 500 enrolment
- Rates for special schools

## Approx Timing

- 100% **(under review)**  
(current years enrolment)

## Purpose

- Secretarial and caretaking services
- Balance used towards running costs of school

# Free Schoolbook grant

Specific purpose (ringfenced grant)

## Rate

- €96 (2022/23)  
per pupil enrolled
- Actual numbers  
enrolled

## Approx Timing

- 100% April (2022/23)  
in advance of the  
next academic year
- (current year enrolment)

## Purpose

- Provide  
schoolbooks,  
copies and other  
resources to pupils

# Free Schoolbook administration grant

Specific purpose (ringfenced grant)

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## Rate

- €160.62 per day
- Size of school

## Approx Timing

- 100% June in advance of next academic year

## Purpose

- Administration of schoolbook scheme



# ICT Grant circular 0039/2024

Specific purpose (ringfenced grant)

## Rate

- €2,000 base rate
- €39 mainstream  
€43 DEIS  
€47 Special school  
/ special class
- Actual numbers  
enrolled

## Approx Timing

- 100% paid in April
- (previous year enrolment)

## Purpose

- Provide digital devices for pupils and teachers including software, apps, cloud-based tools, etc.

# Minor Works Grant

circular 0062/2013

Specific purpose ringfenced grant

## Rate

- €5,500 base rate
- €18.50 mainstream  
€74.00 special  
school / special  
class
- Actual numbers  
enrolled

## Approx Timing

- 100% paid in April in  
advance for next  
academic year
- (current year enrolment)

## Purpose

- Improvements to  
school buildings and  
grounds
- The purchase of floor  
coverings and  
window blinds
- The purchase of  
standard furniture, PE  
equipment and IT  
related equipment

# DEIS Grant

General purpose under 6 DEIS headings (see below)

## Rate

- € Varies based on the level of concentrated disadvantage in each school

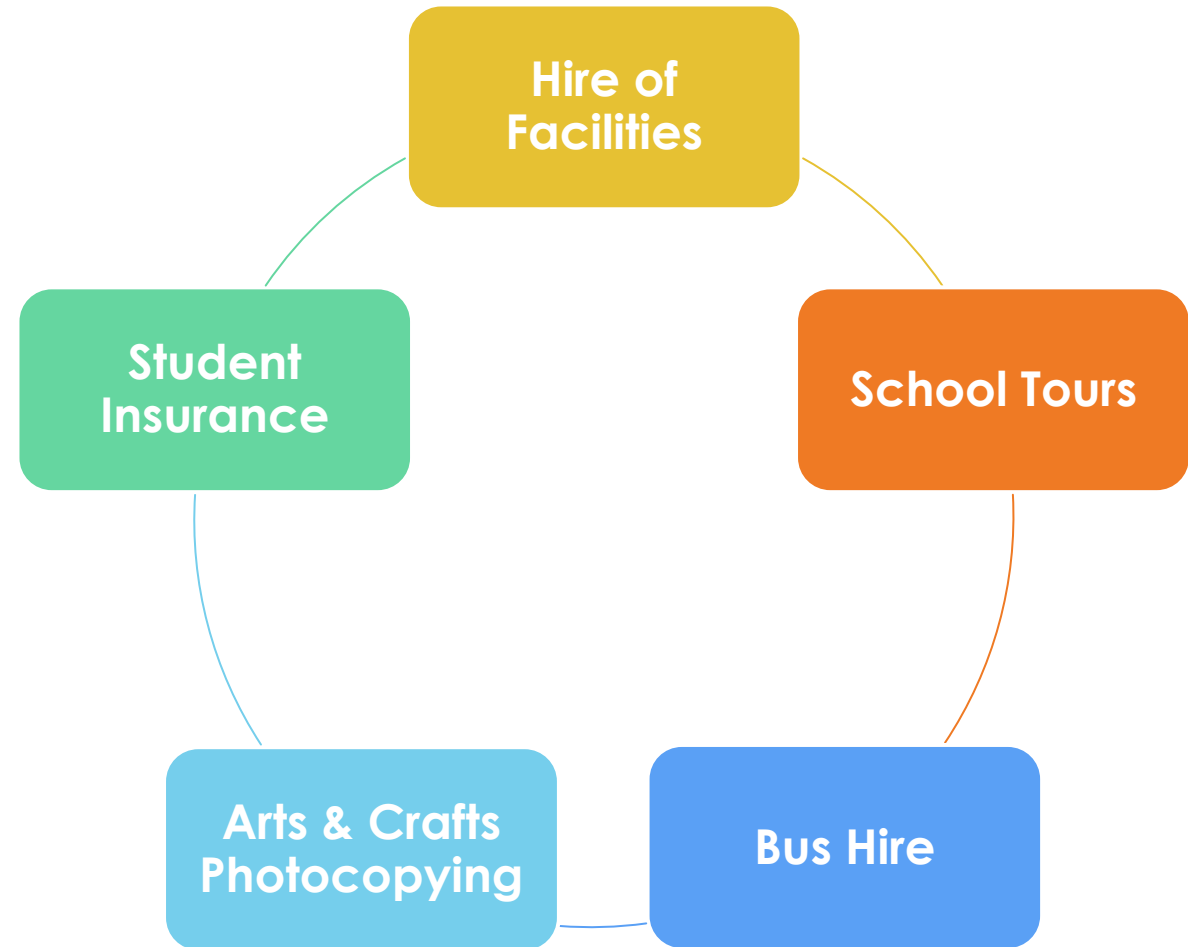
## Approx Timing

- 100% paid in June in advance for next academic year

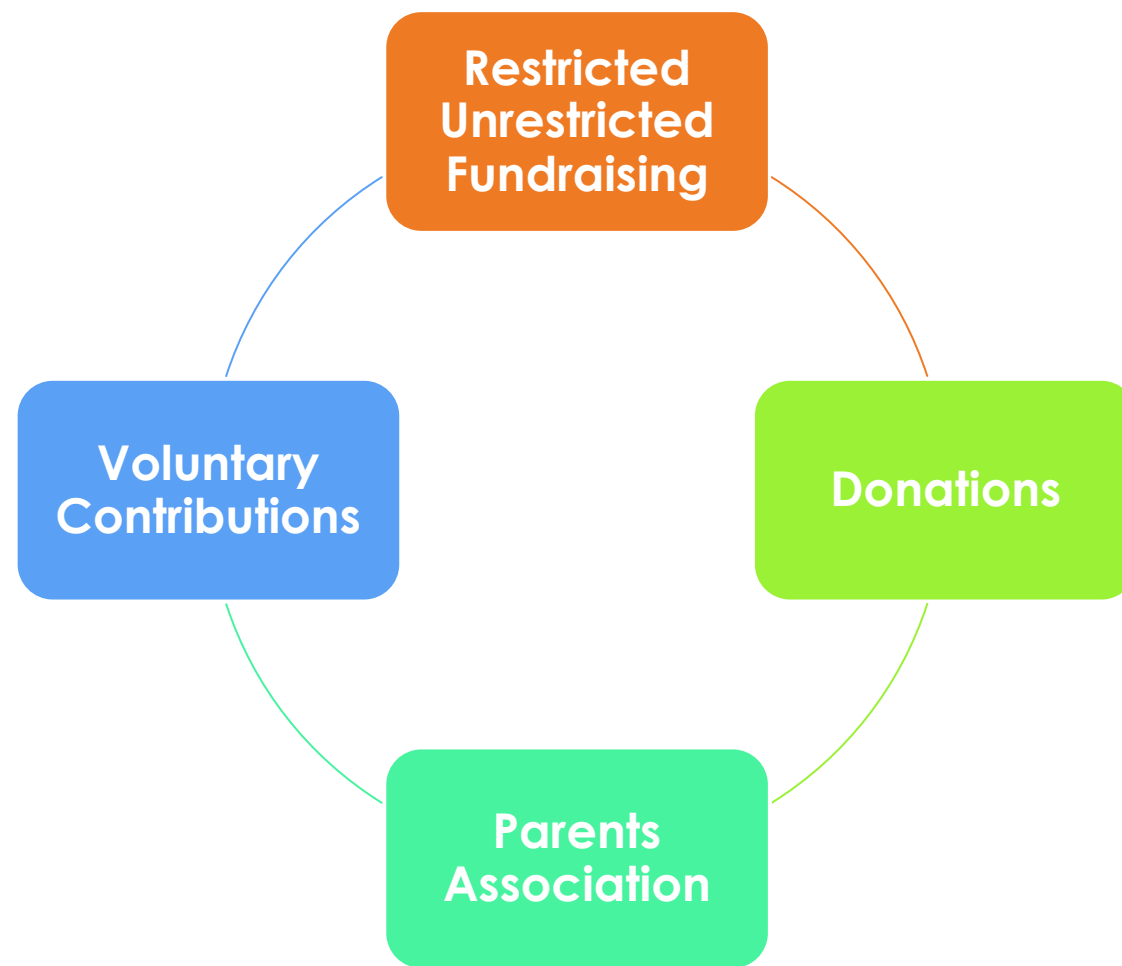
## Purpose

- To support students at greatest risk of educational disadvantage and to improve their educational outcomes under 6 headings:
  1. Attendance
  2. Retention
  3. Literacy
  4. Numeracy
  5. Supporting educational transitions
  6. Partnership with parents and others

# School Generated Income



# Other Income



# School Expenditure



Education - Salaries



Education - Other



Repairs & Maintenance



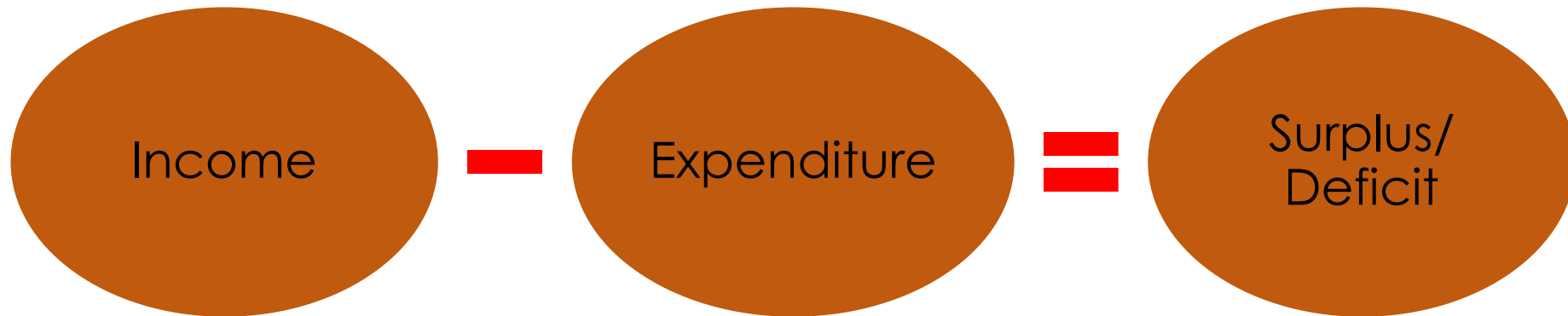
Administration



Finance



# School Income and Expenditure



- **Schools cannot budget for a deficit**
- **If school is running into a deficit situation, the patron/trustee should be informed immediately**

# School Budget



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## Key Points:

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Expenditure cannot exceed Income

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Reviewed by the treasurer

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Approved by the board of management

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Submit to Trustee/Patron if requested

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On going monitoring of the budget

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# 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	\$6,610	\$9,915	\$13,220	\$16,525	\$21,830	\$24,255	\$27,360	\$30,965	\$34,170	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Monthly Expenses	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306	\$3,306
Interest Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Savings	\$3,306	\$6,610	\$9,915	\$13,220	\$16,525	\$21,830	\$24,255	\$27,360	\$30,965	\$34,170	\$37,025	\$42,430