



Submission of Annual Accounts on the FSSU Portal

Accessing the FSSU portal – Browser Options

Internet Browser

Please note that our online portal cannot be accessed with Internet Explorer.

Instead of using Internet Explorer, please download one of the following browsers:



Edge

Microsoft



Firefox

Mozilla Foundation



Chrome

Google



Opera

Opera Software



Welcome to the Financial Support Services Unit

In accordance with DES Circulars 60/2017 and 02/2018, the FSSU supports boards of management in the Community & Comprehensive, Primary and Voluntary Secondary School sectors. The FSSU supports boards of management in complying with the provisions of the Education Act 1998 in terms of transparency, accountability, and financial responsibility for State and other funding. The FSSU also supports boards of management in meeting their compliance requirements to other regulatory and statutory bodies. The FSSU is fully funded by the Department of Education and is hosted by the Secretariat of Secondary Schools Ltd.

PRIMARY

POST-PRIMARY

**FSSU**
Financial Support
Services Unit

Gaeilge | About Us | Circulars

CONTACT US

Search

Search



Remote Support

Home ▾ Help ▾ Training ▾ FSSU Guidelines ▾ School Management External Accountant/Auditors Publications

Treasurers/BOM

- Board of Management 25/26 Webinar Recording
- Treasurers Manual
- Governance Manual

Current Issues

- Charities Regulator Report
- Email Impersonation Scam
- Preparing the School Budget 26/27 Webinar Recording

Monthly Reporting Template

- Mthly. Reporting Template 25/26
- FAQ's & Suggested Uses
- How to download the Template

Help with Revenue

- VAT/RCT
- Revenue Important Dates
- (ERR) Enhanced Reporting Requirements

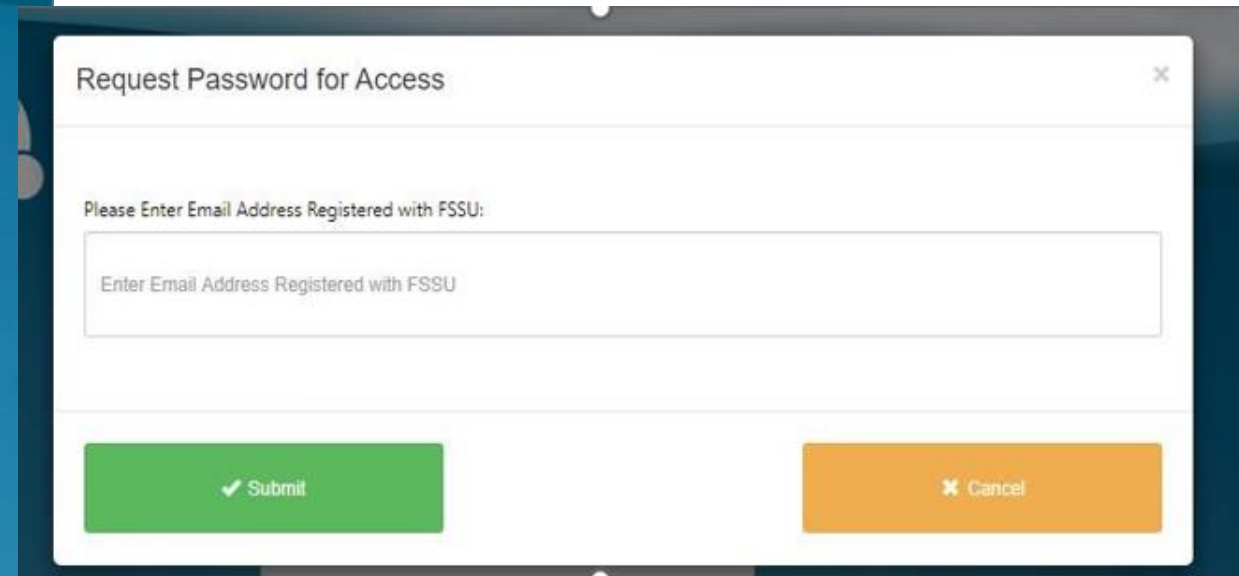
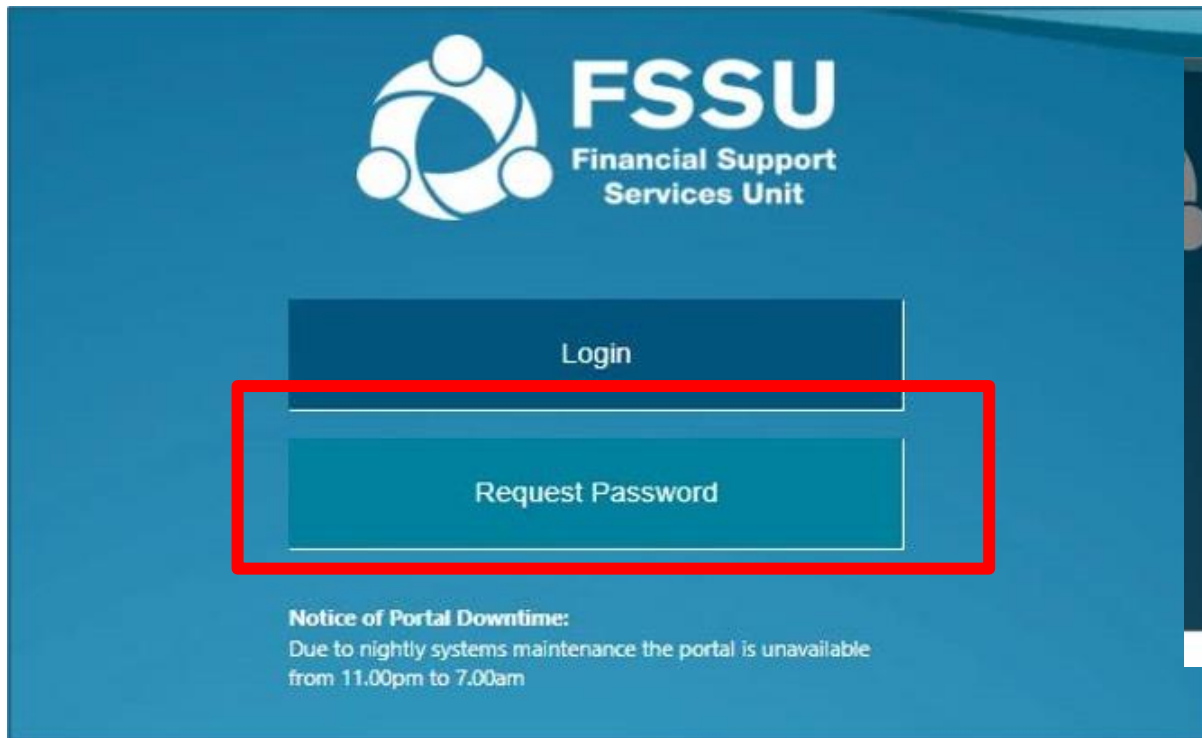
Remote Support


Click here for Remote Support

Training


Training

Logging into the FSSU portal



The image shows a "Request Password for Access" dialog box. At the top, the title "Request Password for Access" is displayed with a close button (X) on the right. Below the title, the text "Please Enter Email Address Registered with FSSU:" is shown. Underneath is a text input field with the placeholder text "Enter Email Address Registered with FSSU". At the bottom of the dialog, there are two buttons: a green "Submit" button with a checkmark icon and an orange "Cancel" button with an X icon.

Support@fssu.ie

Logging into the FSSU portal

As requested, please find below your password for the FSSU portal.

For security reasons this password will expire in 72 hours after which you will need to send another password request from the login screen by clicking 'Request Password'.

Access to the portal is now available using the email address you have provided and the password below.

Password:

pR1xx

[Click here to access portal](#)

If you have difficulty accessing the portal please email support@fssu.ie

Financial Support Services Unit

Logging into the FSSU portal

Request Password

Email Address

Password

What is 6 + 9?

Answer

OK

Clear

Completing a submission on the FSSU portal

Each accounting firm must:

- nominate an **engagement partner** to act as the FSSU point of contact
- The engagement partner can update information on the portal by clicking 'Update Practice Details' on the orange banner



✎ Update Practice Details, Link School(s) or Edit User(s)

Completing a submission on the FSSU portal

- the engagement partner must confirm before the start of the submission that the firm holds
 - a current practising certificate and
 - current professional indemnity insurance

Practice Details Engagement Partner School List User List

Please remember to click 'Save & Submit' in the bottom right of your screen after you have made any changes to this page.

Practice Details

Practice Name:
Testing Accountant & Co

Address Line 1:
Address 01

City:
City 04

Practice Status:

Current Practising Certificate:
☒

Address Line 2:
Address 02

County:
Co. Cork

Current Professional Indemnity Insurance:
☒

Address Line 3:
Address 03

Eir Code:

Completing a submission on the FSSU portal

- The update practice details tab allows the engagement partner to reassign engagement partner status to another user

The screenshot shows a web form titled "Add New User" with a close button (X) in the top right corner. The form contains the following fields:

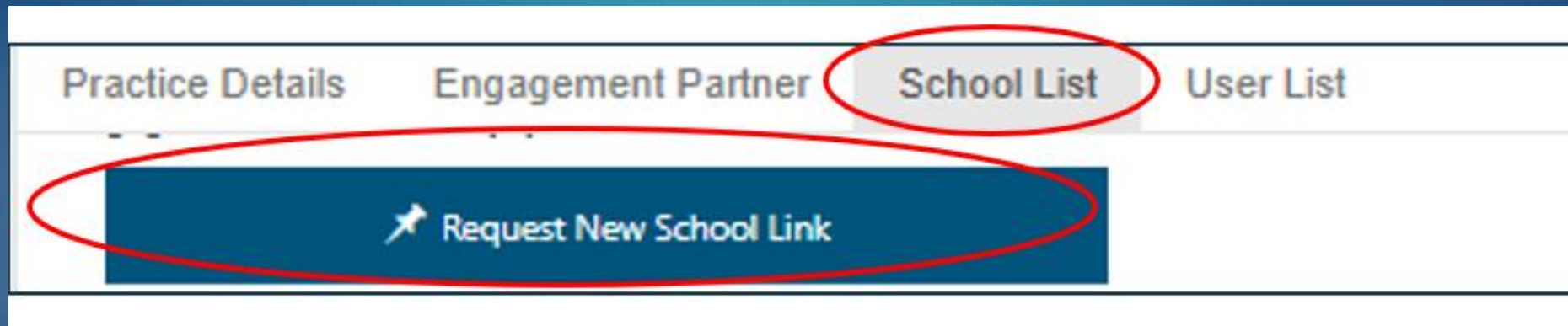
- First Name:** A text input field containing "Ann".
- Last Name:** A text input field containing "Haugh".
- email Address:** A text input field containing "annhaugh@fssu.ie".
- Status:** A dropdown menu showing "Active" with a downward arrow.
- Engagement Partner:** A checkbox that is currently unchecked. This field is circled in red.

At the bottom of the form, there are two buttons:

- A green button with a checkmark icon and the text "Save".
- An orange button with an X icon and the text "Cancel".

Completing a submission on the FSSU portal

- The update practice details tab allows the engagement partner to request additional schools



Completing a submission on the FSSU portal

- The update practice details tab allows the engagement partner to set up, remove and assign permissions to users

The screenshot displays the FSSU Financial Support Services Unit portal. The top navigation bar includes tabs for 'Practice Details', 'Engagement Partner', 'School List', and 'User List'. The 'User List' tab is highlighted with a red box. Below the navigation bar, a button labeled 'Add User' with a user icon is also highlighted with a red box. The main content area shows a table with the header '[131 Active User(s)]'. An 'Add New User' modal form is open, featuring input fields for 'First Name', 'Last Name', and 'email Address', a 'Status' dropdown menu (set to 'Active'), and an 'Engagement Partner' checkbox. At the bottom of the modal are 'Save' and 'Cancel' buttons.

FSSU Financial Support Services Unit

Practice Details Engagement Partner School List **User List**

[131 Active User(s)]

Add User

Add New User

First Name:

Last Name:

email Address:

Status:

Engagement Partner: ☐

Completing a submission on the FSSU portal

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Update Practice Details, Link School(s) or Edit User(s)

Download User Guide

User DetailsPrimary School(s)

User Details

Firm:
Testing Accountant & Co

User:
fssutester@gmail.com

Person:
John Tester

School Year
2022 / 2023

You currently have [8] Active School(s) Linked to Your Organisation

You currently have [4] School(s) Outstanding and In Progress for the School Year 2022 / 2023

[4] Primary School(s) Outstanding and In Progress

Roll	School	Locality	Status	Type	Details
4001T	Test Primary School 41		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 12:20:20
4002T	Test Primary School 42		In Progress	Primary School	Last Saved fssutester@gmail.com - 23/08/2024 14:38:12

Completing a submission on the FSSU portal

Before you make this submission

Please have the following information to hand before starting this submission:

1. A pdf copy of the approved board of management annual accounts for the year of the submission.

Please ensure that the accounts are signed by:

Primary: chairperson and treasurer.

Post Primary: chairperson and another board member.

Note: In Comprehensive Schools and Voluntary Secondary Schools, the Principal is not a member of the board of management

2. The final Trial Balance which will be prepared in accordance with the FSSU's Chart of accounts. The Trial Balance must reflect all school bank accounts including the parent's association bank account or any other financial institutions accounts operated by the board.
3. A copy of the authorisation letter completed by the board of management. This letter will allow the external accountant/auditor to file data to the online portal which is required from boards of management by the Charities Regulator and the Central Statistics Office.

✓ Continue

✕ Cancel

Completing a submission on the FSSU portal

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User Details

School Details

Fixed Asset

Current Asset

Current Liability

Long Term Liabilities

Capital & Reserves

Income

User Details

Last Saved fssutesting@gmail.com - 15/07/2025 12:24:57

Firm Name:

Test Accountants 2312312

User Name:

fssutesting@gmail.com

School Year:

2025/2026

Submission Status:

In Progress

School Details

School Name:

Test Primary School 41

Roll Number:

4001T

Audited Accounts:

Audited



Completing a submission on the FSSU portal

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User Details	School Details	Fixed Asset	Current Asset	Current Liability	Long Term Liabilities	Capital & Reserves	Income
Expenditure	Charities Regulator	Covid Supports	Final Accounts Upload				
1400	Capital: Land and Buildings Cost B/Fwd	Fixed Asset	€		€		
1401	Capital: Land and Buildings Additions	Fixed Asset	€		€		
1402	Capital: Land and Buildings Disposals	Fixed Asset	€		€		
1410	Accumulated Depreciation : Land and Buildings B/Fwd	Fixed Asset	€		€		
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	€		€		

Completing a submission on the FSSU portal

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The screenshot displays the FSSU Primary portal interface. At the top, the FSSU logo and 'Financial Support Services Unit' are visible, along with a 'PRIMARY' button. Navigation links include 'Gaeilge', 'About Us', 'Circulars', and 'CONTACT US'. A search bar is present. The main navigation menu includes 'Home', 'Help', 'Training', 'FSSU Guidelines', 'School Management', 'External Accountant/Auditors', and 'Publications'. The 'External Accountant/Auditors' link is highlighted with a red box. Below the navigation, the breadcrumb trail reads 'FSSU > Primary > External Accountants / Auditors'. The main content area is titled 'External Accountants / Auditors' and contains a paragraph explaining the annual submission process. A sidebar on the left lists various resources, including 'Preparation of School Accounts', 'School Accounts Submission', 'Timeline for School Accounts', 'Board of Management Authorisation Letter', 'Webinar Training for Accountant/Auditor', 'Appointment of an External Accountant', and 'Charities Regulator Annual Report'. The 'School Accounts Submission' link is highlighted with a red box. The right-hand section, titled 'School Accounts Submission', provides an overview of the online submission system, a link to the 'Accounts Submission Portal', and details about the submission process, including the requirement for a current Practising Certificate and Professional Indemnity Insurance. The 'Completing the Trial Balance in the Portal' link is highlighted with a red box. The bottom of the page features the FSSU logo and 'Financial Support Services Unit'.

External Accountants / Auditors

All boards of management are required to prepare and submit annual accounts in a format set by the FSSU, in line with Department of Education Circulars 0060/2017 and 0002/2018. An external accountant or auditor must be engaged to support this process. Annual accounts must be submitted to the FSSU by 28th February each year. Boards must also verify the financial information submitted on their behalf to the Charities Regulator by 30th June. Guidance and webinar training are available below to support accountants with the preparation of school accounts and the submission process.

Preparation of School Accounts
Chart of Accounts, Template format, Accounting Treatments, BOM authorisation letter and financial report to parents

School Accounts Submission
Access the portal, manual and video on submission process, instructions on completing the TB in the portal

School Accounts Submission

Overview

A system of online submission of accounts has been approved by the Department of Education and is in operation in the Community & Comprehensive's, Primary and Voluntary Secondary school sectors. Accountants/auditors will access a secure online cloud-based system to input the board's trial balance and to upload the PDF copy of the approved accounts.

[Click here to access Accounts Submission Portal](#)

As part of the submission process, the accountant must complete the school's Trial Balance in the Accounts Portal. Click the link below for guidance on this process.

[Completing the Trial Balance in the Portal](#)

The board of management's annual accounts will be accompanied by a separate confirmation letter completed by the board. The template for this letter can be found below. This will allow the accountant/auditor to submit data to the online portal which is required by the Charities Regulator and the Central Statistics Office. This process will ensure compliance for the board with the Department of Education, the Central Statistics Office and the Charities Regulator.

In order to complete the submission process, the accountant/auditor must hold a current Practising Certificate, have Professional Indemnity Insurance and be a member of a Prescribed Accountancy Body under the supervision of IAASA.

[Board of Management Authorisation letter](#)

The deadline for the submission of the annual accounts is the 28th February.

Additional Resources

[User manual for accounts portal](#)

Completing a submission on the FSSU portal

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The screenshot displays the FSSU portal interface. At the top is a navigation bar with links: Home, Help, Training, FSSU Guidelines, School Management, External Accountant/Auditors, and Publications. On the left is a sidebar menu under the heading 'External Accountants / Auditors', containing links for Preparation of School Accounts (with a dropdown arrow), School Accounts Submission, Timeline for School Accounts, Board of Management Authorisation Letter, Webinar Training for Accountant/Auditor, Appointment of an External Accountant, Charities Regulator Annual Report, and Legislative and Regulatory Framework. The main content area is titled 'Completing the Trial Balance in the Portal'. It contains a paragraph stating that accountants must complete the school's Trial Balance in the Accounts Portal, with two ways to do this. It then lists two options: Option 1 (Manual Entry) and Option 2 (Upload an Excel Trial Balance). Option 2 is further divided into two sub-sections, A and B, which are highlighted with a red box. Sub-section A describes the 'Copy & Paste' method, and Sub-section B describes the 'prepopulated' method. Both sub-sections include a list of steps and a link to the '12345G Portal Manual Import' template.

Home ▾ Help ▾ Training ▾ FSSU Guidelines ▾ School Management External Accountant/Auditors Publications

External Accountants / Auditors

- Preparation of School Accounts ▾
- School Accounts Submission
- Timeline for School Accounts
- Board of Management Authorisation Letter
- Webinar Training for Accountant/Auditor
- Appointment of an External Accountant
- Charities Regulator Annual Report
- Legislative and Regulatory Framework

Completing the Trial Balance in the Portal

As part of the submission process, the accountant must complete the school's **Trial Balance** in the Accounts Portal. There are **two ways** to do this:

Option 1 – Manual Entry in the Portal

- Open the **Trial Balance** page in the portal.
- Type in the figures directly beside the relevant nominal codes.

Option 2 – Upload an Excel Trial Balance to the Portal

You can upload the TB in Excel format using one of the two import templates:

A. Excel Import Template – Copy & Paste of the COA codes and account balances

- Download the template.
- Copy and paste the TB from your accounting software into the "Copy & Paste" tab.
- Save and upload to the portal.

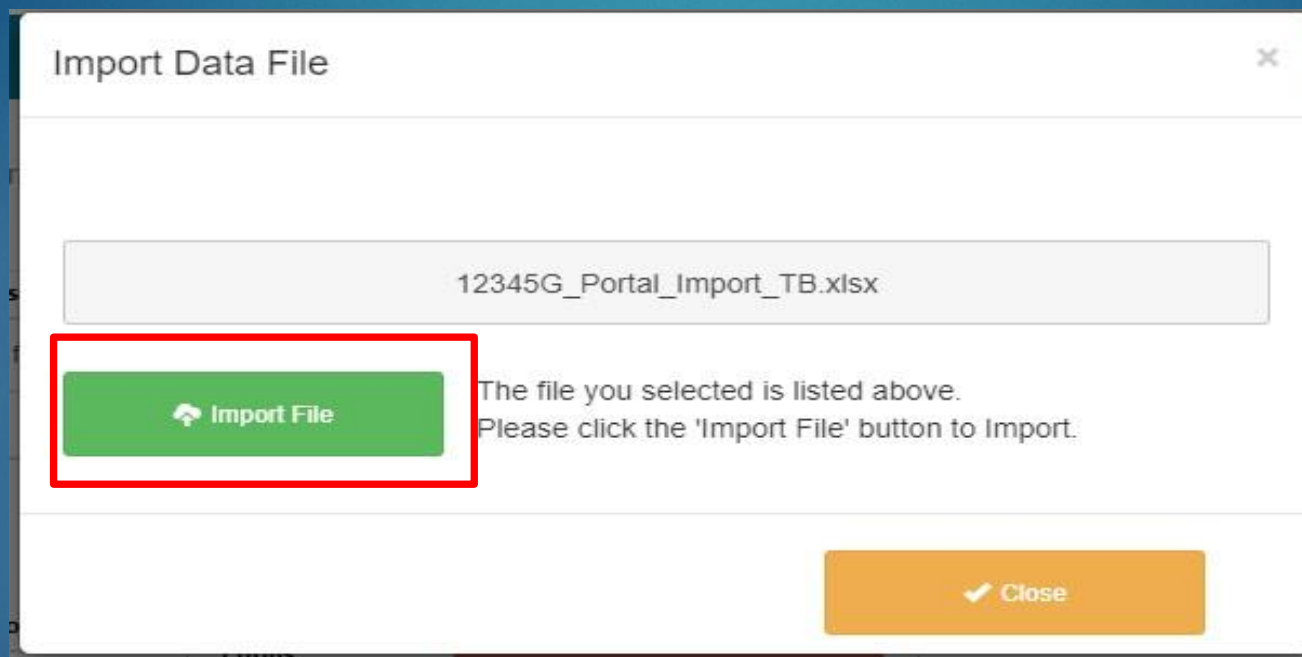
> [12345G Portal Manual Import](#)

(replace the sample Roll No. with the actual schools Roll no)

B. Excel Import Template – COA prepopulated, enter account balances

- Download the template.
- Enter the amounts beside the nominal codes in the "Manual Entry" tab.
- Save and upload to the portal.

Completing a submission on the FSSU portal



Completing a submission on the FSSU portal

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0	€ 100,593	€ 100,593
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Completing a submission on the FSSU portal

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Back

Save

Export

Import TB

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Accounts Uplo

Total Salary Amount paid by the Board of Management:

€

Average Number of Employees paid directly by the Board of Management:

0

As per the board of management authorisation letter completed by the board of management and provided to us, the board confirms it operates under its Governance Document(s).

☒

As per the board of management authorisation letter completed by the board of management and provided to us, the board confirms that the trustee details for the school are registered correctly with the Charity Regulator and any annual report due to the Charities Regulator by the 30th of June 20XX has been submitted.

☒

As per the board of management authorisation letter completed by the board of management and provided to us, 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 these accounts.

☒

As per board of management authorisation letter completed by the board of management and provided to us, the board confirms that the number of individuals who have volunteered for the board of management and the school for the year, (e.g. BOM members, parents association, parents that helped at bake sale etc.)

Please Select

Completing a submission on the FSSU portal

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◀ Back

💾 Save

📄 Export

📄 Im

User DetailsSchool DetailsFixed AssetCurrent AssetCurrent LiabilityLong Term LiabilitiesCapital & ReservesIncomeExpenditureCharities RegulatorCovid SupportsFinal Ac

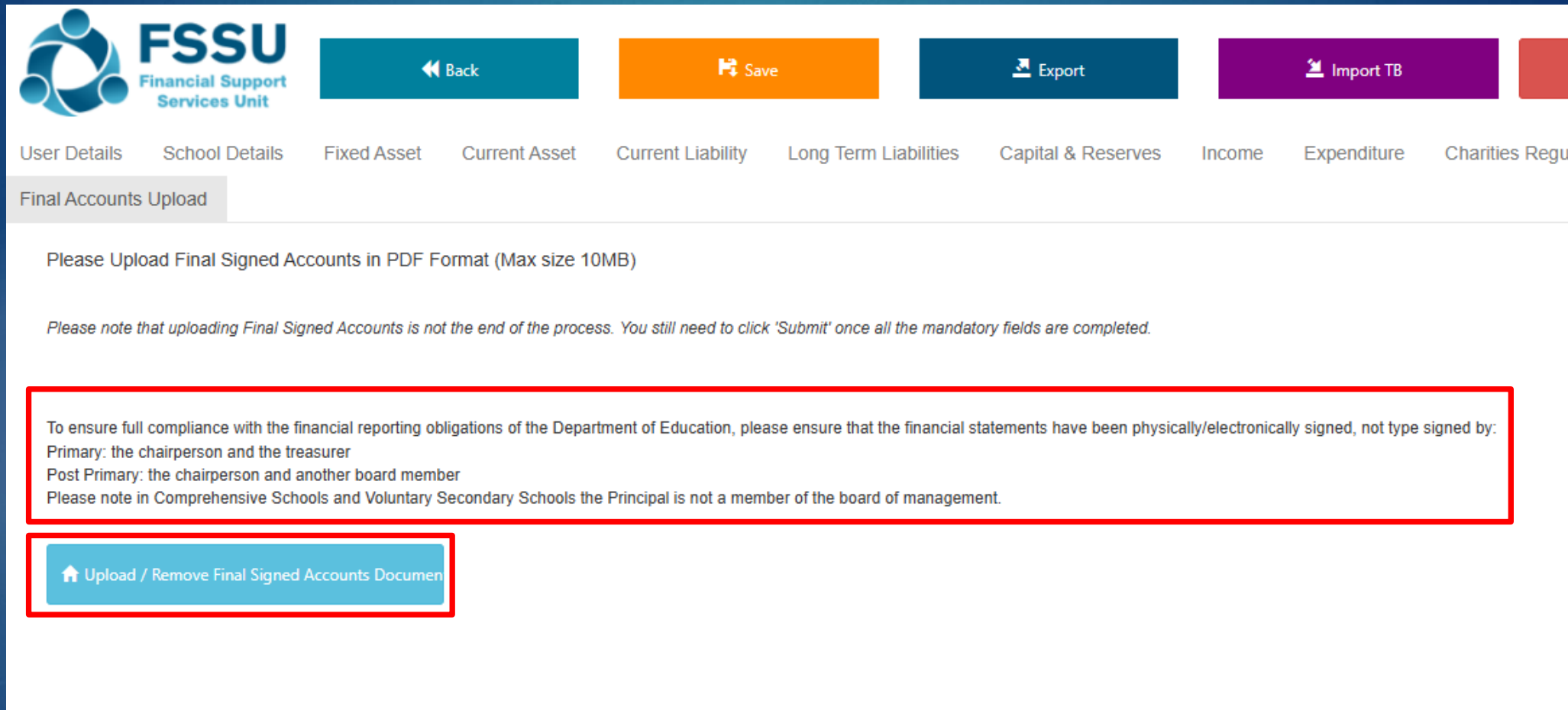
Board of Management Declaration - Covid Supports

As per the board of management authorisation letter completed by the board of management, 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.

Please Select ▼

Completing a submission on the FSSU portal

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FSSU
Financial Support
Services Unit

◀ Back Save Export Import TB

User Details School Details Fixed Asset Current Asset Current Liability Long Term Liabilities Capital & Reserves Income Expenditure Charities Regu

Final Accounts Upload

Please Upload Final Signed Accounts in PDF Format (Max size 10MB)

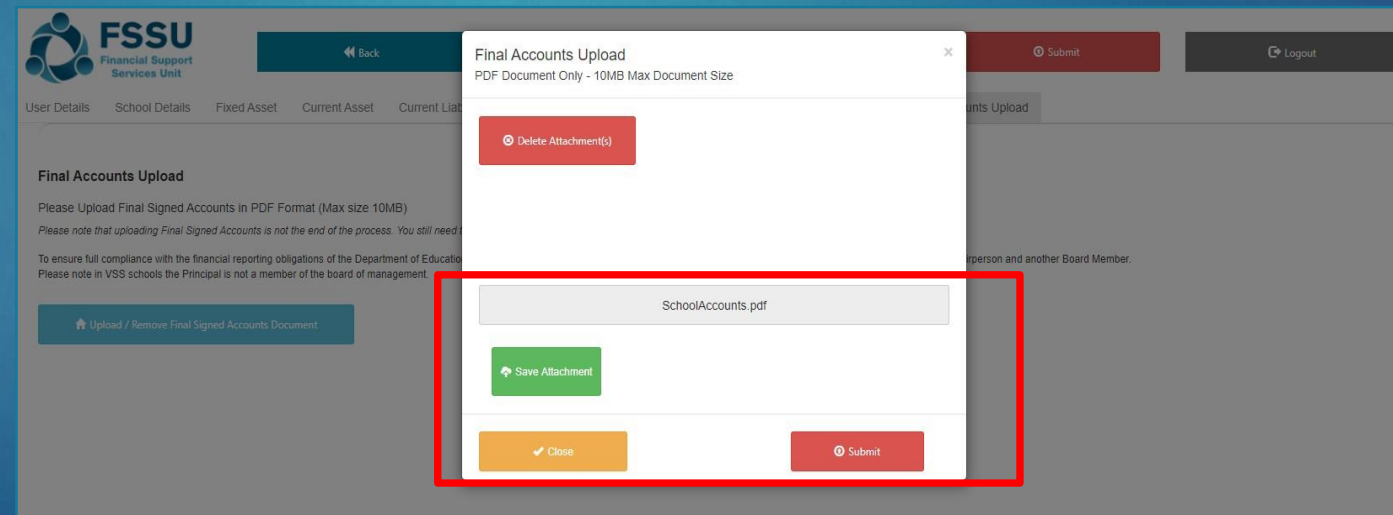
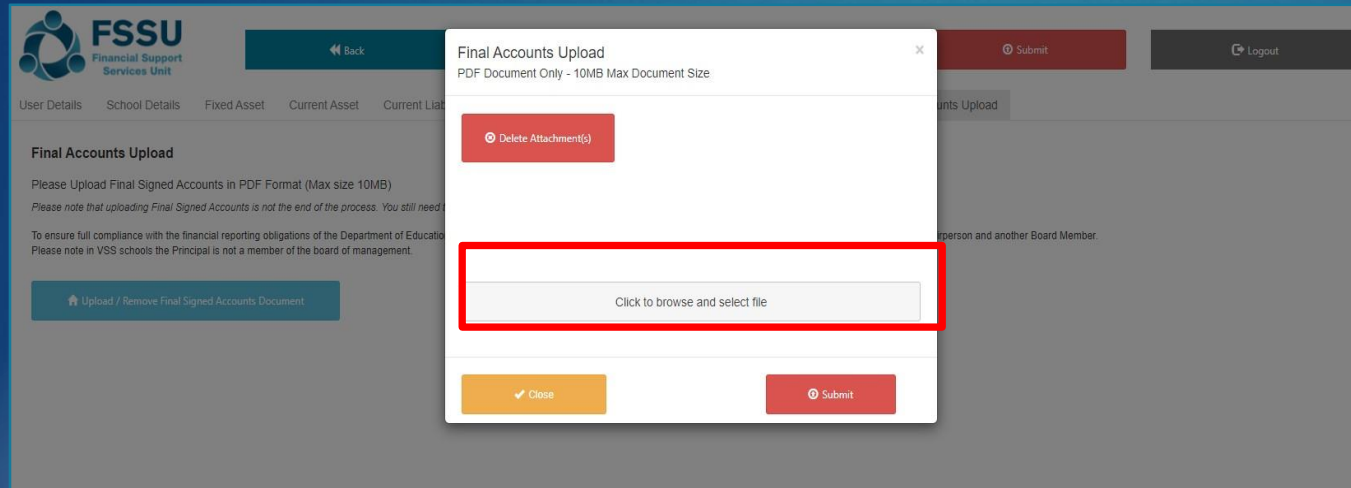
Please note that uploading Final Signed Accounts is not the end of the process. You still need to click 'Submit' once all the mandatory fields are completed.

To ensure full compliance with the financial reporting obligations of the Department of Education, please ensure that the financial statements have been physically/electronically signed, not type signed by:
Primary: the chairperson and the treasurer
Post Primary: the chairperson and another board member
Please note in Comprehensive Schools and Voluntary Secondary Schools the Principal is not a member of the board of management.

🏠 Upload / Remove Final Signed Accounts Document

Completing a submission on the FSSU portal

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Completing a submission on the FSSU portal

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The screenshot displays the FSSU Financial Support Services Unit portal. A 'Confirm Submit' modal dialog is centered on the screen, asking for confirmation to submit school data. The dialog contains the following text:

Confirm Submit

Are you Sure you Want to Submit School Data?

By clicking submit, I confirm that the figures submitted are the final financial accounts as approved by the Board of Management/Governors.

I also confirm that by submitting these data that the Board of Management have approved the transfer of the relevant information contained in this submission to the Charities Regulator and the Central Statistics Office, to satisfy the annual reporting obligations.

At the bottom of the dialog are two buttons: a green 'Submit' button with a checkmark icon, which is highlighted with a red rectangle, and an orange 'Cancel' button with an 'X' icon.

In the background, the 'Final Accounts Upload' section is visible. It includes a header 'Final Accounts Upload', instructions to upload final signed accounts, and a section titled 'Final Signed Accounts Document Uploaded' with an 'Upload / Remove Final Signed Accounts Document' button. Below this, it states 'Document Uploaded TEST1 Accounts.docx'.

The bottom of the page features a status bar with four items: '0 / 11 Mandatory Fields Outstanding', 'Final Accounts Uploaded', and two currency fields showing '€ 0' and '€ 250'.



Any questions please email

support@fssu.ie

Tel: 01-910 4020

