|  |
| --- |
| Template Summary Finance Report to the board of management |
| Date of Finance Sub-committee meeting | {Enter Date} |  |
| Attendees | {Enter Name} |  |
| Confirm that the FSSU recommended financial reports were reviewed by the Finance sub-committee | {Yes/No} |  |
| All financial reports were prepared up to | {Enter Date} |  |
| Total bank balances per the bank reconciliations are: | {Enter Amount} |  |
| Total amount outstanding to suppliers/creditors  | {Enter Amount outstanding} |  |
| Total amount owed to Revenue in payroll taxes  | {Enter Amount} |  |
| Total amount owed to Revenue in RCT/VAT | {Enter Amount} |  |
| Any other amounts owed (loans, leases, HP) | {Enter Amount} |  |
| Total amount of ring-fenced grants unspent | {Enter Amount} |  |
| Total amount of grants/income received in advance | {Enter Amount} |  |
| The information below is taken from the Income & Expenditure Report |
| Income |  |  |
| Total Department of Education Grant received from 01st Sept | {Enter Amount} |  |
| Total Other State Funding received from 01st Sept  | {Enter Amount} |  |
| School Income Received from 01st Sept | {Enter Amount} |  |
| * Parent Voluntary Contribution
 | {Enter Amount} | If income is below budget, please provide details here |
| * Rental School Property
 | {Enter Amount} |  |
| * Fundraising
 | {Enter Amount} |  |
| * Parents Association
 | {Enter Amount} |  |
| * Other Income
 | {Enter Amount} |  |
| List as appropriate |  | At different times of the year, different income streams will be reflected here for example mock exam income, school musical income, TY income  |
|  |  |  |
| Expenses |
| Total Education Salary (paid on the school payroll e.g. S&S salary, bus escort, state exam salaries etc) | {Enter Amount} | If an expense has gone over budget please provide details here |
| Total Education Other Expenditure (including classroom materials, teaching aides and other education related expenditure) | {Enter Amount} | If an expense has gone over budget please provide details here |
| Total Repairs & Maintenance Expenditure (including caretaker & cleaners wages, insurance, repairs to building & grounds, light & heat etc) | {Enter Amount} | If an expense has gone over budget please provide details here |
| Total Administration Expenditure (including secretarial wages, telephone, printing etc) | {Enter Amount} | If an expense has gone over budget please provide details here |
| Total Financial Expenditure (leasing costs, bank charges etc) | {Enter Amount} | If an expense has gone over budget please provide details here |
| Total Surplus/Deficit for the period  | {Enter Amount} | If an expense has gone over budget please provide details here |
|  |  |  |
| The following information is taken from the Balance Sheet Report |
| Capital Grant Income (Summer works, emergency works, capital building project) | {Enter Amount} | {Enter name of grant received} |
| Capital Grant Expenditure  | {Enter Amount} |  |
| Total Surplus/Deficit for the period |  |  |
|  |  |  |
| Other Capital Grant Income (Grant for Fit out of woodwork room, DCG room etc)  |  | {Enter name of grant received} |
| Other Capital Grant Expenditure (Expense paid for Fit out of woodwork room, DCG room etc) |  |  |
|  |  |  |
| The following proposed large or capital purchases are put to the board for approval | {Enter details of proposed large or capital purchases} |  |
|  |  |  |
| AOB |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |