



Financial Support  
Services Unit  
(FSSU)

**Preparing Primary  
Schools for the  
Accounts  
year-ended 31<sup>st</sup>  
August 2025**



# Webinar Information



Technical Support: **primary@fssu.ie**



Recording



Email



Handouts &  
Slides



Website:  
**www.fssu.ie**



Support  
**(01) 910 4020**



Q&A

# Agenda

- Deadline for submission
- Suggested timeline
- Year-end checklist
- Monthly reporting template

# Deadline for Submission

Deadline date for submission of 2024/2025 accounts is:

**February 28<sup>th</sup> 2026**

Late filing will result in an **Audit**

Timely submission is the responsibility of the **Board of Management**

Submitting on time ensures compliance with:

- Education Act 1998
- Charities Act 2009
- Central Statistics Office



# Suggested Timeline

## ➤ As soon as possible

Board should provide all financial information to the external accountant for the school year 31<sup>st</sup> August **as soon as possible**

## ➤ November 30<sup>th</sup>

Draft accounts are sent to the board by the accountant for review. Board provides explanations and additional information to the accountant, if required

## ➤ December 31<sup>st</sup>

Accounts are reviewed and approved by the board. Once approved they are signed by the chairperson and the treasurer

## ➤ February 28<sup>th</sup>

Accountant submits the accounts to the FSSU and also uploads a pdf copy of the approved annual accounts on or before this date

# Year-End Checklist



## Account Preparation – Year End Checklist

Before sending year end accounts to accountant, please ensure checklist is complete

Action	Completed	Provide to Accountant
<b>Bank Statements for all banks accounts</b> 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"/>
<b>Review Bank Reconciliations and Outstanding Cheques</b> 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 August each year and uncashed out-of-date cheques are stopped and written back	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"/>
<b>Income and Expenditure Review</b> 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"/>
<b>School Receipts, Purchase Invoices, Petty Cash and Credit Card</b> 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"/>
<b>Review Accruals, Income Received in Advance and Prepayments</b> Complete list of all accruals, income received in advance and prepayments and report to accountant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Review Unspent Ringfenced Grants</b> Review all ringfenced grants and ensure level of unspent grant is correct	<input type="checkbox"/>	<input type="checkbox"/>
<b>Capital Projects</b> Full details of any capital works being undertaken by the school should be provided to accountant	<input type="checkbox"/>	<input type="checkbox"/>
<b>Revenue Commissioners</b> Review RCT, VAT and PAYE/PRSI/USE returns and payments	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payroll Reports</b> 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"/>
<b>Fixed Asset Register</b> 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"/>
<b>Insurance Documents</b> Provide to accountant if requested	<input type="checkbox"/>	<input type="checkbox"/>
<b>Board of Management Confirmation Letter</b> Complete and sign by the chairperson and treasurer of the board	<input type="checkbox"/>	<input type="checkbox"/>
<b>Return unspent Covid-19 grant amounts to the Department</b> 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 type="checkbox"/>	<input type="checkbox"/>

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# Bank Statements

- ✓ Print and file on bank statements folder
- ✓ Covering period from  
1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025
- ✓ Review folder for missing statements
- ✓ Provide these to the accountant

Current  
Account

Deposit  
Account

DSP School  
Meals  
Account

Credit Card  
Account

Parents  
Association  
Account

Petty Cash

# Bank Reconciliations and Outstanding Cheques

- ✓ Review all bank reconciliations
- ✓ Review outstanding cheques
- ✓ Write back any old cheques
- ✓ Covering period from  
1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025
- ✓ Provide to the accountant





[illegible]

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# Income and Expenditure Review

# Income and Expenditure Review

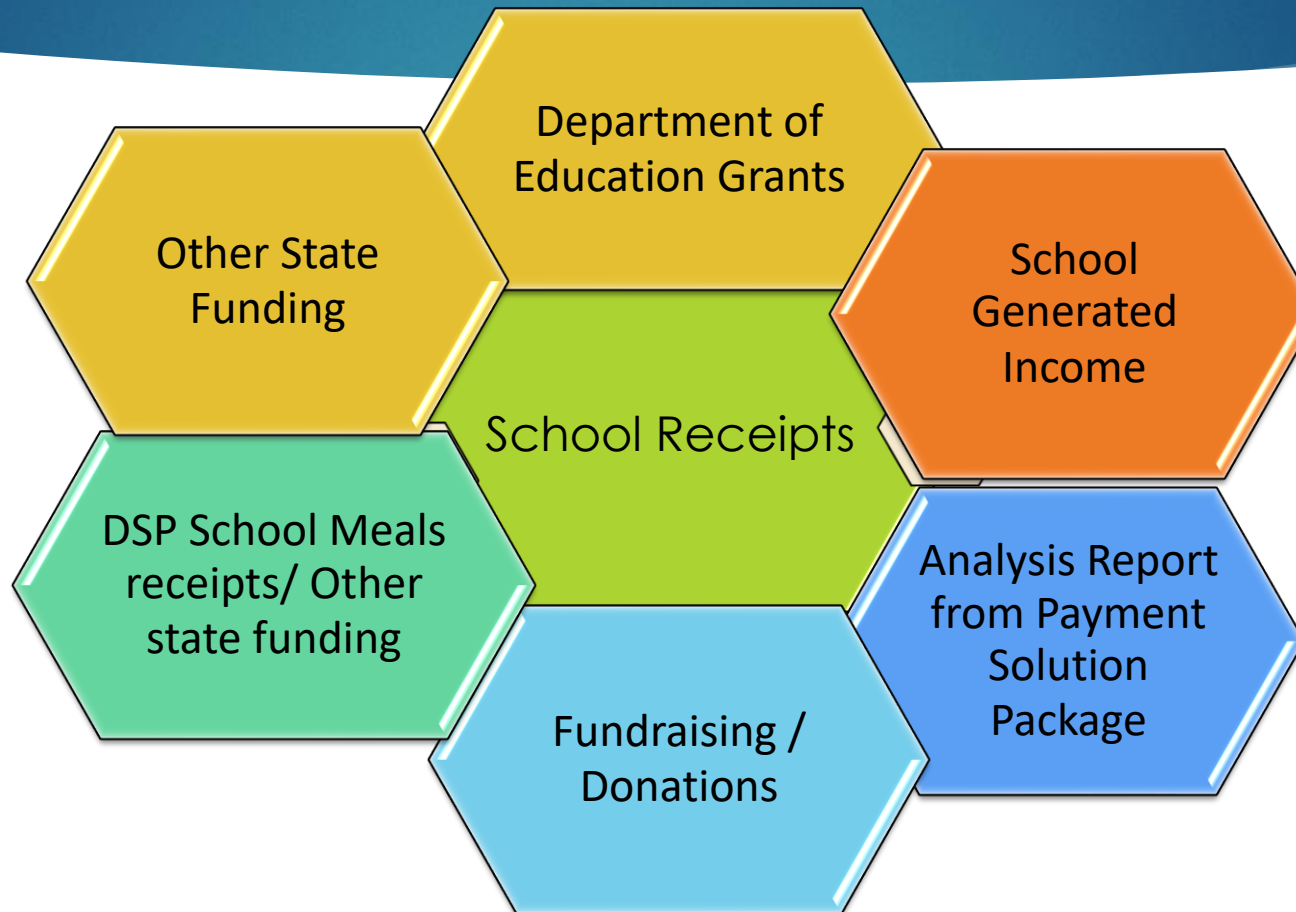
## Income /Receipts Report

- Review DE Grants
- Review School Generated Income
- Review Other Income

## Expenditure /Payments Report

- All suppliers coded correctly?
- Payroll coded correctly?
- Payroll taxes coded correctly

# School Receipts



**Categorise school receipts under the appropriate income headings**

# Purchase Invoices

- ✓ Treasurer and chairperson of the board must approve and authorise each payment
- ✓ Chairperson can delegate their payment approval to another board member e.g. the Principal
- ✓ All payments should be matched to an invoice / receipt and initialled
- ✓ Record payment details on each invoice
- ✓ Filed all invoices / receipts in order of payment date
- ✓ Given to accountant if requested



# Petty Cash and Credit Card

- ✓ Review petty cash balance and ensure it agrees with cash balance in school safe
- ✓ Ensure all credit card statements have been approved by chairperson
- ✓ Ensure back up is available for all transactions



# Accruals, Income Received in Advance & Prepayments

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## Accruals

Light & Heat

Telephone

Water Rates

Refuse Expense

## Income Received in Advance

Student Photocopying  
Income

Arts & Crafts Income

Hire of Facilities Rental  
Income

Free schoolbook and admin  
grant

## Prepaid Expenses

Insurance

Free Schoolbooks Expenses

Security Expenses

Contracts paid in advance

**Template available - [www.fssu.ie](http://www.fssu.ie) – Primary – Help – Monthly Reporting Template – Year-End Reports**



# Unspent Ringfenced Grants

Scoil Test		Main Menu		Grant Analysis		Income Analysis		Expenditure Analysis		Print Grant Analysis	
Bank Lodgements Summary											
HIDE DETAILED ANALYSIS		UNHIDE DETAILED ANALYSIS		Select Mth or YTD from dropdown to refresh reports							
Balance Brought Forward from previous year		138,000.00		2024-2025		Year to date					
Breakdown amounts included in the above balance over the departments listed below		Reserve		Receipts		Payments		Balance Remaining - New Reserve		Isolate Reserve Balance	
										Right Click to tick✓	
General Funding											
Capitation and Deis		34,400.00		20,000.00		34,855.00		19,545.00		19,545.00 ✓	
Ancillary		2,000.00		5,000.00		500.00		6,500.00		6,500.00 ✓	
Other Sch Generated Inc/Exp		300.00		14,000.00		4,800.00		9,500.00		9,500.00 ✓	
School Activities				10,100.00		4,300.00		5,800.00		5,800.00 ✓	
Designated Reimburse Inc/Exp				500.00		700.00		-200.00		-200.00 ✓	
Fundraising				6,500.00		500.00		6,000.00		6,000.00 ✓	
Total General Funding		36,700.00		56,100.00		45,655.00		47,145.00		47,145.00	
Ringfenced Grants											
Book Grants		3,000.00		5,500.00		9,000.00		-500.00			
Bus Escort				0.00		0.00		0.00			
ICT Grant		40,000.00		0.00		6,900.00		33,100.00			
Minor Works		50,000.00		0.00		4,520.00		45,480.00			
Other DE Grants				8,500.00		0.00		8,500.00			
Other State Funding				500.00		0.00		500.00			
School Meals		8,000.00		15,000.00		8,500.00		14,500.00			
Special Edu Equip				0.00		0.00		0.00			
Standardised Testing		300.00		0.00		500.00		-200.00			
Summer Programmes				0.00		0.00		0.00			
Capital Inc/Exp				0.00		0.00		0.00			
Total Ringfenced Grants		101,300.00		29,500.00		29,420.00		101,380.00		0.00	
Other											
Bank Transfers				0.00		0.00		0.00			
Misc				0.00		0.00		0.00			
Grand Total		138,000.00		85,600.00		75,075.00		148,525.00		47,145.00	
						O/S Cheques					
						Bank Balance		148,525.00			

Instructions

COA

Monthly Income & Exp. Reports

Actual v Budget

Bank Summary Page

September

Ready Accessibility: Investigate

# Capital Projects

✓ Inform accountant of any building projects

✓ Type of projects

✓ Extension

✓ Refurbishment

✓ Emergency or Summer Works Projects

✓ Solar Panels

✓ Template on website

✓ [www.fssu.ie](http://www.fssu.ie) – Primary – Help – Monthly Reporting Template – Year-End Reports

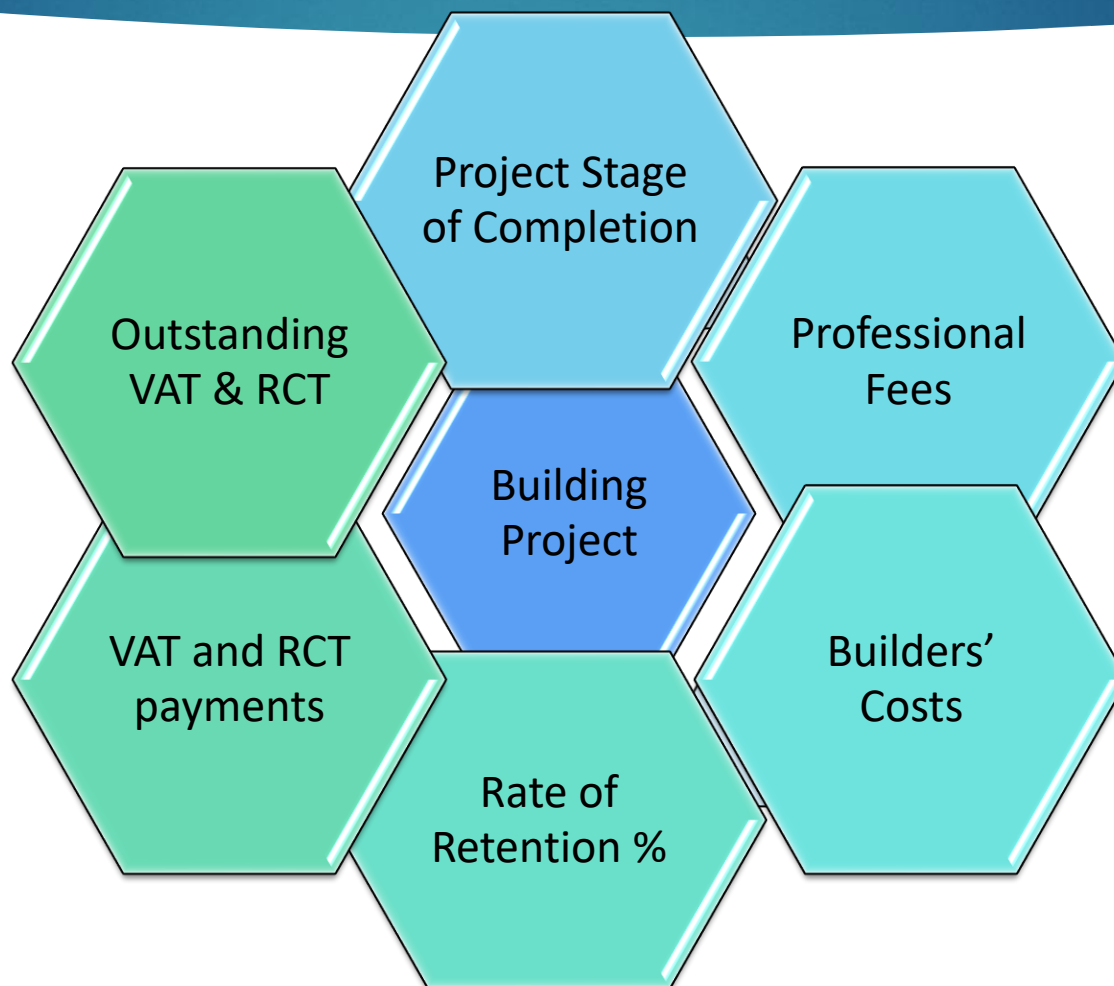
✓ Funding details

✓ Department of Education Grants

✓ School funds

✓ Fundraising

# Capital Projects



# Revenue Commissioners

## Review VAT and RCT folders

- Copies of all returns filed
- Back-up documentation and calculations:
  - Invoices
  - Revenue Payment Notifications

## Review PAYE/PRSI/USC folder

- Copies of all returns filed
- Revenue statement of account
- Gross to net wage report

## Enhanced Reporting Requirements (ERR)

- Requires employers to report details of certain expenses and benefits made to employees and office holders
- Full details on the FSSU website [Enhanced Reporting Requirements Webinar Recording - FSSU](#)

# Fixed Asset Register

## Fixed Asset Register

- Updated for assets purchased during 2024/2025
- Computers, Audio Visual Equipment and Fixtures & Fittings

## Asset Additions Recorded

- Barcoded and barcode number recorded in the register
- Additions recorded on an excel sheet and each addition assigned a number, Example:  
**24/25-01** for addition number 1,  
**24/25-02** for addition number 2 and so on.

## Back-up invoices

- Fixed Asset Folder
- A sample Fixed Asset Register can be found on our website – [www.fssu.ie](http://www.fssu.ie) – **Primary - Help - Fixed Asset Register**

# School Insurance

- ✓ School Building Insurance Policy
- ✓ Pupil Insurance Policy
- ✓ Schedule of insurance payments
- ✓ Details of any insurance receipts or claims
- ✓ Documentation given to accountant if requested





# BOM Authorisation Letter

## 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  
31<sup>st</sup> 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 30<sup>th</sup> 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.

# BOM Authorisation Letter

8. The number of individuals who have volunteered for the board and the school for the year ended 31<sup>st</sup> 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)

[www.fssu.ie](http://www.fssu.ie) – Primary – External Accountants/ Auditors – School Accounts Submission

# Summary – Year End Checklist

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Bank Statements

Bank  
Reconciliation and  
outstanding  
cheques

Income &  
Expenditure

School Receipts  
and Purchase  
Invoices

Accruals, Income  
Received in  
Advance &  
Prepayments

Unspent  
Ringfenced grants

Capital Projects

Revenue  
Commissioners

Payroll Reports

Fixed Asset  
Register

School Insurance

BOM  
Authorisation  
Letter

Return of Covid  
funds

# Part 2 – Monthly Reporting Template Review





# Thank You

Any questions please email



[primary@fssu.ie](mailto:primary@fssu.ie)

Tel: 01 910 4020

[www.fssu.ie](http://www.fssu.ie)