

## Account Preparation Year End Checklist

| Action                                                                                                                                                                                                                                                                                      | Completed                           | Provide to Accountant    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| Bank Statements for all banks accounts<br>Provide bank statements for all bank accounts (including Parents' Association) for the period 1 <sup>st</sup> September to 31 <sup>st</sup> August                                                                                                | <input type="checkbox"/>            | <input type="checkbox"/> |
| Review Bank Reconciliations and Outstanding Cheques<br>All bank accounts should be reconciled up to 31 <sup>st</sup> August each year and uncashed out-of-date cheques are stopped and written back                                                                                         | <input type="checkbox"/>            | <input type="checkbox"/> |
| Income and Expenditure Review<br>Category review and provide FSSU monthly reporting template or Income and Expenditure Reports if using another accounting package to Accountant                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> |
| School Receipts, Purchase Invoices, Petty Cash and Credit Card<br>Review all school receipts, purchase invoices, petty cash and credit card and ensure all supporting documentation for each payment made is filed in order of date paid. Ensure petty cash agrees with amount held in safe | <input type="checkbox"/>            | <input type="checkbox"/> |
| Review Accruals, Income Received in Advance and Prepayments<br>Complete list of all accruals, income received in advance and prepayments and report to accountant <a href="#">Template</a>                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/> |
| Review Unspent Ringfenced Grants<br>Review all ringfenced grants and ensure level of unspent grant is correct                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Capital Projects<br>Full details of any capital works being undertaken by the school should be provided to accountant <a href="#">Template</a>                                                                                                                                              | <input type="checkbox"/>            | <input type="checkbox"/> |
| Revenue Commissioners<br>Review RCT, VAT and PAYE/PRSI/USC returns and payments                                                                                                                                                                                                             | <input type="checkbox"/>            | <input type="checkbox"/> |
| Payroll Reports<br>The gross to net report showing details of employee pay and taxes during the year should be provided to accountant                                                                                                                                                       | <input type="checkbox"/>            | <input type="checkbox"/> |
| Fixed Asset Register<br>Review existing Fixed Asset Register for any changes and ensure all new additions have been added. Provide to accountant if requested                                                                                                                               | <input type="checkbox"/>            | <input type="checkbox"/> |
| Insurance Documents<br>Provide to accountant if requested                                                                                                                                                                                                                                   | <input type="checkbox"/>            | <input type="checkbox"/> |
| Board of Management Confirmation Letter<br>Complete and sign by the chairperson and treasurer of the board                                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/> |
| Return unspent Covid-19 grant amounts to the Department<br>If not done so already, any unspent Covid-19 grants (excluding Covid 19 Minor Works grant) should be returned to the Department of Education                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

## Ullmhú Cuntas – Seicliosta Dheireadh na Bliana

| Gníomh                                                                                                                                                                                                                                                                                                                                                                   | Curtha i gCrích                     | Tabhair don Chuntasóir   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| Ráitis Bhainc do gach cuntas bainc<br>Ráitis bhainc a sholáthar do na cuntais bhainc uile (lena n-áirítear Cumann na dTuismitheoirí) don tréimhse ón 1 Meán Fómhair go dtí an 31 Lúnasa                                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/> |
| Déan athbhreithniú ar na Ráitis Imréitigh Bhainc agus ar na Seiceanna Gan Íoc<br>Ba chóir gach cuntas bainc a imréiteach suas go dtí an 31 Lúnasa gach bliain.<br>Cuirtear stop le seiceanna atá as dáta agus nár briseadh agus déantar iad a athscríobh                                                                                                                 | <input type="checkbox"/>            | <input type="checkbox"/> |
| Tuarascáil ar Ioncam agus Caiteachas<br>Athbhreithniú catagóire agus teimpléad tuairiscithe míosúil FSSU nó<br>Tuarascálacha Ioncaim agus Caiteachais a sholáthar don Chuntasóir má tá pacáiste cuntasaíochta eile in úsáid                                                                                                                                              | <input type="checkbox"/>            | <input type="checkbox"/> |
| Admhálacha Scoile, Sonraisc Cheannaigh, Airgead Beag agus Cártaí Creidmheasa<br>Athbhreithnigh gach admháil scoile, sonrasc ceannaigh, airgead beag agus cárta creidmheasa agus cinntigh go bhfuil an doiciméadacht tacaíochta go léir le haghaidh gach íocaíochta comhdaithe in ord a dáta íoctha. Cinntigh go n-aontaíonn an t-airgead beag leis an méid atá i dtaisce | <input type="checkbox"/>            | <input type="checkbox"/> |
| Déan athbhreithniú ar Fhabhruithe, Ioncam a Fuarthas Roimh Ré agus Réamhíocaíochtaí<br>Liosta iomlán de na fabhruithe, ioncam a fuarthas roimh ré agus réamhíocaíochtaí uile agus tuairiscigh iad don chuntasóir <a href="#">Teimpléad</a>                                                                                                                               | <input type="checkbox"/>            | <input type="checkbox"/> |
| Déan athbhreithniú ar Dheontais Imfhálaithe Neamhchaite<br>Athbhreithnigh na deontais uile atá curtha i leataobh agus cinntigh go bhfuil leibhéal an deontais neamhchaite ceart                                                                                                                                                                                          | <input type="checkbox"/>            | <input type="checkbox"/> |
| Tionscadail Chaipitil<br>Ba chóir sonraí iomlána faoi aon oibreacha caipitil atá á ndéanamh ag an scoil a sholáthar don chuntasóir <a href="#">Teimpléad</a>                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Na Coimisinéirí Ioncaim<br>Déan athbhreithniú ar thuairisceáin agus ar íocaíochtaí Cáin Conarthaí Iomchuí (RCT), CBL agus ÍMAT/ÁSPC/USC                                                                                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/> |
| Tuairiscí Párolla<br>Ba chóir an tuarascáil ó mhéid comhlán go méid glan a thaispeánann sonraí faoi phá agus cánacha fostaithe i rith na bliana a sholáthar don chuntasóir                                                                                                                                                                                               | <input type="checkbox"/>            | <input type="checkbox"/> |
| Clár Sócmhainní Seasta<br>Athbhreithnigh an Clár Sócmhainní Seasta atá ann cheana féin d'fhonn aon athruithe a aithint agus cinntigh go bhfuil gach breisiú nua curtha leis. Tabhair don chuntasóir é má iarrtar sin                                                                                                                                                     | <input type="checkbox"/>            | <input type="checkbox"/> |
| Doiciméid Árachais<br>Tabhair don chuntasóir é má iarrtar sin                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Litir Údaraithe an Bhoird Bhainistíochta<br>Le comhlánú agus le síniú ag cathaoirleach agus cisteoir an bhoird                                                                                                                                                                                                                                                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Méideanna deontais Covid-19 gan chaitheamh a thabhairt ar ais don Roinn Mura bhfuil sé seo déanta cheana féin, ba chóir aon deontais Covid 19 neamhchaite (gan deontas Mionoibreacha Covid-19 san áireamh) a thabhairt ar ais don Roinn Oideachais                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |