

**Checklist for School Boards of Management
Re Approval of Annual School Accounts**

		Yes	No	N/A
1	Have the annual accounts been either audited or certified? <i>(Education Act 1998, Section 15)</i>			
2	Have the accounts been prepared in the format recommended by J.M.B./F.S.S.U.? <i>(Appendix 6 of FSSU Financial Guidelines)</i>			
3	Have the accounts been reviewed and approved by the Finance Sub-Committee?			
4	Have the accounts been prepared on an accruals basis?			
5	Have all grants (capital and revenue) been received or accrued for?			
6	Have all monies received been accounted for in the period to which they relate e.g. payments in advance of school year (subscriptions, school tours, book grant etc.)?			
7	Are all bank accounts relating to the school reconciled and included in the annual school accounts?			
8	Have all tax liabilities in relation to PAYE/PRSI/USC been paid over to Revenue Commissioners or accrued for?			
9	Have any Pension Related Deductions been paid over to the DES or accrued for?			
10	Has the annual licence fee been paid to the Trustees/Patrons? <i>(Article 15(b) of Articles of Management for Catholic Voluntary Secondary Schools)</i>			
10	Has the annual insurance premium been paid to the Insurer ? <i>(Article 15(g) of Articles of Management for Catholic Voluntary Secondary Schools)</i>			
11	Has all capital expenditure incurred during the year been approved in writing by the Trustees? <i>(Article 27(a) of Articles of Management for Catholic Voluntary Secondary Schools)</i>			
12	If the F.S.S.U. has carried out a Financial Evaluation of the school during the year, have the recommendations been implemented and a copy of the report sent to the Trustees?			
13	Is the TAS Accounts package being used in the school for the processing of day to day income and expenditure?			
14	Has the Board of Management received sufficient analyses of all significant variances from budget that occurred during the year?			
15	Does the school operate an automated payroll package?			