

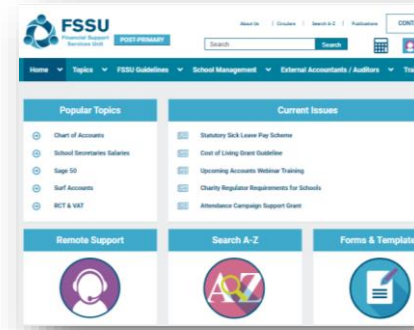
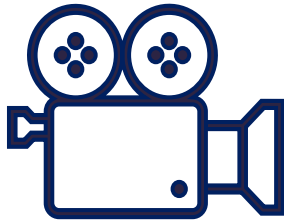
Autumn 2024

BrightBooks Webinar 1

28th August 2024

Year-end 2023/24 Preparation Essential Checklist

Webinar housekeeping



Webinar Calendar Autumn 2024

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Agenda

1. Timeline for the Year-end process

2. Essential checklist

3. Reports to run

1. Timeline for the year end process

30.09.2024

- Accountant notified that accounts are ready for review

30.11.2024

- Draft accounts to BOM for approval

31.12.2024

- Accounts approved for submission to FSSU by BOM

28.02.2025

- Accountant to file accounts with FSSU by 28th Feb



Checklist for finalising year end 2023-24

Internal Financial Controls Manual for Schools

[Accounting-Year-End-Checklist-
post-primary-schools.docx \(live.com\)](#)

Year End Accounts Preparation Checklist

Before you send your end of year accounts to your accountant for submission to FSSU, please ensure you have completed the following checklist.

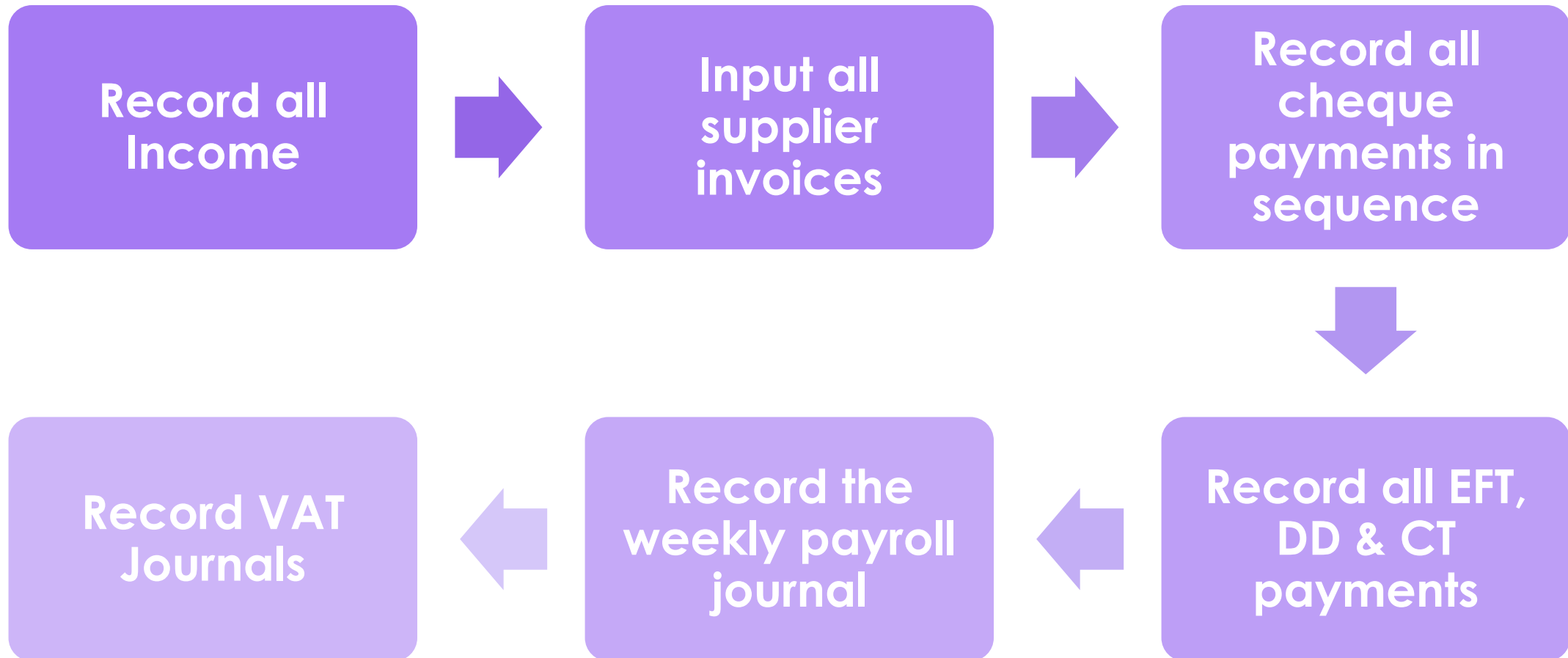
	Action	Completed
1	Post all day-to-day transactions for the year. This ensures that your management reports and year end postings are accurate. Ideally any audit adjustments from the accountants should be posted to the income and expenditure codes within a reasonable time frame.	<input type="checkbox"/>
2	Ensure you have bank statements for all school bank accounts covering the period 1st September to 31st August and ensure all bank accounts are reconciled up to 31st August.	<input type="checkbox"/>
3	Review the bank reconciliation report as follows: a. Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. b. Any duplicate entries should be corrected. c. Any outstanding payments/receipts more than six-months-old should be investigated.	<input type="checkbox"/>
	Ensure that the petty cash and credit card transactions are recorded for the year and that the balances in the petty cash and credit card account	<input type="checkbox"/>

Year-end Accounts Preparation checklist

Checklist for finalising year end 2023-24

- Bank
- Payroll
- RCT & VAT
- Creditors or suppliers
- Debtors & prepayments
- Income
- Reviewing reports

Action 1: Post all transactions up to the end of August



Actions 2 to 6 & 13 Banks

	Action	Completed
2	Ensure you have bank statements for all school bank accounts covering the period 1st September to 31st August and ensure all bank accounts are reconciled up to 31st August.	<input type="checkbox"/>
3	Review the bank reconciliation report as follows: a. Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. b. Any duplicate entries should be corrected. c. Any outstanding payments/receipts more than six-months-old should be investigated.	<input type="checkbox"/>
4	Ensure that the petty cash and credit card transactions are recorded for the year and that the balances in the petty cash and credit card account are correctly stated at the end of the year.	<input type="checkbox"/>
5	Ensure that the balance in the Cash Control Account equates to the amount of cash and cheques held in the safe on 31st August.	<input type="checkbox"/>
6	Ensure that the balance in the online payment solution clearing account (code 1870) equates to the amount of money owed from the online payments company at the 31st of August.	<input type="checkbox"/>
13	Parents Association: Ensure all financial documentation is made available to the school's external accountant/auditor for inclusion in the annual financial accounts of the school.	<input type="checkbox"/>

Bank reconciliation

Banking

Bank Accounts Receipts Payments **Bank Reconciliation** Bank Feeds

Bank Reconciliation

New

New Bank Reconciliation

Statement Date

31/08/2024



Bank Account

1803 DSP School Meal Bank



Opening Statement Balance

13,911.00

Closing Statement Balance

5,951.00

Notes

Close

Save

Bank reconciliation process

1803 DSP School Meal Bank Account	a	31-Aug-2024
Balance as per BrightBooks on 31/08/2024	b	5,951.00
Balance per Bank Statement	c	5,951.00
Less un-presented Payments	d	-7,960.00
Plus un-presented Lodgment	e	0.00
Reconciled Balance	f	-2,009.00 ✘
Difference	g	7,960.00

Bank reconciliation process



Date ▼	Ref.No	Lodg. No.	Type	Description	Payments	Receipts	Balance	✓
30-Jun-2024				Balance Forward			13,911.00	
31-Jul-2024			Payment	Marshalls Supermarket	7,960.00	0.00	5,951.00	<input checked="" type="checkbox"/>

Cancel

Save

Bank Reconciliation review for all accounts

Reconcile to 31-8-24

**No difference on
Bank rec report**

**Review list of old
outstanding
items**

**Review outstanding
receipts for accuracy**

**Correct any
duplicates or errors**

To cancel out-of-date cheques in BrightBooks

- ✓ **Make a list of the cheques to be cancelled.**
- ✓ **List the cheque/payment reference, payee, amount, nominal code and department.**
- ✓ **On 'Banking menu' select 'Payments'**
- ✓ **Enter the details of each payment as a negative payment.**
- ✓ **Go back to the reconciliation to match the old outstanding cheques to the negative payments.**

(Section 5.8 – Current Bright manual)

Bank reconciliation process

Bank Reconciliation Report

[Back](#)**BANKS**1803 DSP School Meal Ba... **STATEMENTS**31/08/2024 **REPORT TYPES**Unreconciled

Bank Reconciliation Report C&C Demo School

**1803 DSP School Meal Bank
Account**

31-Aug-2024

Balance as per BrightBooks

5,951.00

Balance per Bank Statement

5,951.00

Less un-presented Payments

0.00

Plus un-presented Lodgment

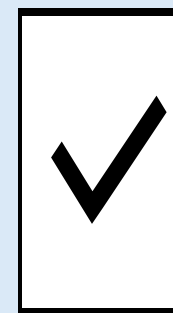
0.00

Reconciled Balance

5,951.00

Petty Cash & School Credit Card

- 4 Ensure that the petty cash and credit card transactions are recorded for the year and that the balances in the petty cash and credit card account are correctly stated at the end of the year.



Are all petty cash reimbursements within approved limits and agreed to PC vouchers

All transactions backed up by a valid receipt for Petty Cash

The balance on the petty cash account agreed to the count in the petty cash box

School Credit Card Review

Have all the statements been received?

Has the credit card statement been signed by the chairperson and Principal?

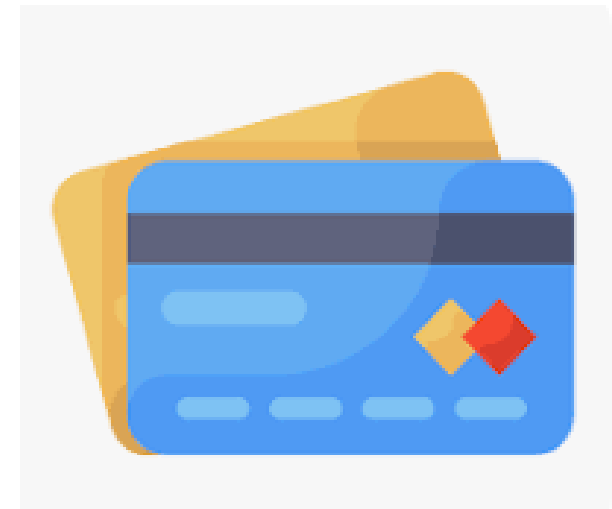
Are all transactions backed up by a valid receipt?

Is the credit card only used where other forms of payment are not accepted?

Is spending within the agreed limit?

Are supporting receipts attached to the monthly credit card statement?

Does the board ensure that debit cards are not used for school expenditure?



School Credit Card Review

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	
1840-School Credit Card - Mastercard								
1840	01/09/2023			Balance Forward	-	-	-	
1840	09/07/2024	47	PMT	One4All	-	552.50	-552.50	
1840	19/07/2024	48	PMT	Hotel Accom Seminar	-	400.00	-952.50	
1840	01/08/2024	49	PMT		952.50	-	-	
1840	06/08/2024	50	PMT	the FLower shop	-	65.00	-65.00	
1840	09/08/2024	51	PMT	An Post	-	270.00	-335.00	
1840	23/08/2024	52	PMT	Gov Stamp Duty	-	30.00	-365.00	
					Totals:	€952.50	€1,317.50	€-365.00
					Totals:	€952.50	€1,317.50	€-365.00

AGREED to Cr
Card Statement

Cash Control Account

Date	Ref.No.	Type	Notes	Payments	Receipts	Balance
1905-Cash Control Account						
1905						
28/08/2024	Cash from Students	RCPT	Cash from Students	-	4,568.00	4,568.00
29/08/2024	Cash	RCPT	From Parents	-	6,590.00	11,158.00
30/08/2024	Cash	RCPT	Student fees	-	3,574.00	14,732.00
30/08/2024	Lodg	PMT	Ref 126987	11,158.00	-	3,574.00
Subtotal for 1905				€11,158.00	€14,732.00	€3,574.00
Totals:				€11,158.00	€14,732.00	€3,574.00
Totals:				€11,158.00	€14,732.00	€3,574.00

Cash count in the safe on 31st
AGREED

School Online Payment system

1

RECORD THE RECEIPTS USING A QUICK RECEIPT CODED TO CLEARING ACCOUNT 1870

2

RUN A REPORT FROM THE ONLINE PAYMENTS SYSTEM

3

RECORD QUICK RECEIPT IN THE CLEARING ACCOUNT BASED ON THIS SUMMARY

4

MONITOR BALANCE IN CLEARING ACCOUNT AT MONTH END

5

REVIEW THE BOM INCOME & EXP REPORT TO CHECK POSTINGS IN THE GENERAL LEDGER.

School Online Payment system

VS Ware Summary Aug 24		Demo Data		
Income analysis		Gross Inc	Charges	Lodged
TY 24/25		€9,000.00	€227.00	€8,773.00
Admin fees 24/25		€6,455.00	€161.38	€6,293.63
Locker Income		€2,605.50	€65.14	€2,540.36
		€18,060.50	€453.51	€17,606.99

General Ledger Account Activity

C&C Demo School

Code	Date	Doc.No.	Type				
1870-Online Payments Solution Clearing Account							
1870	01/09/2023						
1870	29/09/2023	8	PMT				
1870	30/09/2023	4	RCPT				
1870	30/09/2023	2	RCPT				
1870	25/07/2024	18	RCPT	TY 24/25	9,000.00	-	9,000.00
1870	25/07/2024	19	RCPT	LOCKERS 24/25	2,605.50	-	11,605.50
1870	25/07/2024	20	RCPT	ADMIN 24/25	6,455.00	-	18,060.50
1870	31/07/2024	21	RCPT	VS Ware July TY24/25	-	8,773.00	9,287.50
1870	31/07/2024	22	RCPT	Vs Ware Admin 24/25	-	6,293.63	2,993.87
1870	31/07/2024	23	RCPT	VS Ware Lockers 24/25	-	2,540.36	453.51
1870	02/08/2024	36	PMT	VS Ware July chgs	-	453.51	-
Totals:					€36,060.50	€36,060.50	-
Totals:					€36,060.50	€36,060.50	-

Parents Association Bank account

The Parents Association bank is required to be recorded in the school accounts.

Parents Association Current Account

Reconciled: 31st August 2024

€3,083.00

Connect

FSSU > Post-Primary > Topics > Parents Association > Parents Association Guidelines

PRINT

All Topics

Parents Association



Parents Association Guidelines

Parents Association Guidelines

Title	Number	Sector
Parents' Association & Finance	47 - 2019/2020	C&C, Vol. Secondary

Actions 7 to 10 Payroll

	Action	Completed
7	Payroll records: Print individual employee payroll records for the period 1st September to 31st August, print copy of the payroll summary for the previous year and have a backup of the payroll saved to a memory stick up to 31st August. (Where payroll journals are utilised).	<input checked="" type="checkbox"/>
8	The PAYE/PRSI/USC/LPT control account (nominal code 2250) should equate to the PAYE/PRSI/USC/LPT that is owed to Revenue at 31st of August.	<input type="checkbox"/>
9	The net wages control account (code 2200) should be zero or any balance explained.	<input type="checkbox"/>
10	Other wage related control account balances (e.g., Union Fees, Single Public Pension Scheme, ASC) should equate to amounts owed at 31st August (if recording payroll using the payroll journal).	<input type="checkbox"/>

Review Payroll costs to 31st August

Using payroll journals:

Week 35 included

Check balances in the Balance Sheet Report at 31-8-2024

PAYE/PRSI/
USC/LPT
control
account

Net wages
control
account and
other wages
related
control
accounts

Review Payroll costs to 31st August

Week	Gross Pay	PAYE	USC	LPT	EE PRSI	ER PRSI	Other Ded	Net Pay	Due to Rev	Total Cost
32	€873.04	€77.49	€26.26	€0.00	€34.92	€92.77	€52.05	€682.32	€231.44	€965.81
33	€873.04	€77.49	€26.26	€0.00	€34.92	€92.77	€52.05	€682.32	€231.44	€965.81
34	€873.04	€77.49	€26.26	€0.00	€34.92	€92.77	€52.05	€682.32	€231.44	€965.81
35	€873.04	€77.49	€26.26	€0.00	€34.92	€92.77	€52.05	€682.32	€231.44	€965.81
	€3,492.16	€309.96	€105.04	€0.00	€139.68	€371.08	€208.20	€2,729.28	€925.76	€3,863.24

Payroll Journal		DR	CR
Nom Code	Notes/Comment		
6010 Clerical Officer Wages	Gross Pay W32-35	€3,863.24	
2200 Net Wages Control	Net Pay Wk 32-35		€2,729.28
2250 PAYE/PRSI Control	Payroll taxes Wk 32-35		€925.76
2230 ASC Control	ASC deduction Wk 32-35		€208.20
		€3,863.24	€3,863.24

Check balances
in the Balance
Sheet Report at
31-8-2024

Review Payroll costs to 31st August

JOURNALS DETAILS Need Help?


DATE
REF NO.
TYPE Add Attachment
Max file size 4 MB.

Code	Description	Notes	Debit	Credit
6010	Clerical Officers/Secretarial Wages Expense	Gross pay to wk 35	3,863.24	0.00
2200	Net Wages Control Account	Net Pay wks 32-35	0.00	2,729.28
2250	PAYE/PRSI/USC/LPT Control Account	PAYE/PRSI Wk 32-35	0.00	925.76
<input type="text" value="2230"/> <input type="text" value="ASC Control Account"/>	<input type="text" value="ASC Wks 32-35"/>		0.00	208.20
			Total Debit Amount	3,863.24
			Total Credit Amount	3,863.24
			Balance	0.00

	3,863.24
	3,863.24
	0.00


Review Payroll costs to 31st August

Expenditure Administration

6010	Clerical Officers/Secretarial Wages Expense		3,863.24
6730	InSchool Administration System Expense		453.51
			€4,316.75



Accruals

2105	School Income Received in Advance		18,060.50
2150	Grants Received in Advance		30,500.00
2230	ASC Control Account		208.20
2250	PAYE/PRSI/USC/LPT Control Account		925.76
2260	Reverse VAT Control Account		351.00
2270	RCT Control Account		520.00

Review Payroll costs to 31st August

General Ledger Account Activity					Date Range: 1st Aug 2024 To 31st Aug 2024			
C&C Demo School								
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	
2200-Net Wages Control Account								
2200	01/08/2024			Balance Forward	-	-	-	
2200	30/08/2024	42	PMT		2,729.28	-	2,729.28	
2200	31/08/2024	8	NJRNL	Net Pay wks 32-35	-	2,729.28	-	
					Totals:	€2,729.28	€2,729.28	-
					Totals:	€2,729.28	€2,729.28	-

Balanced

Review Payroll costs to 31st August

Not using
payroll journals

Payroll taxes
for August not
included?

Payments
recorded
when made

Use journal for
J/A liability

- DR wages
- CR 2250
PAYE
control

Alternative:
record
amount
owed as o/s
payment

Actions - 11 to 12 VAT & RCT

	Action	Completed
11	VAT: Review ROS to ensure all VAT returns are filed. Remember you must file VAT returns even if liability is Nil. The VAT control account (nominal code 2260) should equate to the VAT that is owed to Revenue at 31st of August (if using VAT journals).	<input checked="" type="checkbox"/>
12	RCT: Ensure all deductions made from Subcontractors for RCT purposes have been returned to Revenue.	<input checked="" type="checkbox"/>

Reviewing VAT & RCT Practical example

"VAT will be accounted for by the Principal Contractor."

PRODUCT	COMMENT	QUANTITY	UNIT PRICE	SUB-TOTAL	TAX AMOUNT	TOTAL
	Mainline	1.00	€ 450.00	€ 450.00	€ 0.00	€ 450.00
	Mainline	1.00	€ 575.00	€ 575.00	€ 0.00	€ 575.00
	Per Tonne	2.00	€ 55.00	€ 110.00	€ 0.00	€ 110.00
	Mainline	1.00	€ 850.00	€ 850.00	€ 0.00	€ 850.00
	Branch Lines	1.00	€ 865.00	€ 865.00	€ 0.00	€ 865.00
	Discount	1.00	(€250.00)	(€250.00)	€ 0.00	(€250.00)

After posting review VAT control 2260
& RCT control 2270

Sub-Total	€ 2,600.00
Sales Tax	€ 0.00
Total	€ 2,600.00
Amount Paid	(€ 0.00)
Credit Amount	(€ 0.00)
Amount Due	€ 2,600.00

Reviewing VAT & RCT Practical example

JOURNALS DETAILS

DATE

26/07/2024



REF NO.

TYPE

Journal



Code	Description	Notes	Debit	Credit
5310	Repairs to Buildings and Grounds Expense	VAT on McBreen July Invoice	351.00	0.00
2260	Reverse VAT Control Account	VAT on McBreen July Invoice	0.00	351.00

Cancel

Save

Total Debit Amount

351.00

Total Credit Amount

351.00

Balance

0.00

Reviewing VAT & RCT Practical example

Supplier Payment

PAYMENT DETAILS MCB001 - McBreen Environmental

SUPPLIER

PAYEE

DATE

AMOUNT

BANK DETAILS

BANK ACCOUNT

RCT

Doc No.	Notes	Amount	Paid to-date	Unpaid	Discount	Paid	RCT	✓
369258	Sewerage system repaira	2,600.00	0.00	0.00	0.00	2,080.00	520.00	✓

Reviewing VAT & RCT Practical example

General Ledger Account Activity

C&C Demo School



Date Range: 1st Sep 2023 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
5310-Repairs to Buildings and Grounds Expense							
5310	01/09/2023			Balance Forward	-	-	-
5310	27/07/2024	369258	PINV	McBreen Environmental-Sewerage system repairs	2,600.00	-	2,600.00
5310	29/07/2024	7	NJRN	VAT on McBreen July Invoice	351.00	-	2,951.00
Totals:					€2,951.00	-	€2,951.00
Totals:					€2,951.00	-	€2,951.00

5010	Caretaker Wages Expense	2,974.38
5110	Cleaners Wages Expense	6,166.92
5310	Repairs to Buildings and Grounds Expense	2,951.00

Reviewing VAT & RCT Practical example

General Ledger Account Activity C&C Demo School

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2260-Reverse VAT Control Account 							
2260	01/07/2024			Balance Forward	-	-	-
2260	29/07/2024	7	NJRNL	VAT on McBreen July Invoice	-	351.00	-351.00
Totals:					-	€351.00	€-351.00
2270-RCT Control Account 							
2270	01/07/2024			Balance Forward	-	-	-
2270	02/08/2024	30	PMT	McBreen Environmental	-	520.00	-520.00
Totals:					-	€520.00	€-520.00

July/August VAT - €351
August RCT - €520



Reviewing VAT & RCT

**Review position
on ROS for
Returns for RCT
and VAT compare
the control
accounts**

**Ensure all
deductions made
for RCT have been
returned to
Revenue**

**The July/August
VAT3 and August
RCT liabilities
are payable in
September 2024**

You must file VAT returns even if liability is Nil.

Action 21 – General/Nominal Ledger Activity

	Action	Completed
21	Run a Nominal Activity Report and review the posting of transactions, to ensure they are accounted for correctly.	<input type="checkbox"/>

BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
Period <input type="text" value="v"/>	Sep-2023 <input type="text" value="v"/>	Aug-2024 <input type="text" value="v"/>	From <input type="text" value="Q"/>	To <input type="text" value="ALL"/>	<input type="text" value="All"/>

General/Nominal Ledger Activity

FSSU Chart of Accounts

Revised September 2023

(Effective for the year ended 31st August 2024)

Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3021	Early Start Programme Materials/Equipment/Parental Involvement Grant Income	Income	Department of Education
3022	Early Start Programme Capitation	Income	Department of Education

Download the chart of accounts from our website [here](#)

General/Nominal Ledger Activity

Nominal Groups

Nominal Codes
1000-9999

Income & Expenditure
3000-3899
4000-9999

Balance Sheet

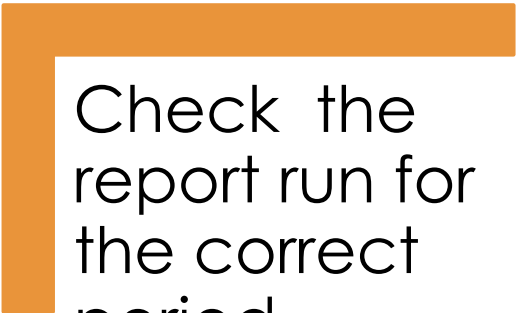
General/Nominal Ledger Activity - Income

SUMMARY OF GRANTS PAYABLE 2023/2024

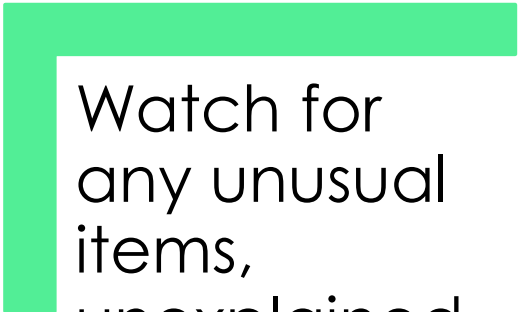
No	Grant Description	Rate per Pupil	Instalments	Payment Due	Notes	Nominal Code in FSSU Chart of Accounts
1	Non-pay grant	€276.00 per pupil And Minor works grant: €10,000 + €6 per pupil	4	Jan/Apr/July/Oct	25% deduction is applied to PPP schools Minor Works grant is not payable to PPP schools	<3010>
2	Non-teaching pay grant	Sanctioned staff at Dept approved Pay scales	4	Jan/Apr/July/Oct	There is no Departmental sanction given for Caretakers and Cleaners in PPP schools	<3030>
3	DEIS Grant DEIS (Delivering	-	1	Payable in advance for 23/24	Queries in relation to DEIS Grant should be directed to	<3020>

School Grants guideline [here](#)


General/Nominal Ledger Activity checks



Check the report run for the correct period



Watch for any unusual items, unexplained balances

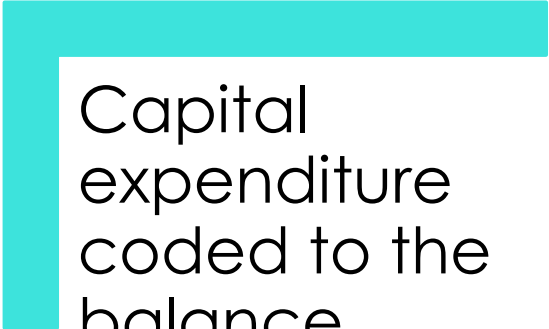


Monitor the coding of transactions, consistency is key

General/General Ledger Activity checks



Check control
account
balances



Capital
expenditure
coded to the
balance
sheet codes



No posting to
depreciation
codes

Actions 14 – Creditors & Accruals

	Action	Completed
14	Complete a manual list of creditors on 31st August (money owed by the school). If using the purchase ledger print an outstanding creditors list at 31st August and agree balances per the report to the supplier's statement/unpaid invoices.	<input checked="" type="checkbox"/>

**Compile a
manual list**

Or

**If using the modules in SAGE review
2100 – Purchase Ledger Control**

Creditors & Accruals

Aged Supplier Balance Summary

Back

Print

Excel

Save

Email

DATE TO



To

SUPPLIER FROM



From

SUPPLIER TO



To



Current Aging

Run

Advanced Settings

Creditors & Accruals

Aged Supplier Balance Summary C&C Demo School

Code	Name	Current	Balance	30 days	60 days
BAR001	BARNA	-	195.00	195.00	-
CAP001	Capital OIL Co	-	587.00	-	-
DUN001	Dunne Electrical Ltd	-	-	-	-
EGA001	Egan Bus Co	-	1,850.00	-	2,050.00
MAR001	Marshalls Supermarket	-	2,897.00	-	2,897.00
MCB001	McBreen Environmental	-	-	-	-
RCT001	RCT Test Co	-	-	-	-
STA001	Stacked Office Supplies	-	389.00	326.00	-
THE001	The Book Company	-	-	-	-
Totals:		-	€5,918.00	€521.00	€4,947.00

Creditors & Accruals

General Ledger Account Activity

C&C Demo School

Date Range: 1st Aug 2024 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2100-Creditors Control Account							
2100	01/08/2024			Balance Forward	-	8,518.00	-8,518.00
2100	02/08/2024	30	PMT	McBreen Environmental	2,080.00	-	-6,438.00
2100	02/08/2024	30	PMT RCT Amount	McBreen Environmental	520.00	-	-5,918.00
Totals:					€2,600.00	€8,518.00	€-5,918.00
Totals:					€2,600.00	€8,518.00	€-5,918.00

Current Liabilities

Creditors

2100	Creditors Control Account	5,918.00
		€5,918.00

Agreed

Creditors & Accruals

- Energy bill for July/August
- Telephone – landline/mobiles/broadband
- Cleaning materials
- Repairs & maintenance
- Office/school stationery
- Accountants fee

Creditors & Accruals

DEMO Data

Invoices for August not recorded on the system

Details	Amount	N/c
Apex Fire	€750.00	5400
Electric Ireland	€3,540.00	5550
EIR - August	€284.44	6250
Three Mobile - August	€79.00	6250
JP O'Brien & Co Auditors & Accountants	€3,700.00	6400
	<u>€8,353.44</u>	

General Ledger

Chart of Accounts [Jour](#)

Journals [New](#)

Journal entries dated 31-8-2024
DR Expense
CR Accruals 2440

Creditors & Accruals

Code	Description	Notes	Debit	Credit	DEP
5400	Routine Security Expense	Apex August bill	750.00	0.00	AOD
5550	Light and Power Expense	Electric Ireland Jul/Aug	3,540.00	0.00	AOD
6250	Telephone Expense / SMS Text	EIR August	284.44	0.00	AOD
6250	Telephone Expense / SMS Text	Three Mobiles	79.00	0.00	AOD
6400	Accounting / Auditing Expense	Accounts fee 2024	3,700.00	0.00	AOD
2440	Accruals	August Accruals	0.00	8,353.44	AOD

[Add New Line](#)
[Delete](#)
[Disallow Tax](#)

Total Debit Amount 8,353.44

Total Credit Amount 8,353.44

Creditors & Accruals

General Ledger Account Activity

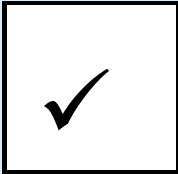
C&C Demo School

Date Range: 1st Sep 2023 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2440-Accruals							
2440	01/09/2023			Balance Forward	-	-	-
2440	31/08/2024	9	NJRN	August Accruals	-	8,353.44	-8,353.44
Totals:					-	€8,353.44	€-8,353.44
Totals:					-	€8,353.44	€-8,353.44

2270	RCT Control Account	520.00
2440	Accruals	8,353.44
		€58,918.90

Actions 15 – Debtors & Prepayments

	Action	Completed
15	Complete a manual list of debtors & prepayments at 31st August (money owed to the school). If using the sales ledger print an outstanding debtors list at 31st August and match the balances to statements sent to customers	

**Compile a
manual list**

Or

**If using the modules in SAGE review
1700 - Sales Ledger Control**

Review Debtors & Prepayments: Grants Due

***Grant due from SEC for the
State exams 2024 – code 1730***



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Review Debtors & Prepayments: Grants Due

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2023 To 31st Aug

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
3255-State Exam Income							
3255	20/12/2023	24	RCPT		-	2,000.00	-2,000.00
Totals:					-	€2,000.00	€-2,000.00
4155-State Exam Salaries Expense							
4155	31/05/2024	37	PMT		4,595.00	-	4,595.00
4155	30/06/2024	38	PMT		13,555.00	-	18,150.00
4155	31/07/2024	39	PMT		1,300.00	-	19,450.00
Totals:					€19,450.00	-	€19,450.00
Totals:					€19,450.00	€2,000.00	€17,450.00

Review Debtors & Prepayments: Grants due

DR 1730 Grants Due
CR 3255 State Exam Income

JOURNALS DETAILS

DATE	REF NO.	TYPE				
31/08/2024	SEC	Journal	Add Attachment <i>Max file size 4 MB.</i>			
Code	Description	Notes	Debit	Credit	DEP	
1730	Grants Due	SEC State Exams 2024	17,450.00	0.00	SEC	
3255	State Exam Income	SEC State Exams 2024	0.00	17,450.00	AOD	

Review Debtors & Prepayments: Grants due

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2023 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1730-Grants Due							
1730	31/08/2024	10	NJRNL	SEC State Exams 2024	17,450.00	-	17,450.00
Totals:					€17,450.00	-	€17,450.00

Current Assets

Debtors & Prepayments

1700	Sales Ledger Control	1,000.00
1720	Prepayments	7,740.00
1730	Grants Due	17,450.00
		€26,190.00

AGREED



Review Debtors & Prepayments: Prepayments

Prepayments that may arise in the school - code 1720

Insurance,

Rents,

Subscriptions/memberships

DEMO Data		
Prepayments at end August		
Details	Amount	N/c
Allianz	€6,540	5450
NAPD	€450	6700
Payroll Licence 2025	€750	6731
	<u>€7,740</u>	

Review Debtors & Prepayments: Prepayments

Journals

**Journal entries dated 31-8-2024
DR 1720 prepayments &
CR Expense code**

JOURNALS DETAILS

DATE

31/08/2024



REF NO.

Prepaid 24

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
1720	Prepayments	Allianz Insurance,NAPD & Payroll Licence	7,740.00	0.00	AOD
5450	General Insurance Expense	Allianz Insurance	0.00	6,540.00	AOD
6700	Annual Subscriptions Expense	NAPD 24-25	0.00	450.00	AOD
6731	Accounting Software / Payroll Software Expense	Payroll Licence 2025	0.00	750.00	AOD

Review Debtors & Prepayments: Prepayments

General Ledger Account Activity					Date Range: 1st Sep 2023 To 31st Aug 2024		
C&C Demo School							
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1720-Prepayments							
1720	31/08/2024	11	NURNL	Allianz Insurance,NAPD & Payroll Licence	7,740.00	-	7,740.00
Totals:					€7,740.00	-	€7,740.00
Totals:					€7,740.00	-	€7,740.00

Current Assets

Debtors & Prepayments

	Details	Amount	
1700	Sales Ledger Control	€6,540	1,000.00
1720	Prepayments	€450	7,740.00
1730	Grants Due	€750	17,450.00
		€7,740	

AGREED

€26,190.00

Review Debtors & Prepayments

General Ledger Account Activity

C&C Demo School

Date Range: 1st Aug 2024 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1720-Prepayments							
1720	01/08/2024			Balance Forward	-	-	-
1720	31/08/2024	11	NJRNL	Allianz Insurance,NAPD & Payroll Licence	7,740.00	-	7,740.00
Totals:					€7,740.00	-	€7,740.00
1730-Grants Due							
1730	01/08/2024			Balance Forward	-	-	-
1730	31/08/2024	10	NJRNL	SEC State Exams 2024	17,450.00	-	17,450.00
Totals:					€17,450.00	-	€17,450.00
Totals:					€25,190.00	-	€25,190.00

AGREED

1720	Prepayments	7,740.00
1730	Grants Due	17,450.00
		€26,190.00

Actions 16 - 19 Income

	Action	Completed
16	Income received in the current year, for the next school year should be shown as income received in advance on the balance sheet code 2105. Use the department function to analyse the various types within the nominal account. This will facilitate the running of a nominal activity report by department for code 2105 at 31 August for audit purposes.	<input type="checkbox"/>
17	Alternatively, complete a manual list of income/grants received in the current school year that relate to the next school year e.g., book grant, transition year charges, school administration charges, voluntary contribution.	<input type="checkbox"/>
18	Review the grants for the year to ensure that all grants received for the next academic year have been included in the accounts as 'Grants Received in Advance (nominal codes 2150-2152).	<input type="checkbox"/>
19	Review the income and expenditure for ring fenced grants/income and carry any unspent amounts forward as unspent grants/income.	<input type="checkbox"/>

Review School Income



- Incoming First Year Charge
- TY Charge
- School Admin Charge
- Book Rental Income
- Voluntary Contributions

Review School Income

BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
Period	Sep-2023	Aug-2024	2105	2105	All

General Ledger Account Activity C&C Demo School

Date Range: 1st Sep 2023 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2105-School Income Received in Advance							
2105	01/09/2023			Balance Forward	-	-	-
2105	25/07/2024	20	RCPT	ADMIN 24/25	-	6,455.00	-6,455.00
2105	25/07/2024	18	RCPT	TY 24/25	-	9,000.00	-15,455.00
2105	25/07/2024	19	RCPT	LOCKERS 24/25	-	2,605.50	-18,060.50
Totals:					-	€18,060.50	€-18,060.50
Totals:					-	€18,060.50	€-18,060.50

Review School Income

SUMMARY OF GRANTS PAYABLE 2024/2025

No	Grant Description	Rate per Pupil	Instalments	Provisional Timing of Payments	Notes	Nominal Code in FSSU Chart of Accounts
7	Book Grant (senior cycle pupils only)				Book grant paid in June 2023 is for 2024/2025 school year. Excluding number of PLC pupils.	<3150>
	Non-DEIS Schools	€24.00	1	Jun		
	DEIS Schools	€39.00				
8	Free schoolbooks scheme grant	€309	1	Mar	Department of Education Guidance	<3151>
	and administration support grant	Daily rate: €160.62 +11.05%	1	May		<3152>
	(junior cycle pupils only)					

Financial Guideline 2023/2024

Community & Comprehensive Schools

Review School Income

Calculation of Grants Received in Advance Template					
School Name	Sample C&C school - NON DEIS				
School Roll Number	12345A				
Year Ended	31st August 20XX				
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Debit Code	BrightBooks Credit Code
Non-Pay Grant	€28,950.00	1/3	€9,650.00	3010	2150
Non-Teaching Pay Grant	€45,620.00	1/3	€15,206.67	3030	2150
SSSF Grant	€65,420.00	50%	€32,710.00	3050	2150
Book Grant	€10,800.00	100%	€10,800.00	3150	2151
Free SchoolBook Grant	€139,050.00	100%	€139,050.00	3151	2151
Free SchoolBook Admin Grant	€2,318.79	100%	€2,318.79	3152	2151
DEIS Grant	€0.00	100%	€0.00	3020	2152
	€292,158.79		€209,735.46		

↓

>
Calculation
Journal Import Instructions
Journal
+
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◀

Review School Income

General Ledger Account Activity C&C Demo School

Date Range: 1st Sep 2023 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2150-Grants Received in Advance							
2150	01/09/2023	3	TBJRNL	Opening Balance	-	7,500.00	-7,500.00
2150	01/09/2023	3	TBJRNL	Opening Balance	-	9,000.00	-16,500.00
2150	01/09/2023	3	TBJRNL	Opening Balance	-	14,000.00	-30,500.00
2150	01/09/2023	14	NJRNL	Reverse Aug 2023	30,500.00	-	-
2150	31/08/2024	12	NJRNL	DE grants in Advance NPG/NTPG/SSSF	-	57,566.67	-57,566.67
Totals:					€30,500.00	€240,235.46	€-209,735.46
2151-Book Grant Received in Advance							
2151	31/05/2024	27	RCPT	Book Grant Received in Advance	-	139,050.00	-139,050.00
2151	31/05/2024	27	RCPT	Book Grant Received in Advance	-	2,318.79	-141,368.79
2151	31/08/2024	13	NJRNL	Book Grant Advance 2025	-	10,800.00	-152,168.79
Totals:					-	€152,168.79	€-152,168.79
2152-DEIS Grant Received in Advance							
Totals:					-	-	-
Totals:					€30,500.00	€240,235.46	€-209,735.46

Review School Income

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit €	C
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT		
Book Grant	3150		Book Grant Expenses	4730		0	
Book rental income	3330		Book rental scheme expense	4740		0	
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641		0	
Supervision & Substitution Grant	3240		Supervision & Substitution Expense	4150		0	
Bus Escort Grant	3294		Bus Escort Salary Expense	4196		0	
DSP School Meals Grant	3296		DSP School Meals Food Costs	4912		0	
Digital strategy/ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410		0	
Digital strategy/ICT Grant - Capital	3921		Capital: ICT	1461		0	
Digital Divide Grant (Non-Capital)	3230		ICT Grant Non-Capital Expense	4410		0	
Digital Divide Grant (Capital)	3921		Capital: ICT	1461		0	

Instructions:

Income: Review the Grant income nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the grant received/carried forward into t

Review School Income

General Ledger Account Activity

C&C Demo School

Date Range: 1st Aug 2024 To 31st Aug 2024

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
3296-DEASP School Meals Grant							
3296	01/08/2024			Balance Forward	-	40,269.00	-40,269.00
Totals:					-	€40,269.00	€-40,269.00
4912-DSP School Meals Food Costs							
4912	01/08/2024			Balance Forward	37,215.00	-	37,215.00
Totals:					€37,215.00	-	€37,215.00
Totals:					€37,215.00	€40,269.00	€-3,054.00

Review School Income

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit €	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT		
DSP School Meals Grant	3296	€40,269	DSP School Meals Food Costs	4912	€37,215	3054	

Journal Entry at 31-8-2024

DR 3296 with €3054

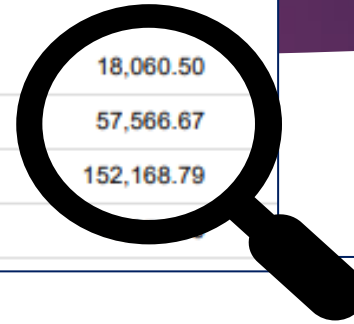
CR 2171 with €3054

Balance sheet – Income & Grants in advance & ring-fenced grants

70

Accruals

2105	School Income Received in Advance	18,060.50
2150	Grants Received in Advance	57,566.67
2151	Book Grant Received in Advance	152,168.79
2171	Other Ringfenced Grants Unspent	



Accruals

2105	School Income Received in Advance	Slide 63	18,060.50
2150	Grants Received in Advance	Slide 65	57,566.67
2151	Book Grant Received in Advance	Slide 65	152,168.79
2171	Other Ringfenced Grants Unspent	Slide 68	3,054.00

Review School Income

Grant Name	Income Code	Expense code	Balance sheet Code
Book Grant	3150	4730	2160
DEIS (DEIS schools only)	3020	Various school costs 10% of grant towards home school liaison officer	2171
Supervision & Substitution (S&S)	3240	4150	2170
State Exam Income	3255	4155	2171 or 1730
Bus Escort Grant	3294	4196	2171
School Meals Grant	3296	4912	2171

Review School Income

Buildings



Building Grant

Code 3900
DE Capital
Building
Grant
Income

Expenditure code

Code 3940
DE Capital
Building
Grant
expense

Code 1401
Capital
Additions to
Land &
Buildings **

***only if Land & Buildings are owed by BOM
this applies in a small minority of schools*

Review School Income

Fixtures,
Fittings &
Equipment



FF&E Grant

Code 3920
DE Fixtures,
Fittings &
Equipment
Grant Income

Expenditure

Code 1421
Capital
Fixtures,
Fittings &
Equipment
Additions

3. Reports to run

Trial Balance

Balance Sheet

**Income &
Expenditure**

Nominal Activity

**Unreconciled
Payments/Receipts**

**Aged Creditor
Report – if using
Supplier module**


**Aged Debtors
report – if using
Customer module**

**Department report
for code 2105**

Reports to run and review

Report Name	Report Criteria
Trial Balance	Reports>General Ledger>Trial Balance – Leave DEP Blank
Balance Sheet	Reports>General Ledger>Balance sheet – Print from Sept - Leave DEP Blank
Income & Expenditure	Reports>General Ledger>Income & Expenditure Report – Print from Sept - Leave DEP Blank
General Ledger Activity	Reports>General Ledger>General Ledger Activity – Select ALL in DEP
Bank Reconciliation	Report>Banking>Bank Reconciliation>Unreconciled
Aged Supplier Balance Summary (if using Purchases Module)	Reports>Purchases> Aged Supplier Balance Summary – Leave Date To box unticked
Aged Customer Balance Summary (if using Customer Module)	Reports > Customers>Aged customers>
Department Report for code 2105	Reports > General Ledger>General Ledger Account Activity>Print from Sept> Code from 2105> Code to 2105> DEP ALL

File for the Accountant



**Year ending
31st August
2024**

1. Final TB &
Financial
Accounts

2. Year-end
Adjustments

3. Year-end
reports when
finalised

4. Bank

5. Accruals

6.
Prepayments

7. VAT returns

8. Payroll
reports

9. Income

10.
Ringfenced
Grants

11. Fixed
assets

Year End Accounts Preparation Checklist

Before you send your end of year accounts to your accountant for submission to FSSU, please ensure you have completed the following checklist.

	Action	Completed
19	Review the income and expenditure for ring fenced grants/income and carry any unspent amounts forward as unspent grants/income.	<input checked="" type="checkbox"/>
20	Ensure the balances of COVID grants unspent is correctly accounted for.	<input checked="" type="checkbox"/>
21	Run a Nominal Activity Report and review the posting of transactions, to ensure they are accounted for correctly.	<input checked="" type="checkbox"/>
22	Year-end Adjustments for creditors, debtors and income received in advance should be posted to accounts package at 31 August before running year end if possible.	<input checked="" type="checkbox"/>

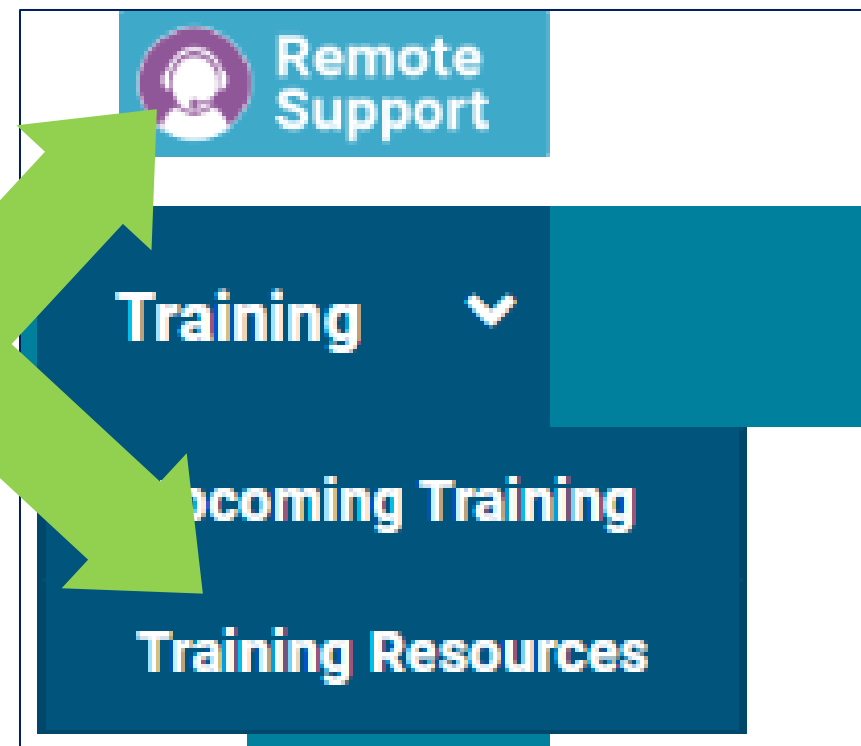
Year-end Accounts Preparation checklist

Resources available

Training webinars over the coming months
– remember the handouts

FSSU here to help – constantly updating
website with training resources www.fssu.ie

FSSU website and the Remote support
through team viewer



TRAINING SCHEDULE FOR BRIGHTBOOKS AUTUMN 2024 WEBINARS



Year End 2023/2024 - Processing Year End Adjustments and Reviewing Reports

DATE: THURSDAY 19TH SEPTEMBER
TIME: 10:30AM-11:30AM

This webinar covers adjustments for grants in advance and unspent grant as well as reviewing the general ledger and reports [Key Issues for the August 2024 Accounts].

Register

New Financial Year

DATE: WEDNESDAY 2ND OCTOBER
TIME: 10:30AM-11:30AM

New Financial Year 2024/2025 – An overview including reporting to the BOM at month end and updating of chart of accounts.

Register

Preparation and Processing of the Year End 2023/2024

DATE: WEDNESDAY 6TH NOVEMBER
TIME: 10:30AM-11:30AM

Working with the Accountant to finalise the year end.

Register

80

BrightBooks
Autumn webinar
topics

Register



Contact details

Post Primary Team 01 2690677 email: info@fssu.ie

A close-up photograph of a hand holding a silver ballpoint pen, poised to write on a document. The document is out of focus, showing some faint text and lines. The background is a soft, blurred light color.

Thank You for attending