

Amalgamating Post-Primary Schools Financial Checklist

Checklist	Complete by
<p>Establishment of a new Board of Management</p> <ul style="list-style-type: none"> • The Patron/Trustees may appoint a person to act in the role of secretary to the board until the Principal is appointed. • Once the board has been appointed, they should approve and adopt policies and procedures for the following: <ul style="list-style-type: none"> ✓ Banking policy, including electronic banking, credit cards, petty cash etc ✓ Purchasing policy ✓ School tours policy ✓ Schoolbook policy <p>Sample policy documents are available from the FSSU website (fssu.ie).</p>	
<p>Banking</p> <p>New bank accounts in the name and address of the new board of management will be required. The board should approve the authorised approvers for all bank accounts in accordance with the Voluntary Secondary Schools / Community and Comprehensive Schools. School should use business banking online, which allows for two authorised approvers.</p> <ul style="list-style-type: none"> • Current accounts • Deposit accounts • Parents Association bank accounts etc • If approved by the patron/trustee, open a credit card for online purchases, if required. 	

Department of Education

- Contact the Department of Education to ensure new roll number is set up
Email: sdfinfo@education.gov.ie
- Check for the availability of startup grants for furniture and ICT etc.
- Email: remittance@education.gov.ie to advise of new bank account number and roll number.
- Ensure pupils moving to the new school have been enrolled on the pupil online database (POD) Email: PPODHelpdesk@education.gov.ie/ Tel: 0906 484128
- Contact OLCS to register for an account. Email: onlineclaims@education.gov.ie
Tel: 090 648 4171

Revenue Commissioners

- Register the new board of management details on ROS using the [TR1 Sample Form](#) including:
 - ✓ PAYE/PRSI/USC
 - ✓ VAT/RCT
 - ✓ Charitable Donation Scheme (if applicable)
 - ✓ VAT Compensations Scheme (if applicable)
- Ensure previous schools are deregistered on ROS for the above taxes, once the schools have closed.
- The board should be familiar with the VAT/RCT guidance notes for schools - [Guidance Note for Boards of Management on RCT/VAT](#)

Charity Regulator

- [Register the newly amalgamated school with the Charities Regulator](#) once new Board of Management is established.
- The board should appoint an authorised filer to complete the annual return on 30th June each year.
- Schools should ensure the Registered Charity Number of the school appears on the headed paper, website and any fundraising material of the school.
- Deregister the previous schools with the charity Regulator once the annual return has been completed (deadline date 30th June).

Staff Preparation

- Meet and update Board of Management paid personnel advising of new arrangements. For example:
 - ✓ Ancillary staff i.e. Secretary, Caretaker & Cleaners
 - ✓ Bus Escorts
 - ✓ Any privately paid staff i.e. Supervisors, music teachers, etc
- Advise of any changes to work practices that may be expected, e.g. increased hours, recruitment, redundancies etc.
- New contracts of employment may be required. Contact School Management body.
- If necessary, contact the secretaryreturns@education.gov.ie to advise of recruitment of new secretary.

Hire of Facilities Preparation

- Write to all who are renting / using the land or buildings informing them of upcoming change. For example:
 - ✓ After school clubs, summer clubs etc.
 - ✓ Sports clubs, hire of sports hall etc.
 - ✓ Community Groups
 - ✓ Car park rentals.
- 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.

Fixed Assets

Prepare an up-to-date [Fixed Asset Register](#) for each school to evaluate what equipment will be transferred to the newly amalgamated school and what will be disposed of:

- ✓ ICT equipment including computers, printers, projectors etc.
- ✓ Photocopiers, laminators, shredders etc.
- ✓ Furniture – classroom, office, staff room, stores etc.
- ✓ PE & sports equipment, stationary, arts & crafts, cleaning equipment and supplies
- ✓ Cleaning equipment
- ✓ Canteen equipment
- ✓ Lawnmowers, gardening, and outdoor furniture & equipment
- ✓ Woodwork/Metalwork/Home Economics/Science equipment.

Arrange for the movement of assets to the new site as per Fixed Asset Register.

Supplies and Consumables

- Prepare an up-to-date list for each school of stock on hand of supplies and consumables to evaluate what will be transferred to the newly amalgamated school and what will be disposed of:
 - ✓ Stationery
 - ✓ Arts & Crafts supplies
 - ✓ Cleaning supplies
 - ✓ Library books & shelving
 - ✓ Classroom books
 - ✓ Science chemicals.
- Prepare a [budget](#) for the moving costs to include:
 - ✓ Skips for disposal of unwanted furniture / equipment
 - ✓ Confidential shredding
 - ✓ Removals and transporting to new building.

Equipment / Service Contracts

Give notice of changes to lease companies, service agreement holders. For example:

- Photocopiers / equipment on hire/lease
- Sanitation equipment, mats, towels etc.
- Pest control providers
- Maintenance contracts i.e. lifts, boiler, air conditioning units etc.
- Cleaning company
- Canteen supplier
- Arrange collection date and any refunds /amounts owing if applicable.

The notice period required will be available in the contract with these suppliers and should be adhered to.

Insurance

- Consult with patron/trustees in relation to insurance cover (if applicable) New insurance cover in the name of the new board of management will be required.
- Cancel Insurances on previous schools and arrange refund, if applicable.

Records / Data Management

- Review data/records to be transferred to new school or shredded.
- Review data/records to be transferred to patron or trustee or shredded.
- Arrange for the transfer of records from previous schools. Keep a full list of data transferred.

<p>Income Solutions Provider</p> <ul style="list-style-type: none"> • Advise payments solutions provider of school change and request refund if applicable. Set up new account and merchant bank account. • Advise parents to pay any contributions for the next academic year using the new school app – send details in advance. 	
<p>Suppliers</p> <ul style="list-style-type: none"> • Send letter to all suppliers informing them of school changes. • Request statement of account and set up new account if necessary. • Set up annual subscriptions and memberships under new board of management. <p>The following services may be required if moving to new building:</p> <ul style="list-style-type: none"> ✓ Light & Heat – contact energy providers with a meter reading ✓ Phone and broadband providers ✓ Key holding & Security –consult with Patron re continued security ✓ Refuse Collection. ✓ Pest Control. 	
<p>Payroll</p> <ul style="list-style-type: none"> • Ensure new payroll software package is set up under new board of management employer registration number to pay wages /salaries due. • Register all board of management employees on the payroll software. • Ensure new contracts of employment have been issued to all staff. • Ensure payroll returns are filed on ROS. 	
<p>Accounts</p> <ul style="list-style-type: none"> • Download accounting software package for the new academic year: <ul style="list-style-type: none"> ○ Voluntary Secondary schools are required to use Sage 50. ○ Community & Comprehensive schools are required to use Brightbooks. • Ensure to keep income and expenditure relating to newly amalgamated school and the previous schools separate, for example: <ul style="list-style-type: none"> ○ Identify if expenditure on or before 31/08/xx is relating to the newly amalgamated school or the closure of previous schools. ○ Identify if income on or before 31/08/xx is relating to the newly amalgamated school or is income due from of previous schools, i.e. insurance refund. ○ Examine bank balances at 31/08/xx to identify any unspent grants, school generated income or fundraising. 	

<p>For closing schools:</p> <ul style="list-style-type: none"> • Prepare to close off the accounting software for closing schools for the current year. • Some payments for the current academic year may still be due i.e. Revenue, payment to external accountant, energy bills etc. • Extend the accounting period to include these final payments / refunds i.e. prepare an extended set of accounts. • Ensure all cheques have cleared bank account or follow up with payees. • Send final accounts and supporting documentation to the accountant for preparation of the final accounts. 	
<p>External Accountant</p> <ul style="list-style-type: none"> • The board of management should appoint an external accountant to prepare accounts for the newly amalgamated school for the year-end 31/08/xx. • The board should inform the FSSU of this appointment once selected. • For previous schools, their external accountants will also need to prepare final accounts. The accountant may extend the accounting period for longer than 12 months to include these final payments / refunds i.e. prepare an extended set of accounts. • The Board of management of each closing school will need to convene to approve the final accounts and ensure submission to the FSSU on or before 28/02/XX. 	
<p><u>Final Checks for closing schools</u></p> <ul style="list-style-type: none"> • Contact the bank to close the school bank account. Previous board members who were account signatories will need to be available to do this. • Ensure all cheques & direct debits have cleared the bank account. • Return any unused cheque book and lodgement books to the bank. • Instruct bank to transfer any remaining balance to the new school bank account. • Contact external school accountant to ensure submission of final school accounts to the FSSU has been made before deadline 28/02/XX. • Deregister with CRA and Revenue once all returns are complete. 	