Training for Treasurers

AUTUMN 2026



FSSU Financial Support Services Unit

Webinar



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

Recording

Email

Handouts & Slides

Website:

www.fssu.ie

Support

(01) 910 4020

Q&A

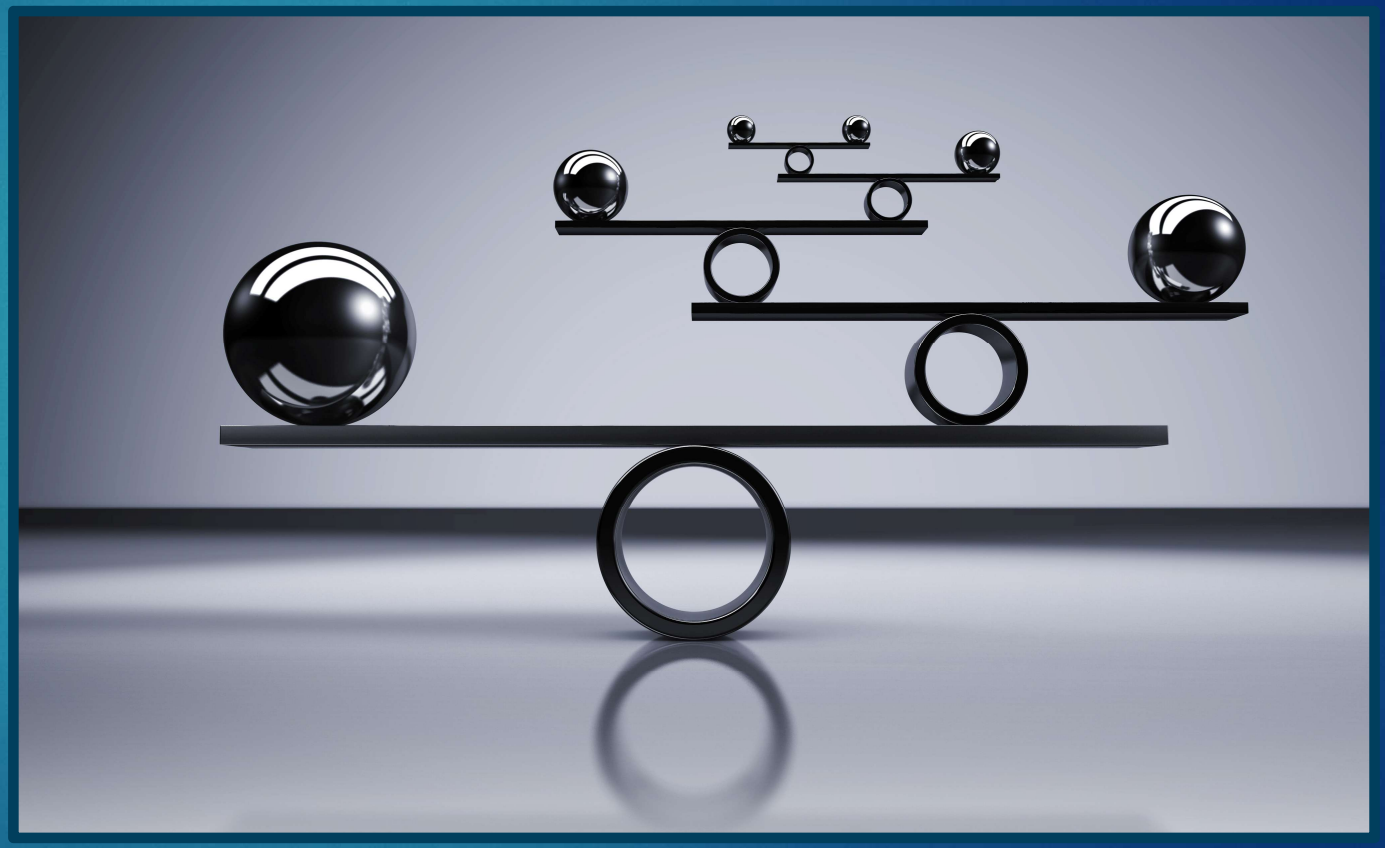
Agenda

- Financial Reporting Process
- Reports to review
- How to review
- Submission of Year End Accounts
- Revenue Registration for RCT/VAT/Payroll/Other
- Fraud Awareness
- Q & A

FSSU Financial Support Services Unit

Board of management and school finance

Oversight



Financial Reporting

- Prepare financial reports each month on a timely basis
- Review financial reports
- Regular meeting with the Principal
- Prepare summary financial report for BOM
- Overall responsibility for financial governance

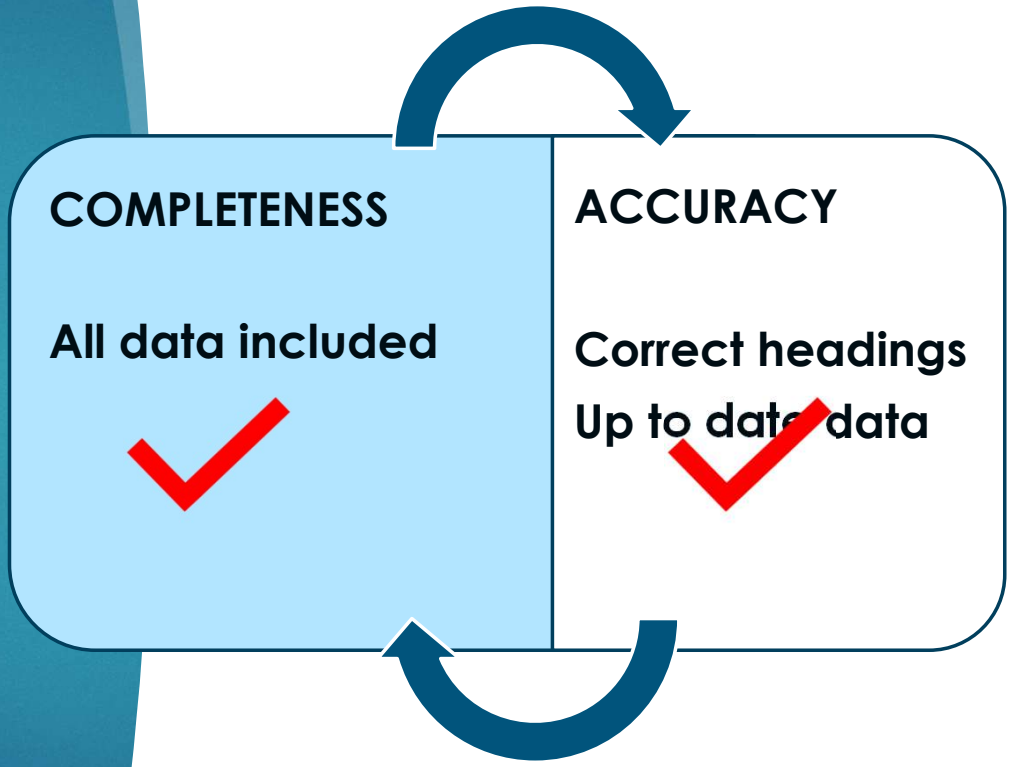
FSSU Financial Support Services Unit ©

Financial reports to be reviewed

1. Up to date bank reconciliation statement for each bank account
2. Payments and receipts listings
3. Income and Expenditure Account report showing actual versus budget figures
4. Capital Income and Expenditure Account
5. List of Creditors, Accruals, Prepayments and Debtors at the end of the period
6. Gross to net payroll reports

FSSU Financial Support Services Unit

How to review the financial reports



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Ringfenced v's Non ringfenced Grants/Income

Ringfenced e.g.

- ICT grant / Minor works grant
- Free schoolbook grant
- Capital grants
- Restricted fundraising

Can only be spent on specific purpose

Non ringfenced e.g.

- Capitation
- Ancillary grant
- Rental income
- Unrestricted fundraising

Board of management discretion

** NB** Ringfenced grants should be reconciled at year-end.
Advise accountant of unspent amount to be carried forward to next year

FSSU Financial Support Services Unit ©

Bank reconciliation statement for each active bank account

September Bank Accounts Reconciliation Statement

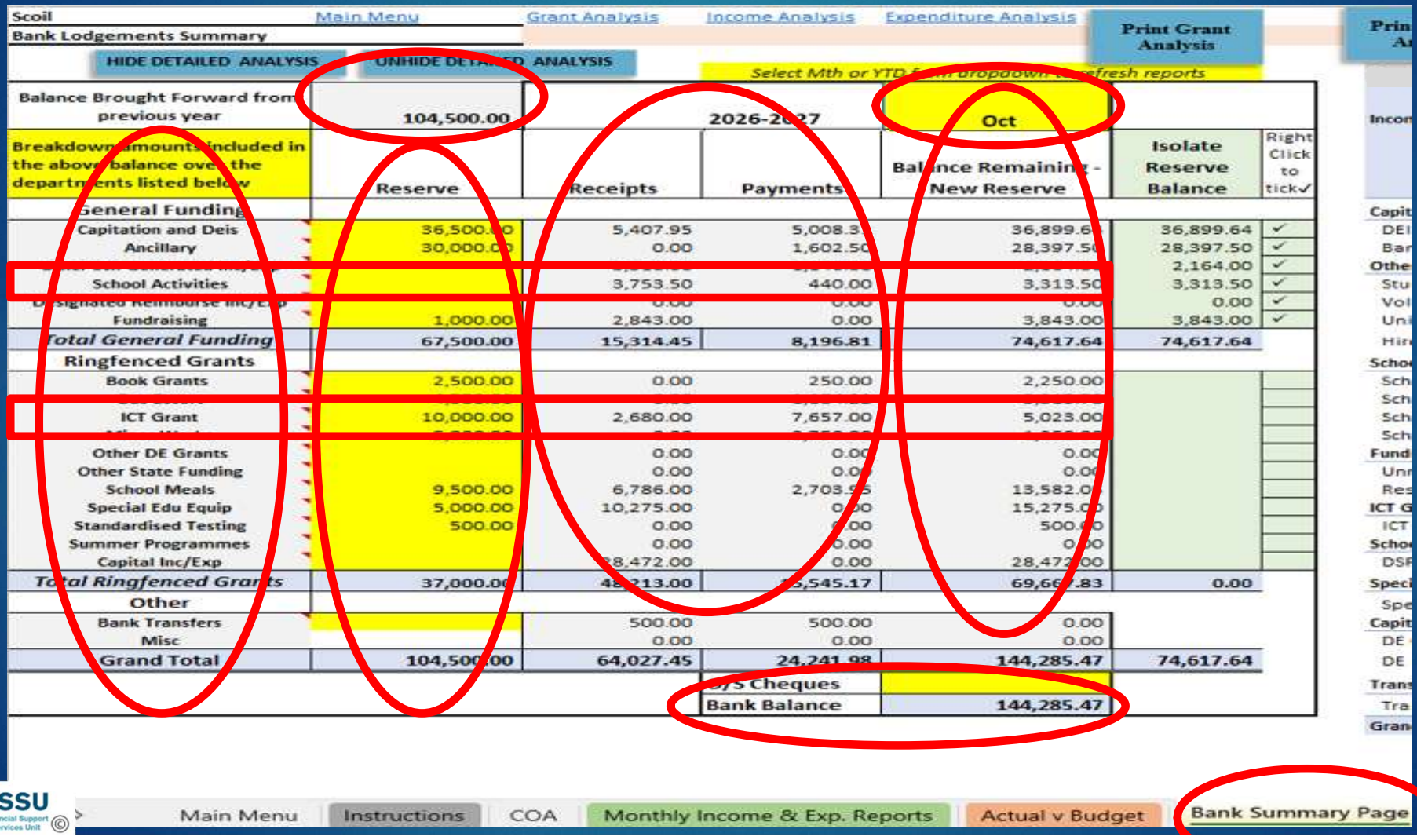
Bank Account:	BOI Main	BOI Meals	BOI Deposit	Credit Card
Enter Opening Bank Balances:	100,000.00	5,000.00		-500.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			104,500.00
Total Prior Year Cheques Per Bank	300.00	200.00		
	Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year cheques)			500.00
Lodgements				
Lodgements	(This figure is the total of the lodgements extracted from monthly income worksheet)			11,330.00
Payments				
Bank Payments	(This figure is extracted from payments records above)			12,865.00
Closing Balance	(This figure automatically is calculated)			**102,465.00**
	BOI Main	BOI Meals	BOI Deposit	Credit Card
Enter Closing Bank Balances:	94,030.00	9,300.00		-365.00
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated automatically			102,965.00

Outstanding Cheqs	(These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)		
Bank	Description	Cheque no.	Amount
BOI Main	JD Repairs	12344	300.00
BOI Main	6th Class Tour Bus Deposit	12351	50.00
BOI Main	6th Class Tour Trip Deposit	12354	150.00

BOI Main	BOI Meals	BOI Deposit	Credit Card	
500.00	0.00	0.00	0.00	-500.00
Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)			**102,465.00**

BOI Main	BOI Meals	BOI Deposit	Credit Card	
0.00	0.00	0.00	0.00	
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)			**0.00**
			All Banks Reconciled	✓

Bank summary report



Scoil | Main Menu | Grant Analysis | Income Analysis | Expenditure Analysis | Print Grant Analysis

Bank Lodgements Summary

HIDE DETAILED ANALYSIS | UNHIDE DETAILED ANALYSIS

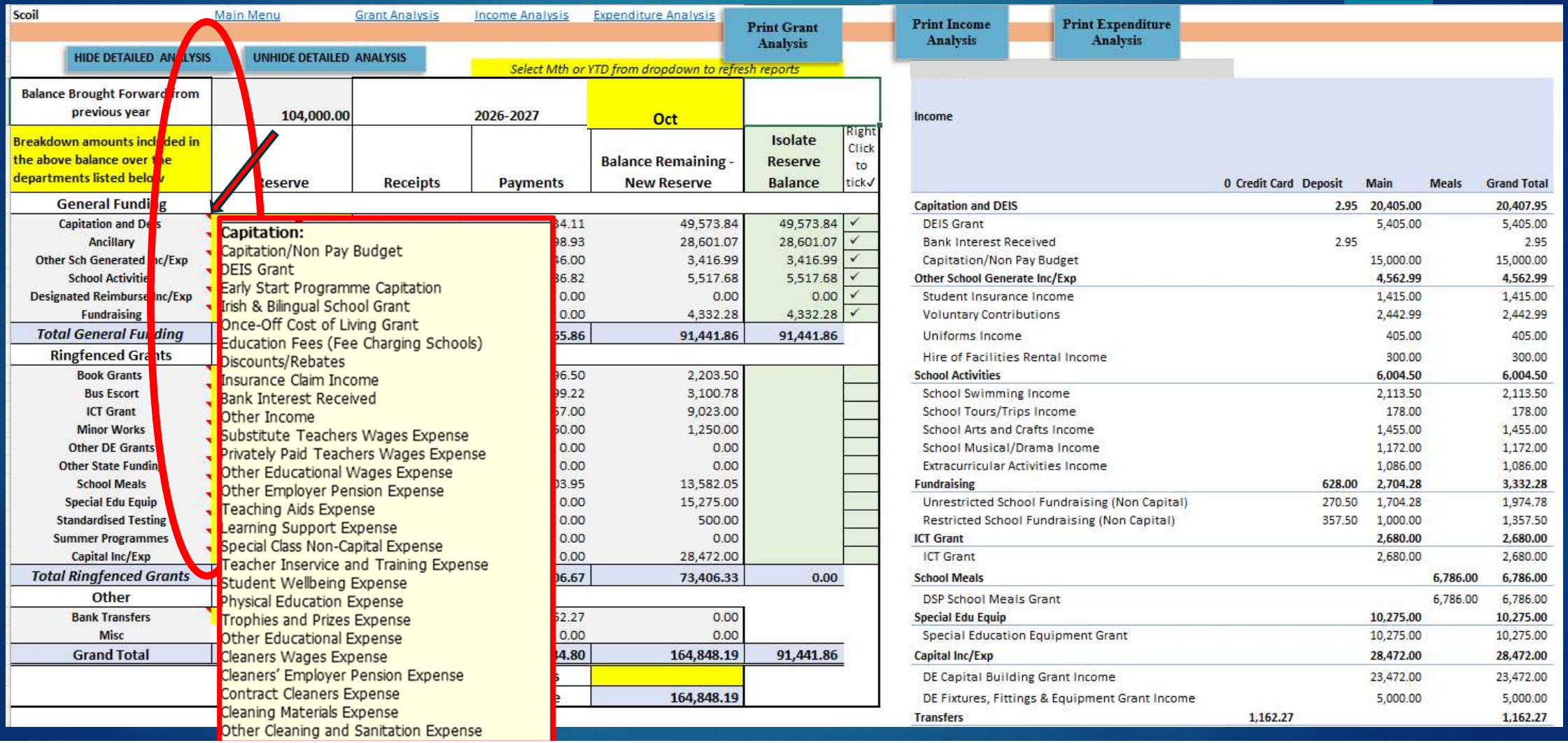
Select Mth or YTD from dropdown to refresh reports

Balance Brought Forward from previous year	104,500.00		2026-2027	Oct		
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	36,500.00	5,407.95	5,008.31	36,899.64	36,899.64	✓
Ancillary	30,000.00	0.00	1,602.50	28,397.50	28,397.50	✓
					2,164.00	✓
School Activities		3,753.50	440.00	3,313.50	3,313.50	✓
		0.00	0.00	0.00	0.00	✓
Fundraising	1,000.00	2,843.00	0.00	3,843.00	3,843.00	✓
Total General Funding	67,500.00	15,314.45	8,196.81	74,617.64	74,617.64	
Ringfenced Grants						
Book Grants	2,500.00	0.00	250.00	2,250.00		
ICT Grant	10,000.00	2,680.00	7,657.00	5,023.00		
Other DE Grants		0.00	0.00	0.00		
Other State Funding		0.00	0.00	0.00		
School Meals	9,500.00	6,786.00	2,703.95	13,582.05		
Special Edu Equip	5,000.00	10,275.00	0.00	15,275.00		
Standardised Testing	500.00	0.00	0.00	500.00		
Summer Programmes		0.00	0.00	0.00		
Capital Inc/Exp		28,472.00	0.00	28,472.00		
Total Ringfenced Grants	37,000.00	48,213.00	10,545.17	69,667.83	0.00	
Other						
Bank Transfers		500.00	500.00	0.00		
Misc		0.00	0.00	0.00		
Grand Total	104,500.00	64,027.45	24,241.98	144,285.47	74,617.64	
			O/S Cheques			
			Bank Balance	144,285.47		

Main Menu | Instructions | COA | Monthly Income & Exp. Reports | Actual v Budget | Bank Summary Page

FSSU Financial Support Services Unit ©

Bank summary report cont.



Scoil | Main Menu | Grant Analysis | Income Analysis | Expenditure Analysis

Print Grant Analysis | Print Income Analysis | Print Expenditure Analysis

HIDE DETAILED ANALYSIS | UNHIDE DETAILED ANALYSIS

Select Mth or YTD from dropdown to refresh reports

Balance Brought Forward from previous year	104,000.00	2026-2027	Oct	
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			34.11	49,573.84	49,573.84	✓
Ancillary			98.93	28,601.07	28,601.07	✓
Other Sch Generated Inc/Exp			46.00	3,416.99	3,416.99	✓
School Activities			36.82	5,517.68	5,517.68	✓
Designated Reimburse Inc/Exp			0.00	0.00	0.00	✓
Fundraising			0.00	4,332.28	4,332.28	✓
Total General Funding			65.86	91,441.86	91,441.86	
Ringfenced Grants						
Book Grants			96.50	2,203.50		
Bus Escort			99.22	3,100.78		
ICT Grant			57.00	9,023.00		
Minor Works			50.00	1,250.00		
Other DE Grants			0.00	0.00		
Other State Fundin			0.00	0.00		
School Meals			03.95	13,582.05		
Special Edu Equip			0.00	15,275.00		
Standardised Testing			0.00	500.00		
Summer Programmes			0.00	0.00		
Capital Inc/Exp			0.00	28,472.00		
Total Ringfenced Grants			06.67	73,406.33	0.00	
Other						
Bank Transfers			62.27	0.00		
Misc			0.00	0.00		
Grand Total			64.80	164,848.19	91,441.86	
			s			
			e	164,848.19		

Capitation:
Capitation/Non Pay Budget
DEIS Grant
Early Start Programme Capitation
Irish & Bilingual School Grant
Once-Off Cost of Living Grant
Education Fees (Fee Charging Schools)
Discounts/Rebates
Insurance Claim Income
Bank Interest Received
Other Income
Substitute Teachers Wages Expense
Privately Paid Teachers Wages Expense
Other Educational Wages Expense
Other Employer Pension Expense
Teaching Aids Expense
Learning Support Expense
Special Class Non-Capital Expense
Teacher Inservice and Training Expense
Student Wellbeing Expense
Physical Education Expense
Trophies and Prizes Expense
Other Educational Expense
Cleaners Wages Expense
Cleaners' Employer Pension Expense
Contract Cleaners Expense
Cleaning Materials Expense
Other Cleaning and Sanitation Expense

Income

	0 Credit Card	Deposit	Main	Meals	Grand Total
Capitation and DEIS		2.95	20,405.00		20,407.95
DEIS Grant			5,405.00		5,405.00
Bank Interest Received		2.95			2.95
Capitation/Non Pay Budget			15,000.00		15,000.00
Other School Generate Inc/Exp			4,562.99		4,562.99
Student Insurance Income			1,415.00		1,415.00
Voluntary Contributions			2,442.99		2,442.99
Uniforms Income			405.00		405.00
Hire of Facilities Rental Income			300.00		300.00
School Activities			6,004.50		6,004.50
School Swimming Income			2,113.50		2,113.50
School Tours/Trips Income			178.00		178.00
School Arts and Crafts Income			1,455.00		1,455.00
School Musical/Drama Income			1,172.00		1,172.00
Extracurricular Activities Income			1,086.00		1,086.00
Fundraising		628.00	2,704.28		3,332.28
Unrestricted School Fundraising (Non Capital)		270.50	1,704.28		1,974.78
Restricted School Fundraising (Non Capital)		357.50	1,000.00		1,357.50
ICT Grant			2,680.00		2,680.00
ICT Grant			2,680.00		2,680.00
School Meals				6,786.00	6,786.00
DSP School Meals Grant				6,786.00	6,786.00
Special Edu Equip			10,275.00		10,275.00
Special Education Equipment Grant			10,275.00		10,275.00
Capital Inc/Exp			28,472.00		28,472.00
DE Capital Building Grant Income			23,472.00		23,472.00
DE Fixtures, Fittings & Equipment Grant Income			5,000.00		5,000.00
Transfers	1,162.27				1,162.27

Bank summary report cont.

ed below	Reserve	Receipts	Payments	New Reserve	Balance	tick✓
Funding						
and Deis	36,000.00	20,407.95	6,834.11	49,573.84	49,573.84	✓
llary	30,000.00	0.00	1,398.93	28,601.07	28,601.07	✓
erated Inc/Exp		4,562.99	1,146.00	3,416.99	3,416.99	✓
ctivities		6,004.50	486.82	5,517.68	5,517.68	✓
mburse Inc/Exp		0.00	0.00	0.00	0.00	✓
aising	1,000.00	3,332.28	0.00	4,332.28	4,332.28	✓
al Funding	67,000.00	34,307.72	9,865.86	91,441.86	91,441.86	
ed Grants						
Grants	2,500.00	00	296.50	2,203.50		
scort	4,500.00	00	1,399.22	3,100.78		
rant	10,000.00	2,68 00	3,657.00	9,023.00		
Works	5,000.00	00	3,750.00	1,250.00		
E Grants		00	0.00	0.00		
e Funding		00	0.00	0.00		
Meals	9,500.00	6,78 00	2,703.95	13,582.05		
du Equip	5,000.00	10,275.00	0.00	15,275.00		
ed Testing	500.00	0.00	0.00	500.00		
ogrammes		0.00	0.00	0.00		
Inc/Exp		28,472.00	0.00	28,472.00		
nced Grants	37,000.00	48,213.00	11,806.67	73,406.33	0.00	
ner						
ansfers		1,162.27	1,162.27	0.00		
sc		0.00	0.00	0.00		
Total	104,000.00	83,682.99	22,834.80	164,848.19	91,441.86	
			O/S Cheques			
			Bank Balance	164,848.19		

	Credit Card	Deposit	Main	Meals	Grand Total
Capitation and DEIS		**2.95**	**20,405.00**		**20,407.95**
DEIS Grant			5,405.00		5,405.00
Bank Interest Received		2.95			2.95
Capitation/Non Pay Budget			15,000.00		15,000.00
Other School Generate Inc/Exp			**4,562.99**		**4,562.99**
Student Insurance Income			1,415.00		1,415.00
Voluntary Contributions			2,442.99		2,442.99
Uniforms Income			405.00		405.00
Hire of Facilities Rental Income			300.00		300.00
School Activities			**6,004.50**		**6,004.50**
School Swimming Income			2,113.50		2,113.50
School Tours/Trips Income			178.00		178.00
School Arts and Crafts Income			1,455.00		1,455.00
School Musical/Drama Income			1,172.00		1,172.00
Extracurricular Activities Income			1,086.00		1,086.00
Fundraising		**628.00**	**2,704.28**		**3,332.28**
Unrestricted School Fundraising (Non Capital)		270.50	1,704.28		1,974.78
Restricted School Fundraising (Non Capital)		357.50	1,000.00		1,357.50
ICT Grant			**2,680.00**		**2,680.00**
ICT Grant			2,680.00		2,680.00
School Meals				**6,786.00**	**6,786.00**
DSP School Meals Grant				6,786.00	6,786.00
Special Edu Equip			**10,275.00**		**10,275.00**
Special Education Equipment Grant			10,275.00		10,275.00
Capital Inc/Exp			**28,472.00**		**28,472.00**
DE Capital Building Grant Income			23,472.00		23,472.00
DE Fixtures, Fittings & Equipment Grant Income			5,000.00		5,000.00
Transfers	**1,162.27**				**1,162.27**
Transfer In	1,162.27				1,162.27
Grand Total	**1,162.27**	**630.95**	**75,103.77**	**6,786.00**	**83,682.99**

	Credit Card	Main	Meals	Grand Total
Capitation and DEIS	**647.27**	**6,186.84**		**6,834.11**
Annual Subscriptions Expense		260.00		260.00
Other Repairs and Maintenance Expense	55.99	16.99		72.98
ight and Power Expense		2,534.66		2,534.66
Water Rates Expense		435.00		435.00
elephone Expense / SMS Text		135.95		135.95
ank Charges Expense		102.50		102.50
eating Expense		760.00		760.00
leaners Wages Expense		1,166.70		1,166.70
omputer Maintenance & Support Expense		260.00		260.00
chool Administration System Expense		160.84		160.84
ther Cleaning and Sanitation Expense	20.00	145.20		165.20
dvertising / Public Relations Expense		55.00		55.00
rinting and Stationery Expense	514.28			514.28
eaching Aids Expense	20.00	154.00		174.00
taff Room Expenses	12.00			12.00
ostage Expense	25.00			25.00
Ancillary		**1,398.93**		**1,398.93**
Caretaker Wages Expense		1,387.50		1,387.50
Caretaker Employer Pension Expense		11.43		11.43
Other School Generate Inc/Exp		**1,146.00**		**1,146.00**
tudent Insurance Expense		320.00		320.00
tudent Photocopying Expenses		791.00		791.00
Uniform Expense		35.00		35.00
School Activities	**35.00**	**451.82**		**486.82**
School Tours/Trips Expense		346.82		346.82
School Arts and Crafts Expense	35.00	105.00		140.00
Book Grant		**296.50**		**296.50**
Free Schoolbook Grant Expense		296.50		296.50
Bus Escort		**1,399.22**		**1,399.22**
Bus Escort Wages Expense		1,399.22		1,399.22
ICT Grant		**3,657.00**		**3,657.00**
ICT Grant Expense		3,657.00		3,657.00
Minor Works		**3,750.00**		**3,750.00**
Minor Works Grant (Non Capital) Expense		3,750.00		3,750.00
School Meals			**2,703.95**	**2,703.95**
DSP School Meals Food Costs			2,703.95	2,703.95
Transfers		**1,162.27**		**1,162.27**
Transfer Out		1,162.27		1,162.27
Grand Total	**682.27**	**19,448.58**	**2,703.95**	**22,834.80**

Bank summary report cont.

Select Mth or YTD from dropdown to refresh reports

t Forward from us year	104,000.00	2026-2027		Oct		
nts included in e over the ed below	Reserve	Receipts	Payments	Balance Remaining - New Reserve	Isolate Reserve Balance	Right Click to tick✓
Funding						
and Deis	36,000.00	20,407.95	6,834.11	49,573.84	49,573.84	✓
llary	30,000.00	0.00	1,398.93	28,601.07	28,601.07	✓
erated Inc/Exp		4,562.99	1,146.00	3,416.99	3,416.99	✓
ctivities		6,004.50	486.82	5,517.68	5,517.68	✓
mburse Inc/Exp		0.00	0.00	0.00	0.00	✓
aising	1,000.00	3,332.28	0.00	4,332.28	4,332.28	✓
al Funding	67,000.00	34,307.72	9,865.86	91,441.86	91,441.86	
ed Grants						
Grants	2,500.00	0.00	296.50	2,203.50		
scort	4,500.00	0.00	1,399.22	3,100.78		
Grant	10,000.00	2,680.00	3,657.00	9,023.00		
Works	5,000.00	0.00	3,750.00	1,250.00		
E Grants		0.00	0.00	0.00		
e Funding		0.00	0.00	0.00		
Meals	9,500.00	6,786.00	2,703.95	13,582.05		
du Equip	5,000.00	10,275.00	0.00	15,275.00		
ed Testing	500.00	0.00	0.00	500.00		
ogrammes		0.00	0.00	0.00		
Inc/Exp		28,472.00	0.00	28,472.00		
nced Grants	37,000.00	48,213.00	11,806.67	73,406.33	0.00	
her						
ansfers		1,162.27	1,162.27	0.00		
sc		0.00	0.00	0.00		
Total	104,000.00	83,682.99	22,834.80	164,848.19	91,441.86	
			O/S Cheques			
			Bank Balance	164,848.19		

Income	Credit Card	Deposit	Main	Meals	Grand To
Capitation and DEIS		**2.95**	**20,405.00**		**20,407.95**
DEIS Grant			5,405.00		5,405.00
Bank Interest Received		2.95			2.95
Capitation/Non Pay Budget			15,000.00		15,000.00
Other School Generate Inc/Exp					
Student Insurance Income			1,415.00		1,415.00
Voluntary Contributions			2,442.99		2,442.99
Uniforms Income			405.00		405.00
Hire of Facilities Rental Income			300.00		300.00
School Activities			**6,004.50**		**6,004.50**
School Swimming Income			2,113.50		2,113.50
School Tours/Trips Income			178.00		178.00
School Arts and Crafts Income			1,455.00		1,455.00
School Musical/Drama Income			1,172.00		1,172.00
Extracurricular Activities Income			1,086.00		1,086.00
Fundraising		**628.00**	**2,704.28**		**3,332.28**
Unrestricted School Fundraising (Non Capital)		270.50	1,704.28		1,974.78
Restricted School Fundraising (Non Capital)		357.50	1,000.00		1,357.50
ICT Grant			**2,680.00**		**2,680.00**
ICT Grant			2,680.00		2,680.00
School Meals				**6,786.00**	**6,786.00**
DSP School Meals Grant				6,786.00	6,786.00
Special Edu Equip			**10,275.00**		**10,275.00**
Special Education Equipment Grant			10,275.00		10,275.00
Capital Inc/Exp			**28,472.00**		**28,472.00**
DE Capital Building Grant Income			23,472.00		23,472.00
DE Fixtures, Fittings & Equipment Grant Income			5,000.00		5,000.00
Transfers	**1,162.27**				**1,162.27**
Transfer In	1,162.27				1,162.27
Grand Total	**1,162.27**	**630.95**	**75,103.77**	**6,786.00**	**83,682.99**

Expenditure	Credit Card	Main	Meals	Grand T
Capitation and DEIS	**647.27**	**6,186.84**		**6,834.11**
Annual Subscriptions Expense		260.00		260.00
Other Repairs and Maintenance Expense	55.99	16.99		72.98
Light and Power Expense		2,534.66		2,534.66
Water Rates Expense		435.00		435.00
Telephone Expense / SMS Text		135.95		135.95
Bank Charges Expense		102.50		102.50
Heating Expense		760.00		760.00
Cleaners Wages Expense		1,166.70		1,166.70
Computer Maintenance & Support Expense		260.00		260.00
InSchool Administration System Expense		160.84		160.84
Other Cleaning and Sanitation Expense	20.00	145.20		165.20
Advertising / Public Relations Expense		55.00		55.00
Printing and Stationery Expense	514.28			514.28
Teaching Aids Expense	20.00	154.00		174.00
Staff Room Expenses	12.00			12.00
Postage Expense	25.00			25.00
Ancillary		**1,398.93**		**1,398.93**
Caretaker Wages Expense		1,387.50		1,387.50
Caretaker Employer Pension Expense		11.43		11.43
Other School Generate Inc/Exp		**1,146.00**		**1,146.00**
Student Insurance Expense		320.00		320.00
Student Photocopying Expenses		791.00		791.00
Uniform Expense		35.00		35.00
School Activities	**35.00**	**451.82**		**486.82**
School Tours/Trips Expense		346.82		346.82
School Arts and Crafts Expense	35.00	105.00		140.00
Book Grant		**296.50**		**296.50**
Free Schoolbook Grant Expense		296.50		296.50
Bus Escort		**1,399.22**		**1,399.22**
Bus Escort Wages Expense		1,399.22		1,399.22
ICT Grant		**3,657.00**		**3,657.00**
ICT Grant Expense		3,657.00		3,657.00
Minor Works		**3,750.00**		**3,750.00**
Minor Works Grant (Non Capital) Expense		3,750.00		3,750.00

Receipts Report

Receipts Report		Main Menu	Print Report
Category	**Date**	**Description**	**Sum of Amount**
Bank Interest Received	23 September 2026	Interest	2.95
Bank Interest Received Total			**2.95**
Capitation/Non Pay Budget	01 September 2026	Capitation Grant	15,000.00
Capitation/Non Pay Budget Total			**15,000.00**
DE Capital Building Grant Income	01 September 2026	SummerWorks Grant DE	23,472.00
DE Capital Building Grant Income Total			**23,472.00**
DE Fixtures, Fittings & Equipment Grant Income	07 September 2026	Equipment Grant DE	5,000.00
DE Fixtures, Fittings & Equipment Grant Income Total			**5,000.00**
DEIS Grant	28 September 2026	DEIS	5,405.00
DEIS Grant Total			**5,405.00**
DSP School Meals Grant	18 September 2026	Meals Grant	6,786.00
DSP School Meals Grant Total			**6,786.00**
Hire of Facilities Rental Income	29 September 2026	Hall Rental	300.00
Hire of Facilities Rental Income Total			**300.00**
ICT Grant	07 September 2026	ICT Grant	2,680.00
ICT Grant Total			**2,680.00**
Restricted School Fundraising (Non Capital)	26 September 2026	Fund for new bike racks	357.50
	05 October 2026	Restricted Fundraising jerseys for Football team	1,000.00
Restricted School Fundraising (Non Capital) Total			**1,357.50**
School Arts and Crafts Income	01 September 2026	Pupils supply of Arts and Crafts	485.00
	05 October 2026	Pupils supply of Arts and Crafts	485.00
	10 October 2026	Pupils supply of Arts and Crafts	485.00
School Arts and Crafts Income Total			**1,455.00**
School Musical/Drama Income	01 September 2026	Music Course	586.00

August Income | August Payments | Cashflow | Receipts Report | Receipt Transactions | Payments Report | Payment Transactions

FSSU Financial Support Services Unit

Main Menu

Receipts	Bank	Start Date	Finish Date	Description	Category	Amount

Filter Data | Report | Clear Selection | Multiple Report Selection

Payments Report

Payments Report		Main Menu	Print Report
Category	**Date**	**Description**	**Sum of Amount**
Advertising / Public Relations Expense	**30 September 2026**	The County Newspaper - Teacher Ad	55.00
Advertising / Public Relations Expense Total			**55.00**
Annual Subscriptions Expense	**04 September 2024**	IPPN	260.00
Annual Subscriptions Expense Total			**260.00**
Bank Charges Expense	**22 September 2026**	Notitied Fees	26.50
	01 October 2026	Bank charges	51.00
	31 October 2026	BOI BOL CHARGE	25.00
Bank Charges Expense Total			**102.50**
Bus Escort Salary Expense	**04 September 2024**	Bus Escort wage	215.00
	30 September 2026	Bus Escorts Wages	1,184.22
Bus Escort Salary Expense Total			**1,399.22**
Caretaker Wages Expense	**03 September 2024**	Caretakers wage August 2024	350.00
	30 September 2026	Caretaker wage Nov 2024	250.00
	30 September 2026	Revenue Commissioners PAYE/PRSI Caretakers Wag	25.50
	30 September 2026	Caretakers Wage Jan 24	250.00
	01 October 2026	Caretaker wage and holiday pay	300.00
	26 October 2026	Caretakes Wage Expense Oct 2023	212.00
Caretaker Wages Expense Total			**1,387.50**
Cleaners Wages Expense	**30 September 2026**	cleaners wage Expense Sept 2024	221.20
	30 September 2026	Cleaners Wage Expense Nov 2024	250.00

How to review the financial reports

Payments and receipts reports



How to review the financial reports

Income & Expenditure report

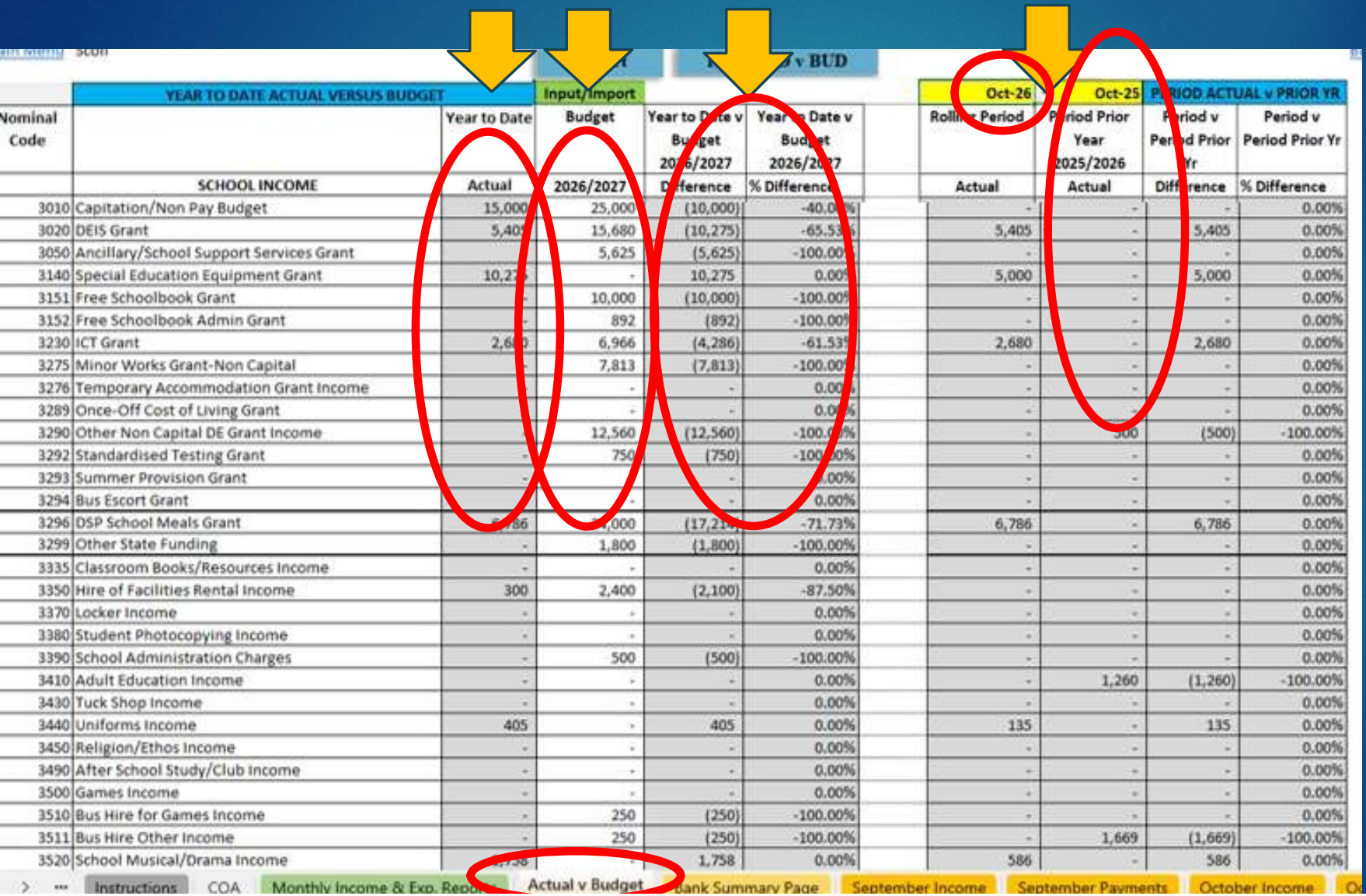
Income

- Department of Education and Youth Grants
- Other State Income
- School Generated Income
- Other Income

Expenditure

- Education Salary
- Education Other Expenditure
- Repairs, Maintenance & Establishment
- Administration
- Financial

How to review the financial reports



Nominal Code		YEAR TO DATE ACTUAL VERSUS BUDGET	Input/Import			Oct-26	Oct-25	PERIOD ACTUAL v PRIOR YR	
		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027	Rolling Period	Period Prior Year 2025/2026	Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference	Actual	Actual	Difference	% Difference
3010	Capitation/Non Pay Budget	15,000	25,000	(10,000)	-40.00%	-	-	-	0.00%
3020	DEIS Grant	5,405	15,680	(10,275)	-65.53%	5,405	-	5,405	0.00%
3050	Ancillary/School Support Services Grant	-	5,625	(5,625)	-100.00%	-	-	-	0.00%
3140	Special Education Equipment Grant	10,275	-	10,275	0.00%	5,000	-	5,000	0.00%
3151	Free Schoolbook Grant	-	10,000	(10,000)	-100.00%	-	-	-	0.00%
3152	Free Schoolbook Admin Grant	-	892	(892)	-100.00%	-	-	-	0.00%
3230	ICT Grant	2,680	6,966	(4,286)	-61.53%	2,680	-	2,680	0.00%
3275	Minor Works Grant-Non Capital	-	7,813	(7,813)	-100.00%	-	-	-	0.00%
3276	Temporary Accommodation Grant Income	-	-	-	0.00%	-	-	-	0.00%
3289	Once-Off Cost of Living Grant	-	-	-	0.00%	-	-	-	0.00%
3290	Other Non Capital DE Grant Income	-	12,560	(12,560)	-100.00%	-	500	(500)	-100.00%
3292	Standardised Testing Grant	-	750	(750)	-100.00%	-	-	-	0.00%
3293	Summer Provision Grant	-	-	-	0.00%	-	-	-	0.00%
3294	Bus Escort Grant	-	-	-	0.00%	-	-	-	0.00%
3296	DSP School Meals Grant	6,786	24,000	(17,214)	-71.73%	6,786	-	6,786	0.00%
3299	Other State Funding	-	1,800	(1,800)	-100.00%	-	-	-	0.00%
3335	Classroom Books/Resources Income	-	-	-	0.00%	-	-	-	0.00%
3350	Hire of Facilities Rental Income	300	2,400	(2,100)	-87.50%	-	-	-	0.00%
3370	Locker Income	-	-	-	0.00%	-	-	-	0.00%
3380	Student Photocopying Income	-	-	-	0.00%	-	-	-	0.00%
3390	School Administration Charges	-	500	(500)	-100.00%	-	-	-	0.00%
3410	Adult Education Income	-	-	-	0.00%	-	1,260	(1,260)	-100.00%
3430	Tuck Shop Income	-	-	-	0.00%	-	-	-	0.00%
3440	Uniforms Income	405	-	405	0.00%	135	-	135	0.00%
3450	Religion/Ethos Income	-	-	-	0.00%	-	-	-	0.00%
3490	After School Study/Club Income	-	-	-	0.00%	-	-	-	0.00%
3500	Games Income	-	-	-	0.00%	-	-	-	0.00%
3510	Bus Hire for Games Income	-	250	(250)	-100.00%	-	-	-	0.00%
3511	Bus Hire Other Income	-	250	(250)	-100.00%	-	1,669	(1,669)	-100.00%
3520	School Musical/Drama Income	1,758	-	1,758	0.00%	586	-	586	0.00%

Instructions | COA | Monthly Income & Exp. Report | Actual v Budget | Bank Summary Page | September Income | September Payments | October Income

Income and expenditure account report showing actual versus budgeted figures

FSSU Financial Support Services Unit ©

Income and expenditure report showing actual versus budget cont.

Main Menu Scoil

Import | Print YTD v BUD

Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET	Year to Date	Input/Import Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027	Oct-26 Rolling Period	Oct-25 Period Prior Year 2025/2026	PERIOD ACTUAL v PRIOR YR Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference	Actual	Actual	Difference	% Difference
3370	Locker Income	-	-	-	0.00%	-	-	-	0.00%
3380	Student Photocopying Income	-	-	-	0.00%	-	-	-	0.00%
3390	School Administration Charges	-	500	(500)	-100.00%	-	-	-	0.00%
3410	Adult Education Income	-	-	-	0.00%	-	2,108	(2,108)	-100.00%
3430	Tuck Shop Income	-	-	-	0.00%	-	-	-	0.00%
3440	Uniforms Income	405	-	405	0.00%	270	-	270	0.00%
3450	Religion/Ethos Income	-	-	-	0.00%	-	-	-	0.00%
3490	After School Study/Club Income	-	-	-	0.00%	-	-	-	0.00%
3500	Games Income	-	-	-	0.00%	-	-	-	0.00%
3510	Bus Hire for Games Income	-	250	(250)	-100.00%				
3511	Bus Hire Other Income	-	250	(250)	-100.00%	-	1,861	(1,861)	-100.00%
	[illegible]								
3530	School Tours Income	148	2,500	(2,352)	-94.08%	148	-	148	0.00%
	[illegible]					1,464	1,225	239	19.47%
3535	Student Insurance Income	1,415	3,090	(1,675)	-54.21%	815	348	467	134.20%
3540	Pre-School Income	-	-	-	0.00%	-	-	-	0.00%
3550	Reimbursable Income	-	-	-	0.00%	-	792	(792)	-100.00%
	[illegible]					-	-	-	0.00%
3572	School Arts and Crafts Income	1,455	-	1,455	0.00%	970	-	970	0.00%
3573	School Dance Income	-	-	-	0.00%	-	-	-	0.00%
3574	Restricted School Fundraising (Non Capital)	1,358	-	1,358	0.00%	1,358	-	1,358	0.00%
3575	Unrestricted School Fundraising (Non Capital)	1,486	2,455	(970)	-39.49%	1,486	-	1,486	0.00%
3650	Voluntary Contributions	2,425	7,750	(5,325)	-68.71%	1,925	-	1,925	0.00%
3700	Income from Parents Association	-	-	-	0.00%	-	-	-	0.00%
3770	Insurance Claim Income	-	3,700	(3,700)	-100.00%	-	-	-	0.00%
3800	Bank Interest Received	3	3	0	15.23%	3	3	(0)	-6.05%
3850	Other Income	-	-	-	0.00%	-	-	-	0.00%

FSSU Financial Support Services Unit

Income and expenditure report showing actual versus budget cont.

Main Menu Scoil

			Import	Print YTD v BUD	
	YEAR TO DATE ACTUAL VERSUS BUDGET		Input/Import		
Nominal Code		Year to Date	Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027
	SCHOOL INCOME	Actual	2026/2027	Difference 2026/2027	% Difference 2026/2027
	SCHOOL EXPENDITURE	Actual	2026/2027	Difference	% Difference
4110	Substitute Teachers Expense	-	-	-	0.00%
4111	Privately Paid Teachers Expense	-	-	-	0.00%
4113	Free Schoolbook Admin Salaries Expense	-	892	892	100.00%
4190	After School Study/Club Salaries Expense	-	-	-	0.00%
4196	Bus Escort Salary Expense	1,184	-	(1,184)	0.00%
4198	Other Educational Salaries Expense	-	-	-	0.00%
4315	Student Photocopying Expenses	791	1,140	349	30.61%
4330	Religion/Ethos Expense	-	50	50	100.00%
4410	ICT Grant Expense	7,657	6,966	(691)	-9.92%
4610	Learning Support Expense	-	-	-	0.00%
4620	Teacher Inservice and Training Expense	-	-	-	0.00%
4635	Student Wellbeing Expense	-	1,446	1,446	100.00%
4641	School Library Books Capital Grant Expense	-	-	-	0.00%
4650	Physical Education Expense	-	-	-	0.00%
4670	Games (excl. travel) Expense	-	-	-	0.00%
4671	Bus Hire for Games Expense	-	-	-	0.00%
4690	Bus Hire Other Expense	-	380	380	100.00%
4710	School Tours Expense	350	3,100	2,750	88.71%
4720	School Musical/Drama Expense	-	-	-	0.00%
4731	Free Schoolbook Grant Expense	301	10,000	9,699	96.99%
4741	Classroom Books/Resources Expense	-	1,007	1,007	100.00%
4760	School Yearbook/Journal Expense	-	-	-	0.00%
4770	Trophies and Prizes Expense	-	100	100	100.00%
4780	Uniform Expense	35	-	(35)	0.00%
4810	Home School Liaison Expense	-	4,000	4,000	100.00%

- Mis posting?
- Budget not sufficient?

FSSU Financial Support Services Unit

Income and expenditure report showing actual versus budget – drill down

Receipts Report		Main Menu	Print Report
Category	Date	Description	Sum of Amount
Bank Interest Received	23 September 2026	Interest	2.95
Bank Interest Received Total			2.95
Capitation/Non Pay Budget	01 September 2026	Capitation Grant	15,000.00
Capitation/Non Pay Budget Total			15,000.00
DE Capital Building Grant Income	01 September 2026	SummerWorks Grant DE	23,472.00
DE Capital Building Grant Income Total			23,472.00
DE Fixtures, Fittings & Equipment Grant Income	07 September 2026	Equipment Grant DE	5,000.00
DE Fixtures, Fittings & Equipment Grant Income Total			5,000.00
DEIS Grant	28 September 2026	DEIS	5,405.00
DEIS Grant Total			5,405.00
DSP School Meals Grant	18 September 2026	Meals Grant	6,786.00
DSP School Meals Grant Total			6,786.00
Hire of Facilities Rental Income	29 September 2026	Hall Rental	300.00
Hire of Facilities Rental Income Total			300.00
ICT Grant	07 September 2026	ICT Grant	2,680.00
ICT Grant Total			2,680.00
Restricted School Fundraising (Non Capital)	26 September 2026	Fund for new bike racks	357.50
	05 October 2026	Restricted Fundraising jerseys for Football team	1,000.00
Restricted School Fundraising (Non Capital) Total			1,357.50
School Arts and Crafts Income	01 September 2026	Pupils supply of Arts and Crafts	485.00
	05 October 2026	Pupils supply of Arts and Crafts	485.00
	10 October 2026	Pupils supply of Arts and Crafts	485.00
School Arts and Crafts Income Total			1,455.00
School Musical/Drama Income	01 September 2026	Music Course	586.00

FSSU Financial Support Services Unit ©

August Income | August Payments | Cashflow | Receipts Report | Receipt Transactions | Payments Report | Payment Transactions

Payments Report

Printing and Stationery Expense	**08 September 2026**	Mr Price refil pads	10.72
	01 October 2026	stationery	25.00
Printing and Stationery Expense Total			**35.72**
School Arts and Crafts Expense	**01 September 2026**	Easons	50.00
	30 September 2026	DEIS Art supplies to Pupil	35.00
	13 October 2026	Colouring Pencils, Paint, brushes	55.00
School Arts and Crafts Expense Total			**140.00**
School Tours Expense	**26 September 2026**	6th Class Tour Bus Deposit	50.00
	26 September 2026	6th Class Tour Trip Deposit	150.00
	26 October 2026	6th Class Tour Accommodation Deposit	150.00
School Tours Expense Total			**350.00**
Staff Room Expenses	**01 September 2026**	Tesco tea coffee biscuits	25.00
	31 October 2026	Tea and Coffee	12.00
Staff Room Expenses Total			**37.00**
Student Insurance Expense	**03 September 2024**	Allianz Insurance	320.00
Student Insurance Expense Total			**320.00**
Student Photocopying Expenses	**03 September 2024**	Multicolor	296.00
	12 September 2024	Xerox	368.00
	26 October 2026	Xerox	127.00
Student Photocopying Expenses Total			**791.00**
Teaching Aids Expense	**09 September 2026**	Classroom supplies refund jun infants	20.00

Income and expenditure report showing actual versus budget cont.

Searchable dropdowns: double click to activate the cell to search for a category.

Income Selection	Amount	Expense Selection	Amount	Balance
School Swimming Income	2,143.50	School Swimming Expense	-	2,143.50
School Arts and Crafts Income	1,455.00	School Arts and Crafts Expense	140.00	1,315.00
Total Selection Income	3,598.50	Total Selection Expense	140.00	3,458.50

Print Inc. and Exp. Selection

Back to the top

How to review the financial reports

Income and expenditure account report showing actual versus budgeted figures

Bottom Line Position

Main Menu Scoil

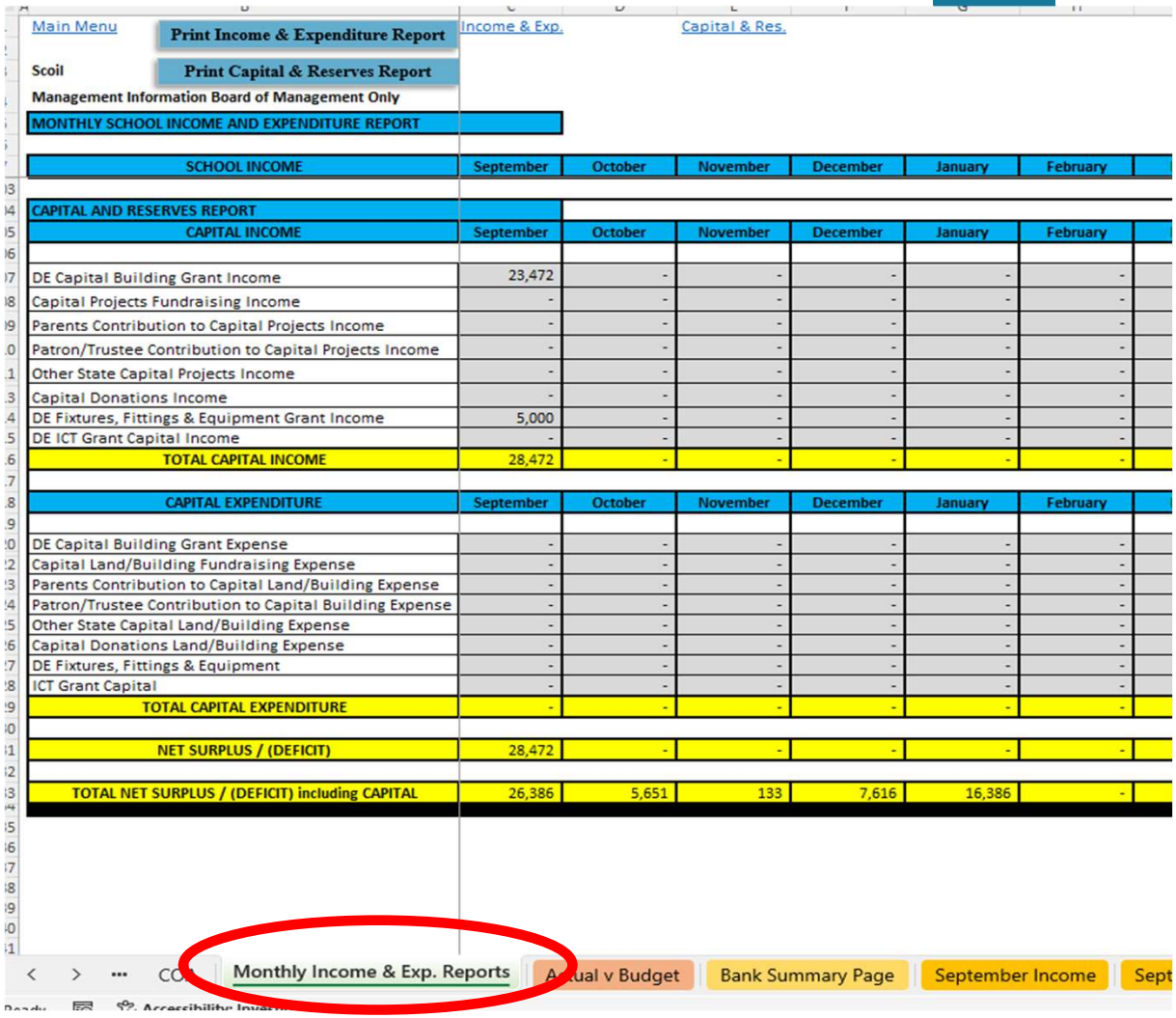
Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET	Year to Date	Input/Import Budget	Year to Date v Budget 2026/2027	Year to Date v Budget 2026/2027	Oct-26 Rolling Period	Oct-25 Period Prior Year 2025/2026	PERIOD ACTUAL v PRIOR YR Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2026/2027	Difference	% Difference	Actual	Actual	Difference	% Difference
	TOTAL SCHOOL EXPENDITURE	25,342	128,863	103,521	80.33%	25,342	14,460	(10,882)	-75.26%
	NET SURPLUS / (DEFICIT)	27,699	10,188	17,512	171.89%	9,713	142	9,572	6751.09%

Inform patron of deficits

FSSU Financial Support Services Unit ©

How to review the financial reports

Capital income and expenditure account report



Main Menu | Print Income & Expenditure Report | Income & Exp. | Capital & Res.

Scoil | Print Capital & Reserves Report

Management Information Board of Management Only

MONTHLY SCHOOL INCOME AND EXPENDITURE REPORT

SCHOOL INCOME	September	October	November	December	January	February

CAPITAL AND RESERVES REPORT						
CAPITAL INCOME	September	October	November	December	January	February
DE Capital Building Grant Income	23,472	-	-	-	-	-
Capital Projects Fundraising Income	-	-	-	-	-	-
Parents Contribution to Capital Projects Income	-	-	-	-	-	-
Patron/Trustee Contribution to Capital Projects Income	-	-	-	-	-	-
Other State Capital Projects Income	-	-	-	-	-	-
Capital Donations Income	-	-	-	-	-	-
DE Fixtures, Fittings & Equipment Grant Income	5,000	-	-	-	-	-
DE ICT Grant Capital Income	-	-	-	-	-	-
TOTAL CAPITAL INCOME	28,472	-	-	-	-	-
CAPITAL EXPENDITURE	September	October	November	December	January	February
DE Capital Building Grant Expense	-	-	-	-	-	-
Capital Land/Building Fundraising Expense	-	-	-	-	-	-
Parents Contribution to Capital Land/Building Expense	-	-	-	-	-	-
Patron/Trustee Contribution to Capital Building Expense	-	-	-	-	-	-
Other State Capital Land/Building Expense	-	-	-	-	-	-
Capital Donations Land/Building Expense	-	-	-	-	-	-
DE Fixtures, Fittings & Equipment	-	-	-	-	-	-
ICT Grant Capital	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE	-	-	-	-	-	-
NET SURPLUS / (DEFICIT)	28,472	-	-	-	-	-
TOTAL NET SURPLUS / (DEFICIT) including CAPITAL	26,386	5,651	133	7,616	16,386	-

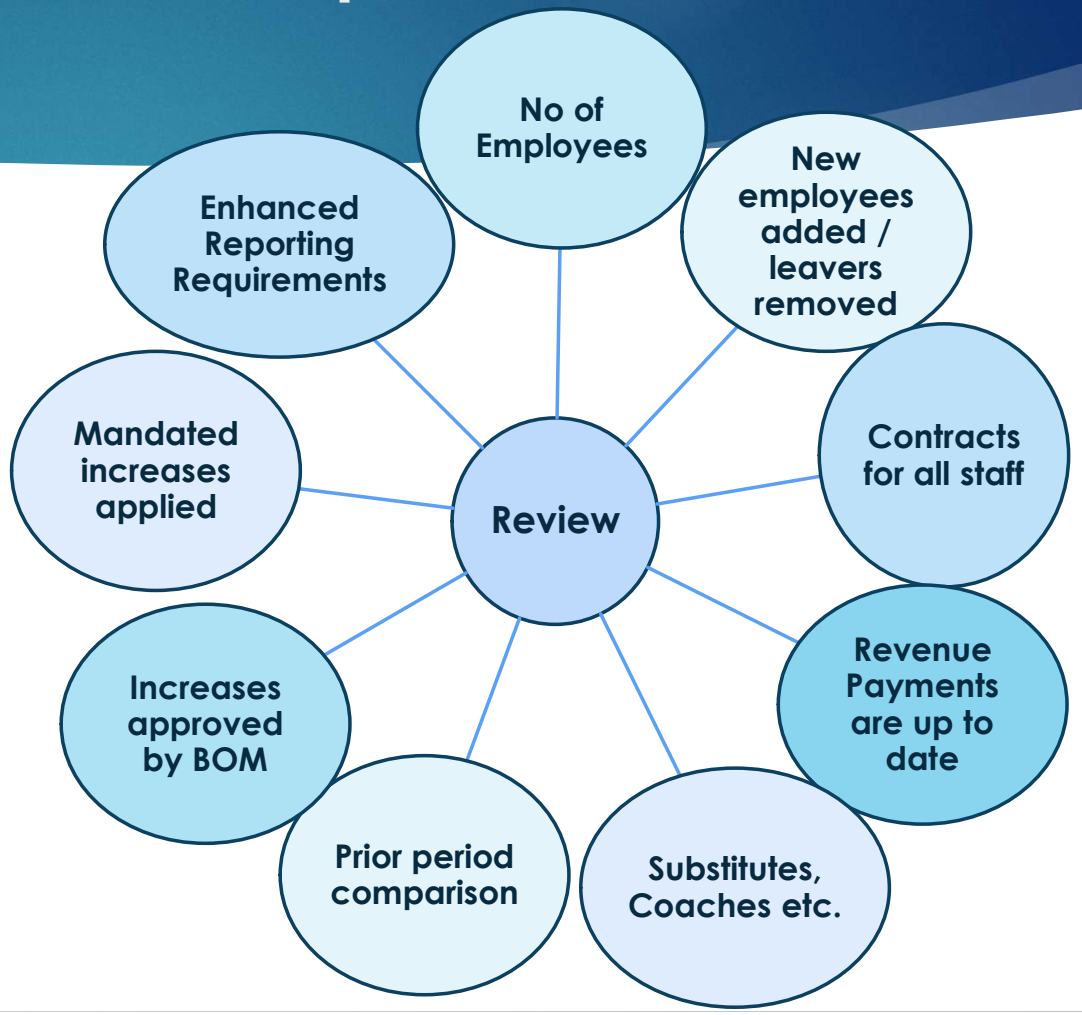
Monthly Income & Exp. Reports | Actual v Budget | Bank Summary Page | September Income | Sept

FSSU Financial Support Services Unit ©

How to review the financial reports

Gross to net payroll reports





FSSU Financial Support Services Unit

How to review the financial reports

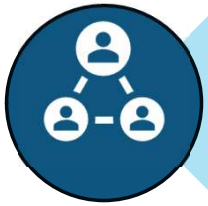
List of Creditors, Accruals, Prepayments and Debtors at the end of the period



Checklist

Financial Reports	Actions	Yes/No
Bank Balances	• Check to see if bank accounts have been opened or closed during the period • If yes, have proper procedures been followed? • Are the bank balances within the limit set by the BOM?	
Bank Reconciliations	• Check the bank reconciliations to ensure there are no differences on the reconciliation report. • Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review	
Receipts and Payments / Income & Expenditure	This report should show current periods figures, year-to-date figures, annual budget figures, previous year's figures. • Examine this report in detail and check any unusual or large amounts. • Assess that the school is on target to meet its budgetary plan.	
Balance Sheet (if available)	This report will show the year-to-date figures and the previous year's figures. • Check that the balance sheet balances. • Look for additions to fixed assets, changes in debtors and prepayments, changes to creditors and accruals. • If there is any balance in the suspense account, it should be examined.	
List of Creditors / Accruals	• If the school is running the purchase ledger system examine the list of creditors to ensure that the school are paying their bills on time. • The list of accruals/outstanding invoices should be totalled and check if the school has sufficient funds to pay its liabilities. • If the school is currently undertaking any capital works, ensure that you receive a list of the outstanding invoices.	
Income received in advance	• As it has become common practice in many schools to collect the school administration charges in advance of the next school year. A list should be prepared showing a summary of advance receipts and it is important that these funds are accounted for separately in the accounts. • The school will on occasion receive grants for summer work schemes etc. in advance of the work being done therefore this income needs to be identified and accounted for separately.	
Prepayments	• Examine the list of prepayments to ensure that they have been allocated to the correct period.	
Capital Income & Expenditure Account	• This report should be given when there is a capital project such as an extension. Summer Works Scheme or major refurbishment in progress. • This report should be examined to ensure that the project is running within budget.	

Summary of Key Points



Monthly Financial Report-Process



Recommended Financial Reports



Reviewing the Financial Reports

Deadline for Submission for year ended 31st August 2026 (2025/2026 School Year)

February 28th 2027

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

late filing results in the school being selected for an audit



Submitting on time ensures compliance with:

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

Suggested Timeline

- **30th September**

Board should provide all financial information to the external accountant for the school year 31st August 2026

- **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

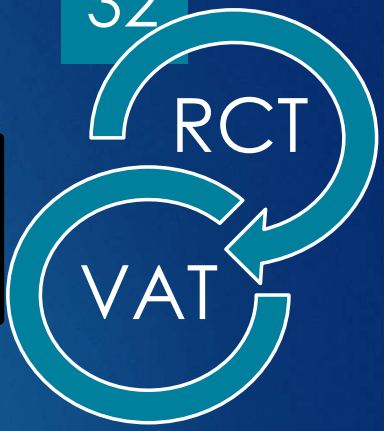
- **December 31st**

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 portal and also uploads a pdf copy of the approved annual accounts on or before this date. Any adjustments from the years end accounts should be provided by the accountant

Revenue Registration
- Relevant Contracts Tax (RCT) , VAT



All schools must be registered for RCT and VAT for construction operations only

.

Principal Contractor

Principal contractors are defined in the legislation (Section 530A, Taxes Consolidation Act 1997 as amended). The definition includes "any board or body established by or under statute … and funded wholly or mainly out of funds provided by the Oireachtas". As such, school Boards of Management are principal contractors for the purposes of RCT.

RCT/VAT applies to more than just major building works. It also encompasses alteration, repair, extension, demolition or dismantling of structures or buildings and the alteration or repair of systems including heating, lighting, water, power and ventilation systems.

Payroll

ERR

MyFuture Fund

FSSU Financial Support Services Unit

Scam email risks

- Impersonate a Principal or staff member
- Use urgent payment or supplier-detail requests
- Show an external warning banner on outside emails
- Check the full sender address, not just the display name
- Verify payment changes by phone using a trusted number
- Report suspicious emails to IT support or school management





FSSU Financial Support Services Unit ©

Thank you for joining the webinar

If you have any other questions, please call or email us:

Phone: (01) 910 4020

Email: primary@fssu.ie



FSSU
Financial Support Services Unit