Accounting for the Bus Escort Grant

(Document created August 2026)

1. Introduction

The Bus Escort Grant is provided to assist schools with the cost of employing a bus escort. Funding is based on the daily hours worked by the escort and includes an administration allowance to assist with the cost of administering the employment of bus escorts.

2. Timing of the Grant Payment

- At the end of the school year, the school will complete a bus escort reconciliation return and submit to the School Transport Section. These returns will be used to calculate the grant funding for the next school year and also to deal with any surplus/deficit arising in the current year. Payment will depend on the timely submission of the return, and may be before or after the 31st of August.

- The Bus Escort Grant will be paid in two instalments. The Payment for September to December will be made around the start of the year and the remaining advance for January to June will be paid in January.

- The payments are based on the previous year cost unless there is a significant change in bus escort numbers for the coming year.

- Details of funding calculations can be requested by the school from the School Transport Section to determine the amount of advance grant funding, and any surplus / deficit arising in the current year.

3. How the Funding is Calculated

Element	Calculation / Basis
A. Basic hours	Total annual hours worked by all escorts employed in the school at the approved hourly rate
B. Holiday pay	8% of A
C. Employer PRSI	PRSI rate applied to A + B

Element	Calculation / Basis
D. Administration allowance	5% of A
E. Employer Auto-enrolment contribution	Actual cost

The administration allowance is intended to assist schools in defraying the cost of administering the employment of escorts in their school. It is a matter for the board of management to decide how this is utilised. Note 5% of basic hours is approximately 4% of the total wages cost. (i.e Basic Wages plus Holiday Pay plus Employer PRSI plus Employer Auto-enrolment contribution)

4. Overview of Accounting Treatment

Any grant carried forward at the start of the year and receipts during the year should be recorded to income nominal code <3294 Bus Escort Grant>.

	Situation at 31 August	Accounting treatment	Debit Nominal code	Credit Nominal code
1	-Grant funding for current year exceeds bus escort costs plus administration allowance and -Advance grant for next year received	Carry forward the current year surplus **and** advance as a grant received in advance	3294 Bus Escort Grant Income	2150 Grants received in advance Current Liability
2	Grant funding for current year exceeds bus escort costs plus administration allowance and -Advance grant for next year **not** received	Carry forward the current year surplus as a grant received in advance	3294 Bus Escort Grant Income	2150 Grants received in advance Current Liability
3	-Bus Escort costs plus administration allowance exceeds grant funding for current year and -Balancing/advance grant for next year received	Carry forward the element of grant received for the next year as a grant received in advance	3294 Bus Escort Grant Income	2150 Grants received in advance Current Liability

	Situation at 31 August	Accounting treatment	Debit Nominal code	Credit Nominal code
4	-Bus Escort costs plus administration allowance exceeds grant funding for current year and -Balancing/advance grant for next year **not** received	Recognise deficit on current year funding as a grant due	1730 Grant Due Current Asset	3294 Bus Escort Grant Income

5. Calculation of Surplus or Deficit on Current Year Funding

Description	Amount
A. Bus escort grant funding for current year	€X
B. Less bus escort wages cost	(€X)
C. Less administration allowance (~4% of bus escort wages cost)	(€X)
D. Surplus / (Deficit)	€X / (€X)

If there is any difficulty in establishing these figures, or actual funds received do not agree to calculations the school should request details of the payment calculation from the School Transport Section.

6. Accounting Examples

Example 1: Surplus on current year funding and advance grant received **before** 31st of August

Description	Amount
Grant received for current year	€10,000
Less bus escort wages cost	(€8,000)
Less administration allowance (4% of wages cost)	(€320)
Equals surplus on current year funding	€1,680

Description	Amount
Add Advance grant payment for the next year*	€2,480
Equals amount to carry forward at year-end	€4,160

*If there is no significant change in bus escort staffing the advance grant payment will be the previous year wages cost plus the administration allowance for the period September to December less the surplus of current year funding.

The surplus and advance payment for the next year should be included in the balance sheet as a grant received in advance and reversed at the beginning of the next financial year.

Journal entry at year end	DR	CR
Bus Escort Grant Income - 3294	€4,160	
Grants Received in Advance - 2150		€4,160

Example 2: Surplus on current year funding and advance grant received **after** 31st of August

Description	Amount
Grant received for current year	€10,000
Less Bus Escort wages cost	(€8,000)
Less administration allowance (4% of wages cost)	(€320)
Equals surplus on current year funding & amount to carry forward at year-end	€1,680

The surplus should be included in the balance sheet as a grant received in advance and reversed at the beginning of the next financial year.

Journal entry at year end	DR	CR
Bus Escort Grant Income - 3294	€1,680	
Grants Received in Advance - 2150		€1,680

Example 3: Deficit on current year funding and balancing/advance grant received **before** 31st of August

Description	Amount
Grant received for current year	€10,000
Less bus escort wages cost	(€12,000)
Less administration allowance (4% of wages cost)	(€480)
Equals deficit on current year funding	(€2,480)
Add balancing/advance grant payment for the next year*	€8,720
Equals amount to carry forward at year-end	€6,240

*If there is no significant change in bus escort staffing the balancing/advance grant payment will be the previous year wages cost plus the administration allowance for the period September to December plus the deficit in current year funding.

The element of the payment received for the next year should be included in the balance sheet as a grant received in advance and reversed at the beginning of the next financial year.

Journal entry at year end	DR	CR
Bus Escort Grant Income - 3294	€6,240	
Grants Received in Advance - 2150		€6,240

Example 4: Deficit on current year funding and advance grant received **after** 31st of August

Description	Amount
Grant received for current year	€10,000
Less Bus Escort wages cost	(€12,000)
Less administration allowance (4% of wages cost)	(€480)
Equals deficit on current year funding	(€2,480)

The deficit should be included in the balance sheet as a grant due until the balancing grant is received. The journal should be reversed at the beginning of the next financial year or when the grant is received, as appropriate.

Journal entry at year end	DR	CR
Grants Due - 1730	€2,480	
Bus Escort Grant Income - 3294		€2,480