

External School Accountants Webinar Introduction to Online Submission of School Accounts

Questions & Answers report

| | Question Asked | Answer |
|---|---|---|
| 1 | If a school receives Revenue refunds in relation to the Charitable Donations Scheme, does this impact the basis for the preparation of the accounts. Meaning does this have an impact on whether the accounts should be certified or audited. | There is not a requirement under the Charitable Donation Scheme to prepare audited accounts. Details as per Revenue website. Click here for a direct link Hi Gene, the Revenue have not requested an audit to date, but they are reviewing this at the present. |
| 2 | So certified accounts are acceptable at the moment where a school is in receipt of the CDS scheme? | Yes that is correct. When Revenue finalise the review we will issue a guideline so please keep an eye on our guidelines. |
| 3 | What format does the import file need to be | It's excel format - files are available on our website under Accountant/Auditor Tab, There are Excel files available on our website. Instructions as per this link |
| 4 | Can you amend sections of the import file also? | Portal Rules: If the roll number in Cell B1 does not match the school the file will not import. If nominal codes in column A don't match the following criteria they will highlight and won't be imported: 1. Don't match the nominal code in the Portal COA 2. Nominal code contains an Alpha Invalid numbers will not import Column B should contain positive or negative figures to import If the Worksheet is not named "Import" the import will not proceed New imports will overwrite existing portal import with new nominal codes and values |
| 5 | Regarding fixed assets, as treasurer of a special school, where do I record specific disability aids purchased for students? | See Section 11.4 of our guideline for accountants which outlines the correct accounting treatment. |

| | | |
|----|---|--|
| 6 | Is this import file available through SURF | Please follow instructions at the below address: Its simply a case of copying the TB from SURF into our file https://www.fssu.ie/primary/external-accountants-auditors/school-accounts-submission/online-accounts-submission/ , You can download a TB from Surf and copy and paste into the excel file available on her website - we will demonstrate same shortly |
| 7 | Accounting products like Relate produce School Accounts is it necessary to go through this process or can you just use the Relate .pdf? | This is a resource available if required - you can use Relate as previously. |
| 8 | Is there any extension on the 28th Feb 2021 deadline due to Covid | There is no extension to the deadline. |
| 9 | Will these slides be available after the training? | These slides and the presentation recording will be available on our website from tomorrow |
| 10 | Hi is this sample school annual accounts only needed for unaudited schools? | The sample accounts contain an accountants report for unaudited accounts. |
| 11 | Can you confirm how the minor works grant is treated, the FSSU excel template shows unspent Minor works grant as a liability but it was not shown on your slide as ringfenced, can you clarify that the excel detailed balance sheet is correct | Minor Works is a ringfenced grant. Unspent balances at year end must be retained in Current Liabilities in the Balance Sheet. The Excel detailed balance sheet is correct., The minor works grant is a ring fenced grant so the detailed balance sheet is correct. Any unspent amounts should be carried forward. Department of skills and Education Circular Letter 0062/2013 outlines what the minor works grant can be used for. |
| 12 | Our accounts package don't have the same nominal codes as the FSSU, how can we use the portal import | The accounts packages should be in line with the FSSU Chart of Accounts. We have been in contact with the various accounting software providers making them aware of our Chart of Accounts. |
| 13 | Which nominal should payments out for prefab rents be allocated to on the COA? | The expenditure should be posted to the appropriate expense nominal code eg. if the heating bill was paid it would be posted to code 5510. I hope this answers your question.,3276 for Income and 5551 for Expense |
| 14 | Do the pdf accounts need physical signing before upload ? | Yes. They have to be signed by the chairperson and another member of the board. |
| 15 | How do I get confirmation of attendance | Attendance letter will be emailed after tomorrow. |
| 16 | Is there a template for the import file CSV available? | There are excel files available on our website - click on the Accountants Auditor Tab to locate the files |

| | | |
|----|---|---|
| 17 | Is the minor works ringfenced to particular maintenance projects or to all repairs and maintenance works (primary school) | Schools can use the grant for a variety of school works, including improvements to school buildings and grounds, improvement or replacement of mechanical and electrical services, the purchase of standard furniture and physical education equipment, the purchase of floor coverings and window blinds, and the purchase of IT related equipment’. |
| 18 | Will the school accounts workbook be split between primary and post primary in the future? Feedback to us has suggested bookkeepers are struggling with the large amount of columns when they have only one desktop screen? | Our templates allow the user to remove all the account codes that do not relate to their schools. This ensures that they do not have to trawl through information that does not relate to their school. |
| 19 | Hi is the import TB coming from the standard FSSC templates that the schools bookkeeper used? or is this a separate template which is needed to be populated? Thank you | This is a separate file - it a case of copy and paste into the excel TB file |