

Budget Guidelines 2020/2021

New Terms.

As required by the Charities Regulator, there are several new codes relating to fundraising and they are further broken down by restricted fundraising and unrestricted fundraising. Going forward it will be necessary to clearly document the nature of all fundraising income and payments and to classify these transactions accordingly in the school accounts.

"Unrestricted" fundraising - Monies generated from fundraising which the school may use for any purpose. Unrestricted funds usually go toward the operating expenses of the school or to a particular project that the school picks.

"Restricted" fundraising - Monies generated from fundraising for a particular purpose or project. The school may only use for this purpose/project. Example fundraising specifically for a new gym.

School Fundraising - Funds raised within the school eg Cake Sales, Free Dress Day, etc.

External Fundraising - Funds raised by school through events involving community eg Race Night, Flag Day, 5K Walk open to members of public, Joint venture with local club.

Designated-Specified purpose.

DEIS Schools

As requested by the Social Inclusion Unit in the Department of Education and Skills, we have removed the rate and % from the Budget Grant Calculation section of our Budget Template. Instead, we advise schools to enter the amount they received in the prior year directly into the Income & Expenditure Account using Nominal Code 3020. Alternatively, they can contact the Social Inclusion Unit in the Department of Education and Skills directly.

Department of Education and Skills Income.

3290 Other Non-Capital DES Grants Income - Please click on Specify Button and give breakdown.

School Generated Income.

3390 School Administration Charges - Should be used to record income received to cover photocopying, stationery, postage, web texting etc.

3570 Other School Generated Income - Please click on Specify Button and give breakdown.

Other Income.

3850 Other Income - Please click on Specify Button and give breakdown.

Education Other.

4490 Other Subject Expenses - Please click on Specify Button and give breakdown.

4910 Other Educational Expenses - Please click on Specify Button and give breakdown.

Repairs & Maintenance.

5800 Other Repairs and Maintenance - eg Recycling, Hygiene Services- Please click on Specify Button and give breakdown.

Administration.

6450 Other Professional Fee Expenses - Please click on Specify Button and give breakdown.

6730 In School Administration System - eg Advance Learning VS Ware, Compass etc.

6900 Other Administration Expenses - Please click on Specify Button and give breakdown.

General.

- In all categories where you enter figures under 'Other' - Please click on Specify Button and give breakdown.
- Please keep the use of 'Reimbursables' to a minimum and ensure that the figures for 3550 Reimbursable Income and 7800 Reimbursable Expenses are the same.
- If adjusting Contingency percentage, please consult with your School Coordinator.

Ring Fenced Items

3150	Book Grant		4730	Book Grant-School Books	
3210	Leaving Cert Applied Grant		4550	Leaving Cert Applied Expenses	
3230	ICT Grant (Non Capital)		4410	Non Capital Computers/IT Maintenance.	
3240	Supervision\Substitution Grant		4150	Supervisors & Substitutes-S&S	
3255	State Exam Income		4155	State Exam Salaries	
3255	Minor Works Grant (Non Capital)		5315	Minor Works Grant (Non Capital)	
3294	Bus Escort Grant		4196	Bus Escort Salaries	
3295	Dept of Children & Youth Affairs		4911	Dept of Children & Youth Affairs Activities Expenses.	
3296	DEASP School Meals Grant		4912	DEASP School Meals Exp.	
3297	Erasmus		4913	Erasmus Expenses	

Convergence desirable

3200	Transition Year Grant				
3310	Transition Year Income		4590	Transition Year Expenses	
3330	Book Rental-Advise parents that any surplus in this area will be used for Student Supports\Services.		4740	Book Rental Scheme Expenses	
3410	Adult Education Income		4170	Adult Education Salaries	
3490	After school study/club income		4190	After school study/club Salaries	
3495	Mock Exam Income		4750	Mock Examination Expenses	
3530	School Tours Income		4710	School Tours Expenses	
3550	Reimbursable Income		7800	Reimbursable Expenses	

3851	Designated Income (Non Capital)		4918	Designated Expenditure (Non Capital)	
3574	Restricted School Fundraising (Non Capital)		4924	Restricted School Fundraising Exp. (Non Capital)	
3852	Restricted External Fundraising (Non Capital)		4925	Restricted External Fundraising Exp. (Non Capital)	

COVID 19

As you know the Annual Budget is a financial plan of estimated income and estimated expenditure for the coming year. Budget preparation always necessitates making certain assumptions which you do every year eg projected enrolment, numbers in TY etc. The impact of COVID 19 and associated economic implications may necessitate making further related assumptions. Only the Principal and Board of Management can make that call at local level. Possible areas for consideration might include.

- Fall in parental contributions such as Book Rental Receipts, School Administration Charges, Voluntary Contributions, TY Fees, Fundraising etc.
- Rental income from hire of facilities.
- Increased spending on IT Hardware, maintenance and licencing if remote learning is to continue.
- Increased spending on cleaning and cleaning materials to meet more stringent hygiene guidelines. Possible use of Contract Cleaners for Deep Cleaning.
- Increased Medical and First Aid spending if masks and PPE to be introduced.
- Reduction on spending on photocopying if remote learning is the norm.
- Reduction in spending on extracurricular activities and associated travel if there are restrictions on sport, choirs etc.
- Reduction in spending in TY if activities are restricted.
- Reductions in spending on trips and bus hire etc.
- Reduction in Insurance costs if schools are underutilised.
- Reduction in various categories of repairs if schools underutilised.

The extent to which any of the above will impact on an individual school can best be judged by the Principal and the above is simply a list of possible impacts the pandemic might have.