

A chairde,

At this time of year, as with most times, school leaders can get overwhelmed with the sheer number of tasks to be completed each day. Even though you do not think that you have the time for reflection, considering the *Time to Think* piece below may free up some valuable time to focus on your core purpose.

Is sinne le meas,

IPPN Leadership Support Team

Board of Management

- The FSSU Calendar may be a helpful reference for the Treasurer of the BoM when dealing with school finances. The dates for Revenue returns are the latest date a return should be filed and paid on ROS i.e. returns can be filed before the 23rd of the month. Filing frequency varies from school to school i.e. some schools are set up for monthly RCT returns and PAYE/PRSI/USC/LPT payments, while others file quarterly.

[Primary Grants Calendar 2023-24](#)

www.fssu.ie/primary

- In the run up to the Christmas holiday period, Parent Associations are often involved in fund-raising activities on behalf of the school. [FSSU Guidelines](#) are intended to provide BOMs with advice on ensuring that good financial governance is in place around the financial activities of the Parents' Association.
- With the formation of the Boards of Management, the FSSU website containing a Handover Checklist for New Treasurers, a Treasurer's Manual and a Training recording **should be brought to the attention of the Board of Management.**

Administration

- Review arrangements for the collection of the Cúntas Míosúil. Agree date by which the templates are submitted. Consider that a member of staff might coordinate the collection.
- Continue with arrangements for Parent/Teacher meetings.

Time to Think – an essential priority for every school leader

Are you currently doing something that someone else **could** be doing, **should** be doing or **is being paid** to do?