

Accounting for the Bus Escort Grant

(Document Updated September 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 new school year 2026/2027 and also to deal with any surplus/deficit arising in the previous year 2025/2026. 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. A 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 previous 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
D. Administration allowance	5% of A

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)

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 previous year exceeds bus escort costs plus administration allowance and -Advance grant for new year received	Carry forward the previous 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 previous year exceeds bus escort costs plus administration allowance and -Advance grant for new year not received	Carry forward the previous 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 previous year and -Balancing/advance grant for new year received	Carry forward the element of grant received for the new year as a grant received in advance	3294 Bus Escort Grant Income	2150 Grants received in advance Current Liability
4	-Bus Escort costs plus administration allowance exceeds grant funding for previous year and -Balancing/advance grant for new year not received	Recognise deficit on previous year funding as a grant due	1730 Grant Due Current Asset	3294 Bus Escort Grant Income

5. Calculation of Surplus or Deficit on Previous Year Funding

Description	Amount
A. Bus escort grant funding for previous 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 previous year funding and advance grant received before 31st of August

Description	Amount
Grant received for previous year	€10,000
Less bus escort wages cost	(€8,000)
Less administration allowance (4% of wages cost)	(€320)
Equals surplus on previous year funding	€1,680
Add Advance grant payment for the new year*	€4,468
Equals amount to carry forward at year-end	€6,328

*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 less the surplus of previous year funding multiplied by 70%.

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

Journal entry at year end	DR	CR
Bus Escort Grant Income - 3294	€6,328	
Grants Received in Advance - 2150		€6,328

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

Description	Amount
Grant received for previous year	€10,000
Less Bus Escort wages cost	(€8,000)
Less administration allowance (4% of wages cost)	(€320)
Equals surplus on previous 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 new 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 previous year funding and balancing/advance grant received before 31st of August

Description	Amount
Grant received for previous year	€10,000
Less bus escort wages cost	(€12,000)
Less administration allowance (4% of wages cost)	(€480)
Equals deficit on previous year funding	(€2,480)
Add balancing/advance grant payment for the new year*	€10,472
Equals amount to carry forward at year-end	€7,992

*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 plus the deficit in previous year funding multiplied by 70%.

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

Journal entry at year end	DR	CR
Bus Escort Grant Income - 3294	€7,992	
Grants Received in Advance - 2150		€7,992

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

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