

# Treasurer's Report

It is my duty to present my Treasurer's Report and comment on the statement of Accounts as presented to us by our Auditors, Ryan Casey and Co. The administration of the Primary Curriculum Support Programme (PCSP) National Programme and local PCSP in-service for our own clusters of schools continued again this year. The Substance Misuse Prevention Programme (SMPP) and the administration of ICT courses for the NCTE also continued in 2005. All of these programmes together with the education centre's own local programme ensured that 2005 was an extremely busy year in Dublin West Education Centre.

## Bank Accounts

Each of the various programmes and projects has its own separate Bank account with the centre's bankers, Bank of Ireland, in line with recommendations from the Internal Audit Unit of the Department of Education and Science as follows:

Education Centre Account

Information Technology (IT),

Primary Curriculum Support Programme National (PCSP No. 1 Account)

Primary Curriculum Support Programme Local (PCSP No. 2 Account)

Substance Misuse Prevention Programme (SMPP)

Two new accounts were opened in December 2005 as the Department of Education and Science wished to transfer funds for two new projects:

Teacher Professional Communities (TPC)

Literacy Numeracy

PCSP No 1 account has used Third Party Payments on Banking on Line for the payment of Trainers' expenses, Education Centre advances and final accounts and for settling Suppliers' Invoices and accounts for some time now. The volume of transactions has been growing all the time as the administration and operation of PCSP continues to grow each year. The Director, Treasurer and Cathaoirleach found that the Third Party system was very time consuming as only eight payments could be authorised at a time, particularly in the afternoons when the Banking on Line system became very busy as Bank of Ireland customers were trying to meet the 5.00 p.m. deadline for the processing of payments. Advice was sought from Bank of Ireland personnel on what improvements could be made, as voluntary management committee members could only visit in the afternoons. Bank of Ireland recommended that PCSP No 1 account should change to Electronic Fund Transfer (EFT) due to the large volume of payments. So far this system seems much more satisfactory. PCSP accounts personnel, enter the payment details - value date, amount to each recipient, account number etc. The system calculates a total transaction amount for this value date. The details of each payment and total transaction amount can then be printed off and checked against each Claim form and the final amount authorised for payment.

All the accounts' work in DWEC and PCSP is fully computerized using the Taz accountancy package. Administration of the accounts in DWEC (Education Centre

Account, LT. Account, PCSP2 Account and SMPP Account) is carried out by Ms. Carmel Finlay. Administration of the PCSP1 Account is carried out in the PCSP offices by Ms. Susan Kennedy. I wish to thank Carmel Finlay and Susan Kennedy for all their work on the accounts during 2005. The accountancy service provided by Ms. Emer Bradley to the education centre has continued. Quarterly accounts were prepared in the month following the end of each quarter. I wish to thank Emer Bradley for all her work with the accounts during the year.

### **Auditors Report and Statement of Receipts and Payments**

I wish to thank our auditors, Ryan Casey and Co. and their staff for their work in preparing the Auditors Report and Receipts and Payments for each of the accounts - Education Centre Account, Information Technology (IT), Primary Curriculum Support Programme National (PCSP No 1), Primary Curriculum Support Programme Local (PCSP No 2) and Substance Misuse Prevention Programme (SMPP). An Interim Audit of all DWEC and PCSP accounts was also carried out by the staff of Ryan Casey and Co. from 6<sup>th</sup> to 8<sup>th</sup> July 2005 in PCSP and 11<sup>th</sup> and 13<sup>th</sup> July in DWEC.