

School Closure Financial Checklist

	COMPLETE BY	
Prepare closing /moving plan month-by-month		
April		
Assets & Equipment Preparation <ul style="list-style-type: none"> Prepare an up-to-date fixed Asset Register to evaluate what equipment will be transferred to the new/amalgamated school and what will be disposed of <p>Sample Fixed Asset Register - FSSU</p> <p>ICT Equipment including computers, printers, projectors etc Photocopiers, laminators, shredders etc Furniture & Storage – classroom, office, staff room, stores etc</p> <p>PE & sports equipment, stationary, arts & crafts, cleaning equipment and supplies Tools, lawnmowers, gardening, and outdoor furniture & equipment Library books & shelving</p> <ul style="list-style-type: none"> Prepare a budget for the moving costs to include Skips for disposal of unwanted furniture / equipment Confidential shredding Removals and transporting of equipment & files to new building Budget <p>Templates - FSSU</p>		
Staff Preparation <ul style="list-style-type: none"> Meet and update school paid personnel /administration staff advising of new arrangements and school closures dates <p>Ancillary staff ie Secretary, Caretaker & Cleaners Bus Escorts Any privately paid staff ie extra-curricular teachers music, dancing etc</p> <ul style="list-style-type: none"> Advise of any changes to work practices that may be expected. Eg increased hours, recruitment, redundancies etc 		

Hire of Facilities Preparation <ul style="list-style-type: none"> Write to all who are renting / using the land or buildings informing them of upcoming closure. E.g. After school clubs, summer clubs etc Sports clubs, hire of sports hall etc Community Groups Car park rentals <ul style="list-style-type: none"> Advise of closure dates and final payment dates if applicable Advise if options are available in the new school re hiring of facilities. Prepare new contracts 		
May		

Banking <p>Close any subsidiary bank accounts e.g. •</p> <ul style="list-style-type: none"> Deposit Accounts Credit card accounts Parents Association Bank Accounts etc Merchant Bank accounts if using payments solutions provider and transfer balances into main Bank Current account until final move in place 		
Equipment / Service Contracts <ul style="list-style-type: none"> Give notice of school closures to lease companies, service agreement holders e.g. Photocopiers / equipment on hire/lease Sanitation equipment, mats, towels etc Pest control providers Maintenance contracts ie lifts, boiler, air conditioning units etc <p>Arrange collection date and any refunds /amounts owing if applicable</p>		
Insurance <ul style="list-style-type: none"> Advise Insurance provider of school closure dates and arrange refund if applicable Also notify insurance provider of student insurance cover if required Advise Patron/ trustees of cancellation of insurance cover in the event they may want to arrange their own cover 		
Records / Data Management <ul style="list-style-type: none"> Review data/records to be transferred to new school or shredded Review data/records to be transferred to Patron or shredded 		
June		

Students <ul style="list-style-type: none"> Advise payments solutions provider of school closure and request refund if applicable Advise parents to pay any contributions for the next academic year using the new school app – send details in advance Ensure pupils moving to the new school (if applicable) have been enrolled on POD under new roll number and contact the department re school closure Email: pod@education.gov.ie Phone number: (01) 889 2311 		
Suppliers <ul style="list-style-type: none"> Send letter to all suppliers informing them of school closure. Requesting statement of account and final invoices Cancel all annual subscriptions and memberships, request refunds if applicable <p>Some services may be needed until closure day</p> <p>Light & Heat – contact energy provider with final meter reading and pay final bill Phone providers</p> <p>Key holding & Security – arrange for collection of keys and consult with Patron re continued security</p> <p>Refuse Collection - arrange for final collections and return of bins</p>		
July		

Moving Month ?		
<ul style="list-style-type: none"> Arrange for the transfer of records / Data to Patron Keep a full list of data transferred Clearly identify and label each box 		
<ul style="list-style-type: none"> Arrange for the transfer of records / Data to new site- Keep a full list of data transferred Clearly identify and label each box 		
<ul style="list-style-type: none"> Arrange for the movement of assets from school to new site as per fixed asset register 		
August		

<p>Payroll</p> <ul style="list-style-type: none"> • Ensure final Payments are made to all staff up to 31 August for the following: Wages, overtime etc holiday pay Redundancy if applicable Expenses claims • Update Revenue with cessation dates once payroll has been finalised • Ensure staff have been set up on the new payroll package @ 01 Sept and new contracts of employment issued. • Ensure payroll return is filed on ROS 		
<p>Suppliers</p> <ul style="list-style-type: none"> • Check that all invoices have been paid in full or refunds received • Provide final meter readings to energy providers and request final bills • Cancel direct debits and standing orders and pay by EFT 		
<p>September</p>		
<p>Accounts</p> <ul style="list-style-type: none"> • Prepare to close off accounts package or FSSU template for 20XX/20XX. Some payments for 20XX/20XX academic year may still be due ie Revenue, Energy bills etc. extend the accounting period to include these final payments / refunds ie prepare a 13 month set of accounts • Ensure all cheques have cleared bank account or follow up with payees • Contact school accountant to prepare year end accounts and advise school is closing 		
<p>Revenue</p> <ul style="list-style-type: none"> • File and pay any outstanding returns on ROS and deregister for all taxes including PAYE/PRSI VAT/RCT Charitable Donation Scheme (if applicable) 		
<p>October to December (Close off)</p>		
<ul style="list-style-type: none"> • Contact bank to close school bank account. Board members may need to be available • • • Ensure all cheques & direct debits have cleared bank account 		

<ul style="list-style-type: none"> • <p>Return any unused cheque book and lodgement books to the bank</p> <ul style="list-style-type: none"> • <p>Instruct bank to transfer any remaining balance to the new school bank account</p>		
<ul style="list-style-type: none"> • <p>DES Requirements-check the OLCS/P Pod to ensure all records transferred to new school</p>		
<ul style="list-style-type: none"> • <p>Contact external school accountant to arrange preparation 20XX/20XX school accounts at the start of September</p>		
<ul style="list-style-type: none"> • <p>Board of Management should reconvene to approve and sign final accounts for submission to FSSU by the deadline date 28th February</p>		