

Appendix 2

FINANCIAL REPORT

SCHOOL:

ABSTRACT FROM FINANCIAL REPORT PERIOD

Cash balance b/f from previous period	€
Receipts	€
Payments	€
Net expenditure	€
Cash balance c/f to following period	€
Cash balance c/f to following period	€
Plus Receipts due but not to hand	€
Less payments due but not made	€
Balance of cash assets against cash	
Liabilities at end of period	€

SCHOOL FUND-STATEMENT OF RECEIPTS AND PAYMENTS FOR PERIOD

A. BALANCE FORWARD

Bank	€
Cash on hands	€
Petty cash unexpended	€

B. RECEIPTS

PAY

Department	€
School Budget	€
Other Pay Receipts (Specify)	€
TOTAL PAY RECEIPTS	€

NON PAY

Department €

School Budget €

Other receipts Non Pay Receipts (Specify) €

TOTAL NON PAY RECEIPTS €

TOTAL RECEIPTS PAY AND NON PAY €

C. PAYMENTS

ADMINISTRATION

Pay 1. Whole time staff €

2. Part-time clerical assistance €

3. Other (Specify)

_____ €

TOTAL ADMINISTRATION PAY €

Non-pay 1. Subscriptions €

2. Bank charges €

3. Office expenses, postage etc €

4. Travel and Subsistence €

5. Other (Specify)

_____ €

TOTAL ADMINISTRATION NON-PAY €

TOTAL ADMINISTRATION PAY AND NON PAY €

MAINTENANCE OF SCHOOLS

Pay	1. Whole time staff	€
	2. Part-time staff	€
	3. Other (Specify)	
	_____	€

TOTAL MAINTENANCE OF SCHOOLS PAY €

Non-pay	1. Heat, light and power	€
	2. Rent and rates	€
	3. Repairs to and maintenance of buildings	€
	4. Repairs of equipment and apparatus	€
	5. Cleaning materials	€
	6. Maintenance	€
	7. Maintenance of school grounds	€
	8. Other charges (Please specify)	
	_____	€

TOTAL MAINTENANCE OF SCHOOLS NON-PAY €

TOTAL MAINTENANCE OF SCHOOLS PAY AND NON-PAY €

MAINTENANCE OF CLASSES

Pay	1. Part-time teachers	€
	2. Approved substitution	€
	3. Other (Specify)	
	_____	€

TOTAL MAINTENANCE OF CLASSES PAY €

Non-pay	1. Materials for class use - VPTP	€
	Materials for class use - Other classes	€
	2. Repairs for equipment and apparatus	€
	3. Books etc. for school library	€
	4. Expenses for examinations	€
	5. Other charges (Please specify)	€
TOTAL MAINTENANCE OF CLASSES NON-PAY		€
TOTAL MAINTENANCE OF CLASSES PAY AND NON-PAY		€
MISCELLANEOUS		
Pay	1. Recoverable from non-Department sources - see Par 9 of Notes	€
TOTAL MISCELLANEOUS PAY		€
Non Pay	1. School prizes	€
	2. Textbooks for teachers	€
	3. Travelling of teachers between school premises	€
	4. Other (Please specify)	€
TOTAL MISCELLANEOUS NON-PAY		€
TOTAL MISCELLANEOUS PAY AND NON-PAY		€
MINOR WORKS OF A CAPITAL NATURE		
	1. Renewals of school equipment, furniture and apparatus	€
	2. Additional school equipment, furniture and apparatus	€
	3. Renewals of class equipment and apparatus	€
	4. Additional class equipment and apparatus	€
TOTAL MINOR WORKS OF A CAPITAL NATURE		€

GRAND TOTAL

PAY	€
NON-PAY	€
MINOR WORKS OF A CAPITAL NATURE € OVERALL	€

D. NET EXPENDITURE €

E. BALANCE FORWARD

Bank Account	€	
Cash on hands	€	
Petty Cash unexpended	€	€

STATEMENT OF CASH ASSETS AND LIABILITIES AT END OF PERIOD

Balance as shown in statement of receipts and payments		€
<u>Plus</u> Receipts due but not to hand	€	
<u>Less</u> Payments due but not to hand	€	€
Balance of cash assets against cash liabilities at end of period		€

Notes:

1. For details of outstanding receipts and payments, c.f. page 9.
2. All invoices and bills received but not paid should be included as payments due but not made. Demands issued for monies due, e.g. for recoupment from some outside source, should be included as Receipts due but not to hand.
3. Any amounts in respect of PAYE or PRSI not paid over to the Revenue Commissioners within the month in which they are due must be included in this statement.
4. This statement must be filled strictly on a cash basis, not an accrual basis.

BANK RECONCILIATION STATEMENT

Balance at end of period per Bank Statement (Debit in parenthesis)	€
Less Cheques issued but no presented for payment or cancelled (Db)	€
Plus Receipts not lodged to bank account (Cr)	€
Plus Balance of Petty Cash not spent (Cr)	€
TOTAL (= balance in Statement of Receipts and Payments)	€

List of cheques but not presented for payment or cancelled
(As shown on Bank Reconciliation Statement above)

CHEQUE NUMBER	PAYEE	DATE ISSUED	AMOUNT €
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List of receipts/lodgements not on bank statement

PARTICULARS	AMOUNT €
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LIST OF PAYMENTS DUE BUT NOT MADE
(As shown on Statement of cash assets and liabilities)

Creditor	Particulars	Amount €
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LIST OF RECEIPTS DUE BUT NOT TO HAND
(As shown on Statement of cash assets and liabilities)

Debtor	Particulars	Amount
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STATEMENT OF PETTY CASH ISSUES AND PAYMENTS

Balance b/f from previous period (petty cash unexpended)	€
Petty cash issued in period	€
Payments from petty cash vouched and included under appropriate analysis heading in Statement of Receipts and Payments	€
Balance c/f to following period as entered in balance on Statement of Receipts and Payments	€

SELF-FINANCING ADULT EDUCATION PROGRAMME

Statement of Receipts and Payments

Balance brought forward	€
Receipts	€
Payments	€
Balance carried forward	€

Bank reconciliation statement

Balance at end of period per Bank Statement	€
Less Cheques issued but not presented for payment or cancelled	€
Plus Receipts not lodged to Bank Account	€
TOTAL (= Balance in Statement of Receipts and Payments)	€

Note:

The Bank Reconciliation Statement must be completed in the end of year Financial Report and accompanied by a copy of the end of period bank statement.

School Fund - Budget Control Statement

End of

PAYMENTS					
MONTH	PAY	NON PAY	TOTAL	RECEIPTS	NET
PROFILE					
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
YEAR					
MONTH	PAY	NON PAY	TOTAL	RECEIPTS	NET
MONTHLY RETURN					
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
YEAR					
GLOBAL VOTE INCL					
MONTH	PAY	NON PAY	TOTAL	RECEIPTS	NET
VARIATION					
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
YEAR					

Note: Profile remains unaltered for full year. Once profile completed, 12 copies should be made for subsequent use as monthly returns. All entries to nearest complete £1,000. The reference to "Global Vote" means the cost of increases in pay not provided for in the initial budget allocation.

CERTIFICATE

I certify that the above Financial Report, Pages 1 to 12, is complete and accurate to the best of my knowledge and belief and that the payments shown were made in accordance with approved rates and procedures.

Signed: _____
Principal on behalf of the Board of Management

Date: _____

