



Financial Support
Services Unit
(FSSU)

**Preparing Primary
Schools for the
Accounts
year-ended 31st
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 28th 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 31st August **as soon as possible**

➤ November 30th

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

➤ December 31st

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

➤ February 28th

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
Bank Statements for all banks accounts Provide bank statements for all bank accounts (including Parents' Association) for the period 1 st September to 31 st August	<input type="checkbox"/>	<input type="checkbox"/>
Review Bank Reconciliations and Outstanding Cheques All bank accounts should be reconciled up to 31 st August each year and uncashed out-of-date cheques are stopped and written back	<input type="checkbox"/>	<input type="checkbox"/>
Income and Expenditure Review 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 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 Complete list of all accruals, income received in advance and prepayments and report to accountant	<input type="checkbox"/>	<input type="checkbox"/>
Review Unspent Ringfenced Grants Review all ringfenced grants and ensure level of unspent grant is correct	<input type="checkbox"/>	<input type="checkbox"/>
Capital Projects Full details of any capital works being undertaken by the school should be provided to accountant	<input type="checkbox"/>	<input type="checkbox"/>
Revenue Commissioners Review RCT, VAT and PAYE/PRSI/USE returns and payments	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Reports 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 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 Provide to accountant if requested	<input type="checkbox"/>	<input type="checkbox"/>
Board of Management Confirmation Letter 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 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
1st September 2024 to 31st 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

Slide 7

SC1 [@Lorraine Farrell] are we ok to use the petty cash here? or will I take it out?
Sarah Coyne, 2025-07-28T11:52:20.977

LF1 0 Yes petty cash needs to be included
Lorraine Farrell, 2025-08-13T15:28:22.967

Bank Reconciliations and Outstanding Cheques

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



[illegible]

Income and Expenditure Review

Income and Expenditure Review

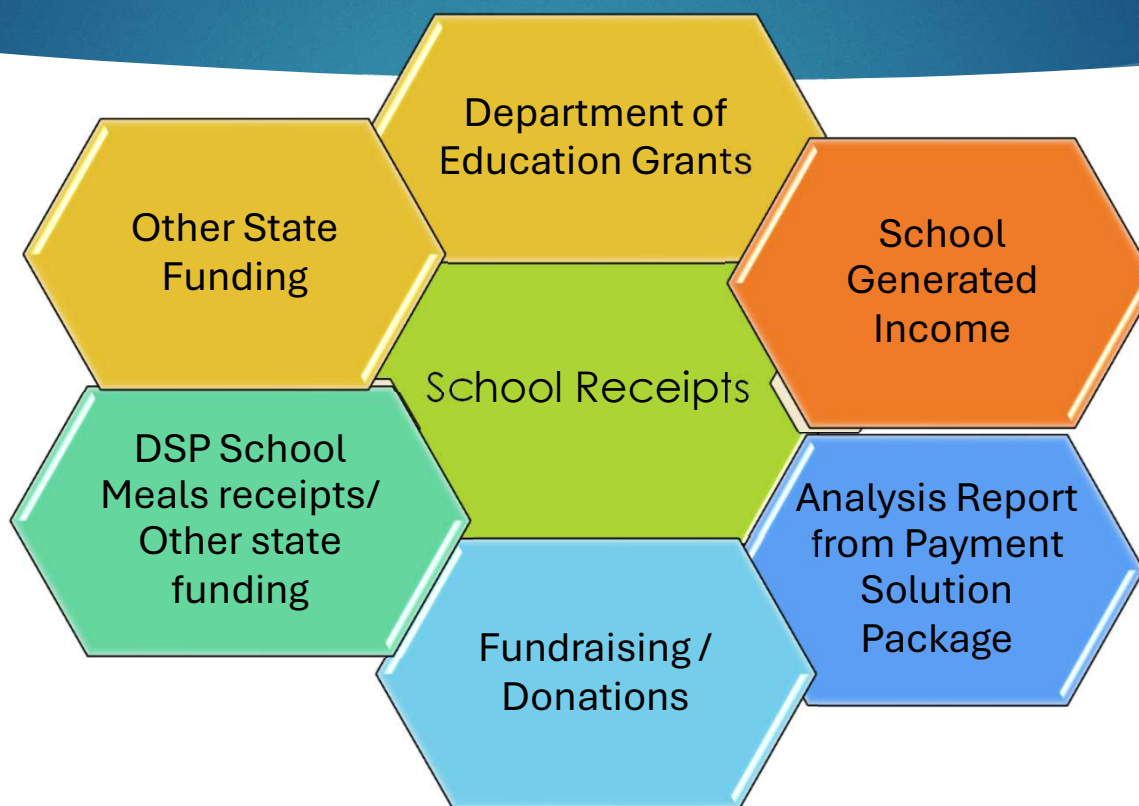
Income /Receipts Report

- 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

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 – Primary – Help – Monthly Reporting Template – Year-End Reports

Slide 14

LF1

Update template link when its on website

Lorraine Farrell, 2025-08-14T11:04:23.266

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	
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

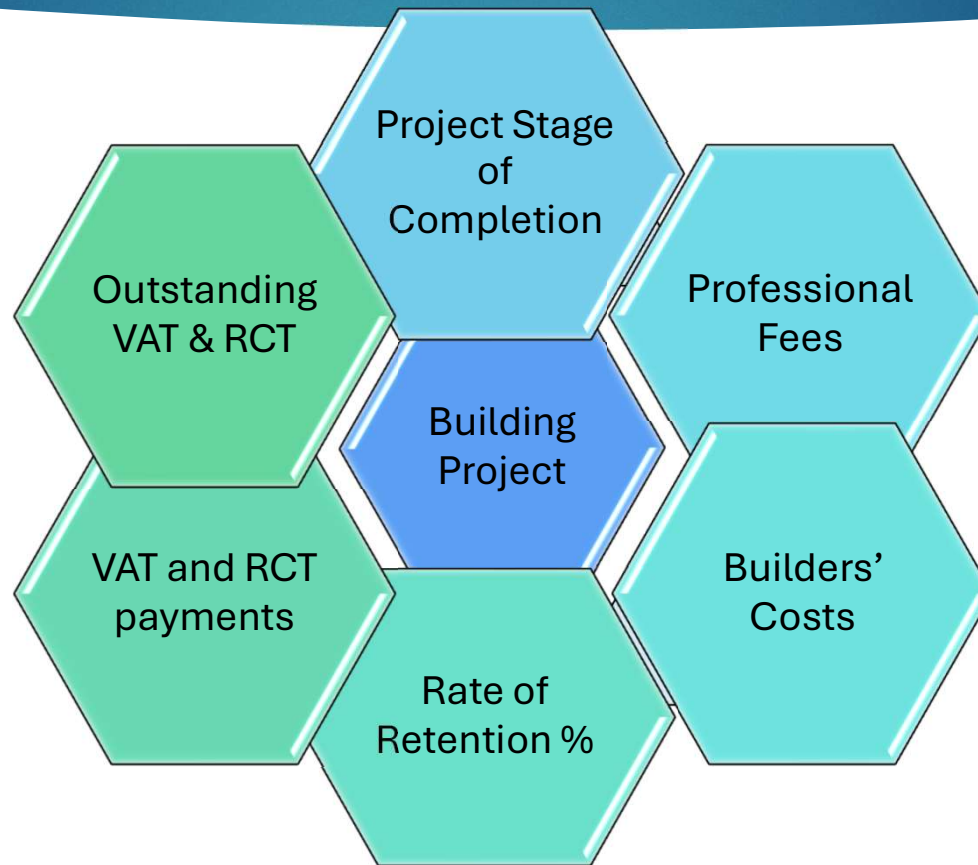
Ready

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 – 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 – **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
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.

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LF1

Update when ready

Lorraine Farrell, 2025-08-14T13:50:20.649

BOM Authorisation Letter

8. 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)

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

Tel: 01 910 4020

www.fssu.ie