

# School Meals Local Projects Scheme

## Income and Expenditure Report

Academic Year 2024 - 2025

Social Welfare Services

SMLPS 2

Data Classification R



Please write with a **black** ballpoint pen, use **capital letters** and place an **X** in the relevant boxes.

School Meals Identifier or Roll Number:

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### Part 1

### Income details

School meals funding allocated 2023 - 2024 academic year: € 

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(this amount can be found on the School Meals First Instalment Letter that issued in 2023)

**Note:** Please provide bank statements for the 2023 - 2024 academic year if you received payments in excess of €10,000.

### Part 2

### Expenditure every month

- The cost of club meal items should only be recorded as monthly expenditure. Ineligible items on receipts should be deducted from the monthly totals.
- Monthly expenditure is the total of all receipts and invoices raised each month regardless of when the invoices are paid, that is the month when the expense occurred.
- Monthly expenditure figures recorded below will not necessarily correspond with monthly expenditure figures in your financial accounts because invoices are not always paid in the month they are raised.
- Please enclose invoices or receipts for **May 2024** showing food items purchased under the scheme.

**Note:** Please be aware that expenses should relate to food items **only**. Food items must be of a suitable quality and nutritional value as laid out in scheme rules.

September:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>			March:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>		
October:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>			April:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>		
November:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>			May:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>		
December:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>			June:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>		
January:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>			July:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>		
February:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>			August:	€	<table border="1"><tr><td></td><td></td></tr></table>			,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>		
Total expenditure:	€	<table border="1"><tr><td></td><td></td><td></td></tr></table>				,	<table border="1"><tr><td></td><td></td><td></td></tr></table>				.	<table border="1"><tr><td></td><td></td></tr></table>															

Expenditure for the months of July and August must only be given by organisations operating outside of the standard school year.

## Part 3

## Balance

Total income:

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Total expenditure:

€ 

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Surplus or deficit on entering  
the 2024 - 2025 academic year:

€ 

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If a deficit occurred, how was it funded?

[illegible]

For schools receiving over €10,000:

If you have a Surplus this year, does it match the closing balance of your bank account?

☐ Yes☐ No

If **No**, can you please enter:

Bank account balance at 31st  
July 2024:

€ 

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Surplus as stated above:

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Difference:

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Reason for difference:

## Part 4

## Declaration

Name of school or organisation:


Address of school or organisation:


County

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Eircode

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Your name:


Position held:

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We declare that the information given by us on this form is truthful and complete.

We understand that if any of the information we provide is untrue or misleading, or if we fail to disclose any relevant information, that we will be required to repay any payment received from the department and that we may be prosecuted.

We declare that we are operating within the criteria of the scheme and we undertake to immediately advise the department of any change in circumstances which may affect the school or organisation's entitlement.

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Signature, **not** capital letters.

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Position held.

Date:

				2	0		
D	D	M	M	Y	Y	Y	Y

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Co-signature of Treasurer or Board of Management member responsible for finance in the organisation, **not** capital letters.

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Position held.

Date:

				2	0		
D	D	M	M	Y	Y	Y	Y

**Warning:** If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term, or both.

## Have you:

- ☐ enclosed bank statements covering the 2023 - 2024 academic year for organisations in receipt of payments exceeding €10,000?
- ☐ enclosed invoices or receipts for **May 2024** showing food items purchased under the scheme?
- ☐ signed and co-signed the declaration on **page 3**?

**Applications must be submitted no later than Friday 25 October 2024.**

## Where to send this form

Please send this completed Income and Expenditure Report and the application form (SMLPS1) by email at **[school.meals@welfare.ie](mailto:school.meals@welfare.ie)** or by post to:

**School Meals Programme**

Department of Social Protection  
College Road  
Sligo  
Co. Sligo  
F91 T384

If you need any help to complete this form, please contact the School Meals Programme by email at **[school.meals@welfare.ie](mailto:school.meals@welfare.ie)** or by calling (071) 915 7100, (071) 913 8625 or (071) 913 8626.

For more information visit **[www.gov.ie/SchoolMealsScheme](http://www.gov.ie/SchoolMealsScheme)**

**Data Protection Statement**

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at **[www.gov.ie/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement)** or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.