



Year End Template Checklists

Year End Template Checklist

Accounts / Template Checklist

- ✓ Opening bank balances
- ✓ Cheques brought forward from previous year
- ✓ Closing balances
- ✓ Reconcile all bank accounts to zero
- ✓ Compile list of all uncashed cheques
- ✓ Uncashed cheques - review cheques out of date
- ✓ Review of reports - ensure consistency with categories selected
- ✓ Payroll reports - Revenue
- ✓ Petty Cash
- ✓ Credit Card Statement
- ✓ Bank Statements



Year End Template Checklist

Check opening bank balances and cheques brought forward from previous year

September Bank Accounts Reconciliation Statement				
Bank Account:	Current-022	Savings-105	Bank 3	Bank 4
Bank Account Number:				
Enter Opening Bank Balances:	44021.34	0.00	0.00	0.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			44,021.34
Lodgements	Cheques drafted and recorded in prior year and not cashed			120.00
Lodgements	(This figure is the total of the lodgements extracted from monthly income worksheet)			1,751.00
Payments	Bank Payments (This figure is extracted from payments records above)			16,896.61
Closing Balance	(This figure automatically is calculated)			28,755.73
Bank Account:	Current-022	Savings-105	Bank 3	Bank 4
Enter Closing Bank Balances:	28755.73	0.00	0.00	0.00
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated automatically			28,755.73
Outstanding Cheqs	(These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)			
	Description	Cheque no.	Amount	
				0.00
Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)			28,755.73
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)			0.00

Year End Template Checklist

Check all cheques written in the year have been entered

Check closing balances and reconcile all bank accounts to zero

Compile list of all uncashed cheques

Bank Account:	Current-022	Savings-105	Bank 3	Bank 4
Bank Account No:	0	0	0	0
Opening Balance	(This figure is carried forward from the prior month's closing ledger balance)			34,960.16
Lodgements				
Lodgements	(This figure is the total of the lodgements extracted from monthly income worksheet)			15,000.00
Payments				
Bank Payments	(This figure is extracted from payments records above)			13,335.16
Closing Balance	(This figure automatically is calculated)			36,625.00
	Current-022	Savings-105	Bank 3	Bank 4
Enter Closing Bank Balances:	42000.00	0.00	0.00	0.00
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated			42,000.00
Outstanding Cheq	(These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)			
	Description	Cheque no.	Amount	
	Folens	20156	70.00	
	Bus hire	20199	305.00	
	Builders providers	20300	5,000.00	
				-5,375.00
Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)			36,625.00
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)			0.00

ADD ROW to Outstanding Cheques

Year End Template Checklist

Review list of uncashed cheques

Write back any cheques older than six month, or which you don't expect to be presented.

Main Menu		August Bank Rec						
Bally NS		Management Information Board of Management Only						
Payment Instructions								
Bank Payments		August		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Print Bank Reconciliation August</div>		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Payments Analysis</div>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">ADD ROW</div>								
Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.		Amount	Teaching Aids Expense	Religion/Ethos Expense
Current-022	31 August 2021	cancelled cheque	Teaching Aids Expense	20123	<input type="checkbox"/>	30.00	- 30.00	
					<input type="checkbox"/>	-		
					<input type="checkbox"/>	-		
					<input type="checkbox"/>	-		

Year End Template Checklist

Payments Report

[Main Menu](#)[Print Report](#)

Category	Date	Description	Sum of Amount
Teaching Aids Expense	30 September 2020	Mary Murphy	28.98
	02 December 2020	Tír na Nóg	29.9
	10 March 2021	Barkers	30
	26 March 2021	Friends Resilience	74.51
	31 August 2021	cancelled cheque	-30
Teaching Aids Expense Total			133.39
Grand Total			133.39

Be sure to compile a list of outstanding cheques

Description	Cheque no.	Amount
Folens	20156	70
Bus hire	20199	305
Builders providers	20300	5000
	Total	5375

Year End Template Checklist

Bally NS [Main Menu](#) [Grant Analysis](#) [Income Analysis](#) [Expenditure Analysis](#) [Print Grant Analysis](#) [Print Income Analysis](#) [Print Expenditure Analysis](#)

Bank Summary Page [HIDE DETAILED ANALYSIS](#) [UNHIDE DETAILED ANALYSIS](#)

Balance Brought Forward from previous year	2020-2021			Year to date
	43,901.34			
Inter any amounts included in the above balance which are reserved for the expenses listed below				
	Reserve	Receipts	Payments	Balance Remaining - New Reserve
Ancillary		€10,380.00	€6,086.24	€4,293.76
Bus Escort		€0.00	€0.00	€0.00
Capitation	€10,960.49	€22,686.00	€14,310.68	€19,335.81
Designated Inc/Exp		€0.00	€0.00	€0.00
Fundraising		€435.00	€435.00	€0.00
ICT	€1,203.00	€3,971.75	€2,199.95	€2,974.80
July Provision		€0.00	€0.00	€0.00
Minor Works	€19,734.85	€6,369.50	€4,198.82	€21,905.53
Other DES Grants	€0.00	€0.00	€0.00	€0.00
Other Income/Expense	€0.00	€311.00	€303.60	€7.40
Other Sch Generated Inc/Exp	€108.00	€0.00	€0.00	€108.00
Other Education Inc/Exp		€0.00	€1,238.38	-€1,238.38
Other State Funding	€0.00	€0.00	€0.00	€0.00
School Activities	€895.00	€1,640.00	€810.67	€1,724.33
School Books	€1,000.00	€3,090.00	€3,591.32	€498.68
School Meals		€0.00	€0.00	€0.00
Special Edu Equip		€0.00	€0.00	€0.00
Standardised Testing	€0.00	€249.90	€204.55	€45.35
Transfers		€0.00	€0.00	€0.00
Capital Inc/Exp		€0.00	€3,154.60	-€3,154.60
COVID	€10,000.00	€2,806.64	€9,197.16	€3,609.48
Other/Misc	€0.00	€0.00	€0.00	€0.00
Totals	€43,901.34	€51,939.79	€45,730.97	€50,110.16
		D/S Cheques		€5,375.00
		Bank Balance		€55,485.16

Select Mth or YTD from dropdown

Year to date	Current-022	Grand Total
Income		
Ancillary	€10,380.00	€10,380.00
Ancillary/School Support Services Grant	€10,380.00	€10,380.00
Capitation	€22,686.00	€22,686.00
Capitation/Non Pay Budget	€22,686.00	€22,686.00
COVID	€2,806.64	€2,806.64
COVID Aide Grant	€286.64	€286.64
COVID Capitation PPE Grant	€1,260.00	€1,260.00
COVID Capitation for Additional Cleaning Grant	€1,260.00	€1,260.00
Fundraising	€435.00	€435.00
Unrestricted External Fundraising (Non Capite)	€435.00	€435.00
ICT	€3,971.75	€3,971.75
ICT Grant	€3,971.75	€3,971.75
Minor Works	€6,369.50	€6,369.50
Minor Works Grant-Non Capital	€6,369.50	€6,369.50
Other Income	€311.00	€311.00
Student Insurance Income	€311.00	€311.00
School Activities	€1,640.00	€1,640.00
School Tours Income	€260.00	€260.00
School Swimming Income	€468.00	€468.00
School Arts and Crafts Income	€912.00	€912.00
School Books	€2,870.00	€2,870.00
Book Rental Scheme Income	€2,165.00	€2,165.00
Classroom Books Income	€45.00	€45.00
Book Grant Income	€660.00	€660.00
Standardised Testing	€249.90	€249.90
Standardised Testing Grant	€249.90	€249.90
Grand Total	€51,719.79	€51,719.79

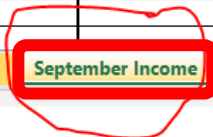
Year to date
Expenditure
Ancillary
Clerical Officers
Capital Inc/Exp
DES Capital Bui
Capitation
Water Rates an
Annual Subscrip
Other Repairs a
Recruitment Exp
Contract Cleane
Printing and Sta
Repairs to Furn
Light and Powe
Heating Expens
Office Equipme
Bank Interest E
Staff Room Expi
Postage Expens
Photocopying E
Bank Charges E
Telephone Expi
Hospitality Expi
Other Professio
Security Expens
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Main Menu [Instructions](#) [COA](#) [Monthly Income & Exp. Reports](#) [Bank Summary Page](#) [September Income](#) [September Payments](#) [October Income](#) [October Payments](#) [November Income](#)

Accessibility: Investiate

Year End Template Checklist

Lodgement Instructions							
Bank Lodgements September						Lodgement Analysis	
ADD ROW							
Bank	Date	Description	Category	Lodgement Reference Number	Amount	Book Rental Scheme Income	Cl I L
Current-022	08 September 2020	F H Family sch fees	Book Rental Scheme Income		60.00	60.00	
Current-022	08 September 2020	F H Family sch fees	Student Insurance Income		8.00		
Current-022	08 September 2020	F H Family sch fees	School Arts and Crafts Income		30.00		
Current-022	14 September 2020	F H Family sch fees	Book Rental Scheme Income		60.00	60.00	
Current-022	14 September 2020	F H Family sch fees	Student Insurance Income		8.00		
Current-022	14 September 2020	F H Family sch fees	School Arts and Crafts Income		30.00		
Current-022	14 September 2020	F H Family sch fees	School Swimming Income		39.00		
Current-022	14 September 2020	F H Family sch fees	School Tours Income		20.00		
Current-022	17 September 2020	A Molloy sch fees	Book Rental Scheme Income		60.00	60.00	
Current-022	17 September 2020	A Molloy sch fees	Student Insurance Income		8.00		
Current-022	17 September 2020	A Molloy sch fees	School Arts and Crafts Income		10.00		
Current-022	17 September 2020	B H sch fees	Book Rental Scheme Income		60.00	60.00	
Current-022	17 September 2020	B H sch fees	School Tours Income		20.00		
Current-022	17 September 2020	B H sch fees	School Swimming Income		39.00		
Current-022	17 September 2020	B H sch fees	School Arts and Crafts Income		30.00		
Current-022	17 September 2020	B H sch fees	Student Insurance Income		8.00		
Current-022	17 September 2020	CH sch fees	Book Rental Scheme Income		60.00	60.00	
Current-022	17 September 2020	CH sch fees	School Arts and Crafts Income		20.00		
Current-022	21 September 2020	A M sch fees	Book Rental Scheme Income		60.00	60.00	
Current-022	21 September 2020	A M sch fees	School Arts and Crafts Income		30.00		
Current-022	21 September 2020	A M sch fees	Student Insurance Income		8.00		
Current-022	23 September 2020	H B sch fees	School Arts and Crafts Income		10.00		
Current-022	23 September 2020	H B sch fees	Student Insurance Income		9.00		
		A K sch fees	Book Rental Scheme Income		100.00	100.00	
		F G sch fees	Book Rental Scheme Income		120.00	120.00	
					-		
					-		



Year End Template Checklist

[Main Menu](#)

Payments Bank	Start Date	Finish Date	Description	Category
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Filter Data

Report

Clear Data

Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount	Substitute	Privately I	Supervisor	Adult Edu	After Schc	July Provi:	Bus Escort	COVID
Current-022	03/09/2020	Doheny Recyclii Water Rates an		0	44.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	03/09/2020	IPPN Membersf Annual Subscri		0	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	03/09/2020	Window Cleanii Other Repairs &		0	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	09/09/2020	School Bks Irela Book Rental Sc		0	3026.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	10/09/2020	Allianz Pupils In Student Insura		0	303.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	10/09/2020	J Murphy Inter Recruitment Ex		0	187.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	10/09/2020	LS Tree Service Minor Works G		0	1600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Current-022	10/09/2020	MI CS AUG Clear Contract Clean		0	176.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

Payments Report				Main Menu	Print Report
Category	Date	Description	Sum of Amount		
Accounting / Auditing Expense	19 March 2021	Daly Farrell Accountants	676.49		
Accounting / Auditing Expense Total			676.49		
Annual Subscriptions Expense	03 September 2020	IPPN Membership	250		
	30 September 2020	Mary Murphy	95		
	30 September 2020	CPSMA Membership	270		
Annual Subscriptions Expense Total			615		
Art Expense	10 September 2020	N M Receipts	57.6		
	30 September 2020	Mary Murphy	19.35		
	30 September 2020	Viking Direct	49.97		
	02 December 2020	Tír na Nóg	100.25		
	26 February 2021	D G Receipts	157.5		
Art Expense Total			384.67		

Year End Template Checklist

- ICT Grant
- Minor Works Grant
- School Book Grant
- Standardised Testing Grant
- COVID-19 Grant
- Capital Grant
- Any other specific grant received



See Financial Guideline P12 - 2020/2021

Year End Template Checklist



Payroll Reports



Petty Cash



Credit Card Statements



Bank Statements



Thank You

**If you have any further questions
please telephone or email us
Monday-Thursday 9-7
Friday 9-5**

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