

# Budget Guidelines

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## Department of Education Income

- **Secretarial Grant** - Schools that have a DES paid 1978 School Secretary should ensure that this figure is adjusted to zero.
- **3150-Book Grant** is ring-fenced for this purpose and should be equal to **4730-School Books-Book Grant** under **Education Other**.
- **3190 & 3250** are not current and should be left blank.
- **3240-Supervision/Substitution** is ring-fenced for this purpose and should be equal to **4150-Supervisors and Substitutes. S&S Grant** under **Education Salaries**.
- **3255-DES State Exam Income** (Grant received from SEC to cover Exam Aide, Special Centres etc.) is ring-fenced for this purpose and should be equal to **4155-State Exam Salaries** under **Education Salaries**.
- **3290-Other DES Grants** – Example: School Escort Grant  
*Please provide a breakdown of the amounts in the Narration Window.*

## School Generated Income

- **3350-Hall Rental** should be used to cover rental income received from any school facilities.
- **3390-School Administration Charges** should be used to record income received to cover photocopying, stationery, postage, web texting etc.

## Other Income

- **3840-Amortisation of Grants**-This should be left blank.
- **3570-Other Income** - Examples: Money collected for practical subjects, counselling grant, etc. *Please provide a breakdown of the amounts in the Narration Window.*

## Education Other

- **4910-Other Education Expenses** – Example: “School Escort Grant Expenditure”  
*Please provide a breakdown of the amounts in the Narration Window.*

## Repairs, Maintenance & Establishment

- **5800-Other RME** - Examples: Recycling, Hygiene Services etc
- **PPP Schools** to enter figure here to allow for the 25% reduction in Capitation & SS Grant
- *Please provide a breakdown of the amounts in the Narration Window.*

## Administration

- **6730-In School Administration System** – Examples: Advance Learning, VS Ware etc.
- **6900-Other Admin. Expenses**  
*Please provide a breakdown of the amounts in the Narration Window.*

## Finance

- Depreciation should be left blank.

## General

- In all categories where you enter figures under ‘**Other**’  
*Please provide a breakdown of the amounts in the Narration Window.*
- Please keep use of ‘Reimbursable’ to a minimum and ensure that the figures for Reimbursable Income and Reimbursable Expenditure are the same.
- If adjusting Contingency please inform your School Co-ordinator.