Surf Accounts for C&C Schools
Quick Reference Guide

Accounting for Grants Received in Advance

What are Grants received in advance?

This is a grant received in the current accounting period that belongs to a future accounting year e.g., grants received between now and the 31st of August 2021 for the school year 2021/2022. Below is a list of the most common grants received in advance.

Grant	Received in	For the period	Element in advance
Non-Pay Grant	July 2021	July/August/September 2021	1/3
Non-Teaching Pay Grant	July 2021	July/August/September 2021	1/3
Book Grant	June 2021	School Year September 2021-August 2022	100%
SSSF Grant	June 2021	July/August/September/October 2021	50%
DEIS Grant	June 2021	School Year September 2021-August 2022	100%

Outlined below are the steps on how to calculate, post and report on the grants received in advance.

Accounting for grants receipt

! Step 1

On entering the bank receipt for the grant, it should be coded to grant nominal code to which the grant refers to, ensuring you use the correct department. See examples in screenshot below.

Calculating the element of the grant received in advance.

 Step 2

Click here to download the excel sheet 'Calculate grant received in advance'. This sheet will assist with calculating the element of the grant received in advance.

Enter the grant amount received in to the excel sheet under the column '€ Amount Received'.

Print out the sheet to use in Step 3 below and keep it on file for school accountant.

Posting the element of the grant received in advance.

 Step 3

Instructions

1. Under 'General Ledger' > select 'Journals' > Add
2. Enter the information from the excel sheet 'Calculate grant received in advance'.
3. Below is a screenshot of a sample journal.

JOURNALS DETAILS

DATE	REF NO.	TYPE	
31/08/2021	YR END ADJ	Journal	🔗 Add Attachment *Max file size 4 MB.*

Code	Description	Notes	Debit	Credit	DEP
3010	Non Pay Budget	Non-pay grant element received in advance	35,000.00	0.00	NPG
2150	Grants Received in Advance	Non-pay grant element received in advance	0.00	35,000.00	NPG
3030	Non Teachers Pay Budget	Non-Teacher pay grant element received in advance	7,666.67	0.00	NTP
2150	Grants Received in Advance	Non-Teacher pay grant element received in advance	0.00	7,666.67	NTP
3050	Support Services Grant	SSSF grant element received in advance	10,000.00	0.00	SSSF
2150	Grants Received in Advance	SSSF grant element received in advance	0.00	10,000.00	SSSF
3150	Book Grant	Book grant received in advance	12,000.00	0.00	BGR
2151	Book Grant Received in Advance	Book grant received in advance	0.00	12,000.00	BGR

Alternatively, you can import the journal using a template. See the 'Calculate grant received in advance' excel sheet for further instructions on this.

Generating a report to show the breakdown of grants in advance.

! **Step 4**

Instructions

- Click on **Reports** > General **Ledger Account Activity**
- Select **Period from "**Sep-2020" & **Period To** "Current month" or "Aug-2021 (when generating the report after 31 August 2021).
- Select **Acct. Code From** "2150" & - **Acct. Code To** "2152"
- Click on **Advanced Settings**
- Under **Sorting box 2** select "Department" & tick the "Total" box, then click on **Update**.
- This will generate a report giving you the sub-totals for each category/stream of grant included in code 2150-2152.

[Click here to watch a short video](#) on accounting for school income received in advance.