

Board of Management/Governors Authorisation Letter for 2024/2025 School Accounts

To be sent to External Accountant/Auditor only
(This document does not form part of the Annual Accounts)

School Name: _____ **Roll No.** _____

School Address: _____

Accountants/Auditors name & address: _____

Dear _____, (insert Accountant/Auditors name)

1. The board of management/governors of (insert school name) _____
authorise (insert accountants/auditors name) _____,
to transfer the relevant information contained in the financial accounts to the Financial Support
Services Unit as part of the online submission process.
2. The board approves the transfer of relevant information contained in the board's annual
accounts by the Financial Support Services Unit to:
 - a. the Central Statistics Office, to assist with the annual reporting obligations,
 - b. the Charities Regulator, to assist the annual reporting obligations set out in Section 52
of the Charities Act 2009,
 - c. the trustee/patron, where requested.
3. The board confirms that the external accountant/auditor is a member of a Prescribed
Accountancy Body and has Professional Indemnity Insurance in place.
4. The average number of employees paid directly by the board in the school for the year ended
31st August 2025 was (insert number) _____.
5. The board confirms it operates under its Governance Document(s).
6. The board confirms that the trustee details for the school are registered correctly with the
Charities Regulator and any annual report due to the Charities Regulator by the 30th of June
2025 has been submitted.
7. The board confirms that, where applicable, the Income and Expenditure and bank balance of
the Parents Association, Student Council and all other bank accounts relating to school
activities are included in the annual accounts.

8. The board confirms that the number of individuals who have volunteered for the board and the school for the year ended 31st August 2025 was: (e.g., board members, parent's association, parents that helped at bake sale etc.)

None	<input type="checkbox"/>
1 - 9	<input type="checkbox"/>
10 - 19	<input type="checkbox"/>
20 - 49	<input type="checkbox"/>
50 - 249	<input type="checkbox"/>
250+	<input type="checkbox"/>

9. **Board of Management/Governors Declaration - Covid supports**

The board confirms that the reconciliation of unspent Covid-19 Capitation related grants for the school years 2020/2021, 2021/2022 and 2022/2023 were prepared and where applicable the unspent amount was returned to the Department.

☐ Yes ☐ No ☐ N/A

On behalf of the board on _____ (insert date)

Chairperson

Board Member (Post Primary) or Treasurer (Primary)