

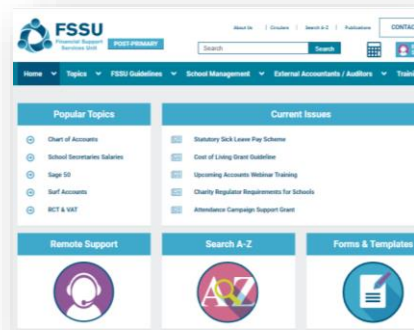
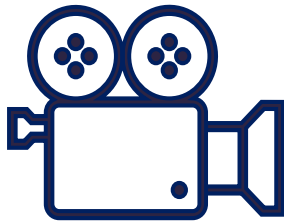
# Autumn 2024

## SAGE - Webinar 1 21<sup>st</sup> August 2024

### Year-end 2023/24 Preparation – Essential checklist



# Webinar housekeeping rules



info@fssu.ie.

# Webinar Calendar Autumn 2024



SEPTEMBER 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
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 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
		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 		

# 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

31.10.2024

- Run the year end by the end of October

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 28<sup>th</sup> Feb

## 2. Essential 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"/>

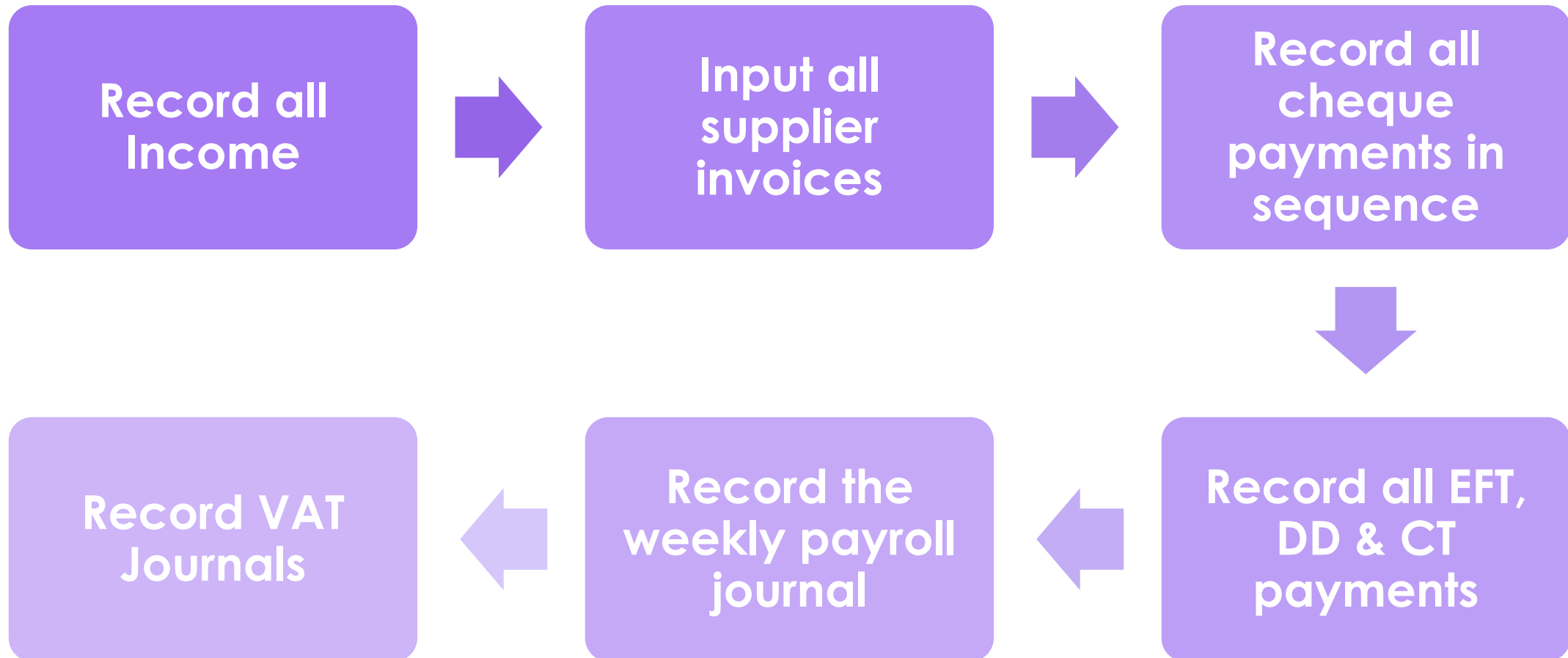
## Year-end Accounts Preparation checklist

# Checklist for finalising year end 2023-24

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



# 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 Process

Bank : 1800 Current Account 1

Statement Reference : 1800 2024-07-22 03

Ending Balance : 51851.50 Statement Date : 31/08/2024

Need to reverse a previous reconciliation for this bank account? [Reverse a reconciliation](#)

Interest Earned :

Amount : 0.00 Date : 31/08/2024 NC : TC : T9 0.00

Account Charges :

Amount : 0.00 Date : 31/08/2024 NC : TC : T12 0.00

[OK](#) [Cancel](#)

Step 1: complete the balance as per the bank statement  
Step 2: enter the statement date

*The date of the bank rec determines what will appear as unreconciled*

# Bank Reconciliation Process

View history Report Bank receipt Bank payment Customer receipt Supplier payment Customer refund Supplier refund Bank transfer Print list Send to Excel

Save time on bank reconciliation with Bank feeds. [Find out more](#)

Statement reference 1800 2024-07-22 03 End date 31/08/2024 End balance 51851.50

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
01/08/2024	20		Book Grant 24/25		10800.00
14/08/2024	21		2023/24		456.00
25/08/2024	17	May payment	Purchase Payment	195.00	
28/08/2024	18	Cheque 564...	Purchase Payment	8560.00	
28/08/2024	19	EFT	Purchase Payment	1115.50	

Find... Swap Clear

# Bank Reconciliation Process

## Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
25/08/2024	17	May payment	Purchase Payment	195.00	
28/08/2024	18	Cheque 564...	Purchase Payment	8560.00	
28/08/2024	19	EFT	Purchase Payment	1115.50	

Find...

Swap

Clear

0.00

Match &gt;&gt;

&lt;&lt; Unmatch

0.00

Date	No.	Reference	Details	Payments	Receipts	Balance
		O/Bal	Last reconciled balance			41906.00
01/08/2024	20		Book Grant 24/25	10800.00		52706.00
14/08/2024	21		2023/24	456.00		53162.00

# Bank Reconciliation Process

View history **Report** Bank receipt Bank payment Customer receipt Supplier payment Customer refund Supplier refund Bank transfer Print list Send to Excel

Save time on bank reconciliation with Bank feeds. [Find out more](#)

Statement reference: 1800 2024-07-22 03 End date: 31/08/2024 End balance: 51851.50

Un-matched transactions

Date	No.	Reference	Details	Payments	Receipts
28/08/2024	18	Cheque 564...	Purchase Payment	8560.00	

0.00  
Match >>  
<< Unmatch  
0.00

Date	No.	Reference	Details	Payments	Receipts	Balance
		O/Bal	Last reconciled balance			41906.00
01/08/2024	20		Book Grant 24/25		10800.00	52706.00
14/08/2024	21		2023/24		456.00	53162.00
25/08/2024	17	May pay...	Purchase Payment	195.00		52967.00
28/08/2024	19	EFT	Purchase Payment	1115.50		51851.50

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance	Statement Balance	Difference
43291.50	1310.50	11256.00	51851.50	51851.50	0.00

Save progress Reconcile Close

## 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**

## 3.10 To Cancel Old Cheques



Bank  
receipt

- Make a list of the cheques to be cancelled.
- List the cheque or payment ref, payee, amount, nominal code and department.
- Go to 'Banking' select 'Receipts'
- Select the bank account
- Enter the details of each payment on the cancel list
- Go back to the bank account you were reconciling
- Match the outstanding cheques to the receipts just entered.

16

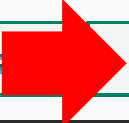
**Cancelling an  
out-of-date,  
duplicate or  
old cheque in  
SAGE**



# Finalise Bank Reconciliation Process

Matched transactions

Book Balance	Total Payments	Total Receipts	Matched Balance – Statement Balance = Difference		
43291.50	1310.50	11256.00	51851.50	51851.50	0.00

Save progress  Reconcile Close



Bank Reconciliation

<b>Bank Ref:</b> 1800	<b>Date To:</b> 31/08/2024
<b>Bank Name:</b> Current Account 1	<b>Statement Ref:</b> 1800 2024-08-31 04
<b>Currency:</b> Euro	

**Balance as per cash book at 31/08/2024:** 43,291.50

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	€
18	28/08/2024	Cheque	Purchase Payment	8,560.00
				<u>8,560.00</u>

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	€
				<u>0.00</u>

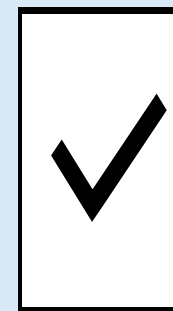
**Reconciled balance :** 51,851.50

**Balance as per statement :** 51,851.50

# Bank reconciliation report

# 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?

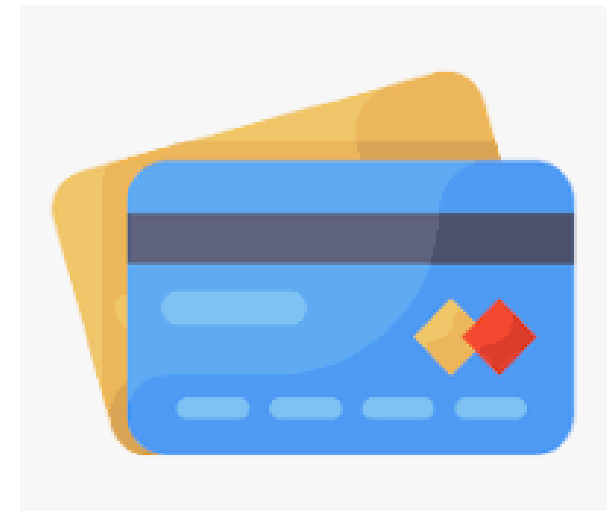
Are all transactions backed up by a valid receipt?

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?



# Cash Control Account

View transaction  
 Edit transaction  
 Delete transaction  
 View item  
 View Online  
 Hide detail  
 Show detail  
 Print list  
 Send to Excel

1950    Cash Control Account

Show: All Transactions    Date: 01/01/1980 to 31/12/2099    Type: All    O/S Only     Trans.: 1 to 27

No	Type	Account	Date	Ref.	Details	Debit	Credit	R	Date R
22	CR		14/08/2024		Rec for 2024/25	350.00		N	
23	CR		12/08/2024	LF 456	TY 2024-25	450.00		N	
24	CR		30/08/2024	Hire	Jul-Aug Hire	1800.00		N	
25	CR		29/08/2024	MOCK	Mocks 2024	150.00		N	
26	JC		29/08/2024	Lodg 456	Lodg 456		950.00	N	
<b>Balance</b>						2750.00	950.00		
<b>Balance</b>						1800.00			



# School Online Payment system

Record the receipts in the Bank Statement using a Bank Transfer from Clearing Account to main Bank 1800

Run a report from the online payment system

Record a Bank Receipt in the Clearing Account based on this summary

Monitor balance in Clearing account at month end

Run the BOM Income & Exp report to check postings in the Nominal ledger.

# School Online Payment system

VS Ware Summary Aug 24		Demo Data	
Income analysis	Gross Inc	Charges	Lodged
TY 24/25	€9,000.00	€225.00	€8,775.00
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	€451.51	€17,608.99

## Nominal Activity

N/C From: 1870  
N/C To: 1870

N/C: 1870		Name: Online Payment Solution Clearing Account		Account Balance: 0.00							
No	Type	Date	Account Ref	Details	Dept T/C	Value	Debit	Credit	V	B	
49	JC	23/08/2024	1870	VS Ware	VS Ware	0 T9	8,775.00		8,775.00	- N	
51	JC	23/08/2024	1870	VS ware	VS Ware	0 T9	6,293.63		6,293.63	- N	
55	BR	23/08/2024	1870	Aug	TY 2024-25	0 T9	9,000.00	9,000.00		- N	
56	BR	23/08/2024	1870	VS ware	Locker 24/25	0 T9	2,605.50	2,605.50		- N	
57	BR	23/08/2024	1870	VS ware	Admin chg 24/25	0 T9	6,455.00	6,455.00		- N	
58	JC	23/08/2024	1870	VS Ware	VS WARE	0 T9	2,540.36		2,540.36	- N	
60	BP	31/08/2024	1870	VS Chgs	VS ware chge	0 T9	451.51		451.51	- N	
<b>Totals:</b>							18,060.50	18,060.50			
<b>History Balance:</b>											



# Action 13: Parents Association Bank account

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

1800	Current Account 1	49,521.21
1801	Current Account 2	123,368.79
1802	Current Account 3	550.00
1803	DSP School Meal Bank Account	4,831.00
1820	Parents Council/Association Bank Account	2,650.00
1950	Cash Control Account	1,800.00

PRINT

**All Topics**

Parents Association ▼

## Parents Association Guidelines

Title	Number	Sector <span>▼</span>
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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 31<sup>st</sup> 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 31<sup>st</sup> 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

# Payroll Journal entry

Journal entry toolbar with icons for New, Edit, Wizard, Duplicate, Activity, and Journal entry. The Journal entry icon is highlighted with a red box. Below the icons are buttons for Refresh, Filter, and a value field containing 2200.

Reference: August PJ | Posting Date: 31/08/2024 | Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
6010	Clerical Officers/Secretarial Wages ...		0	Gross +ER Wk 32-35	T9	3863.24	0.00
2200	Net Wages Control Account		0	Net wks 32-35	T9	0.00	2729.28
2250	PAYE/PRSI/USC/LPT Control Account		0	Wks 32-35	T9	0.00	925.76
2230	ASC Control Account		0	Wks 32-35	T9	0.00	208.20



Reverse Journals  Reversing Date: 23/07/2024

3863.24 | 3863.24

Save | Close

# Review Payroll costs to 31<sup>st</sup> August

## Administration

6010	Clerical Officers/Secretarial Wages Expense		3,863.24
6250	Telephone Expense / SMS Text		452.00
<b>Total Administration:</b>			<u>4,315.24</u>

**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs



## Current Liabilities

### Creditors

2100	Creditors Control Account	1,007.00
Total Creditors:		<u>1,007.00</u>

### Accruals

2151	Book Grant Received in Advance	10,800.00
2230	ASC Control Account	208.20
2250	PAYE/PRSI/USC/LPT Control Account	 925.76
Total Accruals:		<u>11,933.96</u>

# Review Payroll costs to 31<sup>st</sup> August

Time: 10:29:04

## Nominal Activity - Excluding No Transactions

Date From: 01/08/2024  
Date To: 31/08/2024

N/C From: 2200  
N/C To: 2200

Transaction From: 1  
Transaction To: 99,999,999

N/C: 2200      Name: Net Wages Control Account      Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
28	BP	09/08/2024	1800		Net Pay CO Wk 32	0	T9	682.32	682.32		-	N
29	BP	16/08/2024	1800		Net Pay CO Wk 33	0	T9	682.32	682.32		-	N
30	BP	23/08/2024	1800		Net Pay CO Wk 34	0	T9	682.32	682.32		-	N
31	BP	30/08/2024	1800		Net Pay CO Wk 35	0	T9	682.32	682.32		-	N
37	JC	31/08/2024	2200	August PJ	Net wks 32-35	0	T9	2,729.28		2,729.28	-	-
<b>Totals:</b>									2,729.28	2,729.28		
<b>History Balance:</b>												

Balanced

# Review Payroll costs to 31<sup>st</sup> August

Not using  
payroll journals

Payroll taxes  
for July or  
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 type="checkbox"/>
12	RCT: Ensure all deductions made from Subcontractors for RCT purposes have been returned to Revenue.	<input type="checkbox"/>






## Reviewing VAT & RCT Practical example

- a. A contractor paints the school for €12000 and provides invoice to the school ex-VAT.
- b. The school does the Contract Notification then Payment Notification on ROS and gets Deduction Authorisation to deduct 20% RCT – RCT @ 20% - €2400
- c. The contractor is paid €9600 (€12000 minus €2400)
- d. The school as Principal Contractor must pay the VAT to Revenue @ 13.5% - €1620
- e. The school has to pay over the RCT withheld from Sub-contractor

After posting we will review VAT control 2260 & RCT control 2270

# Recording the VAT & RCT using a Journal



**Journal entry**

Reference	Posting Date					Balance	
RCT/VAT Painter	23/08/2024					0.00	
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
5310	Repairs to Buildings and Grounds E...	←	0	VAT Joe the Painter	T9	1620.00	0.00
5310	Repairs to Buildings and Grounds E...	←	0	RCT Joe the Painter	T9	2400.00	0.00
2260	Reverse VAT Control Account		0	VAT Joe the Painter	T9	0.00	1620.00
2270	RCT Control Account		0	RCT Joe the Painter	T9	0.00	2400.00

***When payments is made to Revenue post to the respective control accounts***

Save

Close

# Reviewing VAT & RCT

## Repairs Maintenance & Establishment

5310	Repairs to Buildings and Grounds Expense	13,620.00
------	---	-----------

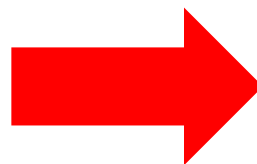
<b>Total Repairs Maintenance &amp; Establishment:</b>	<b>13,620.00</b>
---	------------------

**Total cost of paint work €13620**

5310	Repairs to Buildings and Grounds Expense								
Show:	August	Date:	01/08/2024 to 31/08/2024	Type:	All	O/S Only	<input type="checkbox"/>	Trans.:	1 to 44
No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
		01/08/2024			0	B/Fwd Balance	1012.50	1012.50	
40	BP	23/08/2024	EFT		0	Joe the Painter	9600.00	9600.00	
41	JD	23/08/2024	RCT/VAT ...		0	VAT Joe the Painter	1620.00	1620.00	
42	JD	23/08/2024	RCT/VAT ...		0	RCT Joe the Painter	2400.00	2400.00	

# Reviewing VAT & RCT

2230	ASC Control Account	208.20
2250	PAYE/PRSI/USC/LPT Control Account	925.76
2260	Reverse VAT Control Account	1,620.00
2270	RCT Control Account	2,400.00
	<b>Total Accruals:</b>	<b>15,953.96</b>



**July/August VAT - €1620**  
**August RCT - €2400**

<u>Nominal Activity</u>											
<b>Date From:</b>		01/08/2024						<b>N/C From:</b>			
<b>Date To:</b>		31/08/2024						<b>N/C To:</b>		99999999	
<b>Transaction From:</b>		1									
<b>Transaction To:</b>		99,999,999									
<b>N/C:</b>		2260		<b>Name:</b>		Reverse VAT Control Account		<b>Account Balance:</b>		1,620.00 CR	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account</b>	<b>Ref</b>	<b>Details</b>	<b>Dept</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
43	JC	23/08/2024	2260	RCT/VAT	VAT Joe the Painter	0	T9	1,620.00		1,620.00	- -
<b>Totals:</b>											1,620.00
<b>History Balance:</b>											1,620.00
<b>N/C:</b>		2270		<b>Name:</b>		RCT Control Account		<b>Account Balance:</b>		2,400.00 CR	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account</b>	<b>Ref</b>	<b>Details</b>	<b>Dept</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
44	JC	23/08/2024	2270	RCT/VAT	RCT Joe the Painter	0	T9	2,400.00		2,400.00	- -
<b>Totals:</b>											2,400.00
<b>History Balance:</b>											2,400.00

# 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 - 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 checked="" type="checkbox"/>

Criteria for Nominal Activity - Excluding No Transactions

### Criteria Values

Enter the values to use for the criteria in this report

<b>Nominal Code</b>	Between (inclusive) ▼	▼	and	99999999 ▼
<b>Transaction Date</b>	Between (inclusive) ▼	01/09/2023 ▼	and	31/08/2024 ▼
<b>Transaction No</b>	Between (inclusive) ▼	1 ▼	and	99999999 ▼
<b>Inc B/Fwd Tran</b>	<input checked="" type="checkbox"/>			

# Nominal Ledger Activity

Time: 17:12:58											
<b>Nominal Activity - Excluding No Transactions</b>											
<b>Date From:</b>		01/09/2023				<b>N/C From:</b>		99999999			
<b>Date To:</b>		31/08/2024				<b>N/C To:</b>					
<b>Transaction From:</b>		1				<b>Transaction To:</b>		99,999,999			
<b>N/C:</b>		1720		<b>Name:</b>		Prepayments		<b>Account Balance:</b>		7,447.00 DR	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account</b>	<b>Ref</b>	<b>Details</b>	<b>Dept</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
86	JD	31/08/2024	1720	2024	Allianz prepayment	0	T9	6,540.00	6,540.00	-	-
87	JD	31/08/2024	1720	2024	NAPD Prepaid	0	T9	450.00	450.00	-	-
88	JD	31/08/2024	1720	2024	Payroll Licence 2025	0	T9	457.00	457.00	-	-
<b>Totals:</b>									7,447.00		
<b>History Balance:</b>									7,447.00		
<b>N/C:</b>		1730		<b>Name:</b>		Grants Due		<b>Account Balance:</b>		17,450.00 DR	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account</b>	<b>Ref</b>	<b>Details</b>	<b>Dept</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
100	JD	31/08/2024	1730	2024 SEC	SEC 2024 Exams	0	T9	17,450.00	17,450.00	-	-
<b>Totals:</b>									17,450.00		
<b>History Balance:</b>									17,450.00		
<b>N/C:</b>		1800		<b>Name:</b>		Current Account 1		<b>Account Balance:</b>		49,521.21 DR	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account</b>	<b>Ref</b>	<b>Details</b>	<b>Dept</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
2	PP	04/06/2024	ALLIANZ		Purchase Payment	0	T9	12,500.00		12,500.00	- R
5	PR	04/06/2024	ALLIANZ	Refund	Purchase Receipt	0	T9	2,200.00	2,200.00		- R
9	BP	06/06/2024	1800	500125	chq for prizes	0	T9	500.00		500.00	- R
10	BR	06/06/2024	1800	unspent	money unspent on prizes	0	T9	40.00	40.00		- R
16	BR	01/04/2024	1800		April inst	0	T9	52,666.00	52,666.00		- R

# Nominal Ledger Activity & Chart of Accounts

## 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](#)



# Nominal Ledger Activity & Chart of Accounts

## Nominal Groups

**Nominal Codes**  
1000-9999

**Income & Expenditure**  
3000-3899  
4000-9999

**Balance Sheet**

# Nominal Ledger Activity - Income

<b>SUMMARY OF GRANTS PAYABLE 2023/2024</b>						
<b>No</b>	<b>Grant Description</b>	<b>Rate per Pupil</b>	<b>Instalments</b>	<b>Payment Due</b>	<b>Notes</b>	<b>Nominal Code in FSSU Chart of Accounts</b>
1	Capitation Standard Rate	€316	3	Sept/Jan/Apr		<3010>
2	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)		1	Date to be confirmed	Payable only to schools classified as DEIS.	<3020>
3	Support Services Grant	€224.50	3	Sept/Jan/Apr	Minimum for 2023 - €44,900	<3050>

School Grants guideline [here](#)

# Nominal Ledger Activity

Check the report run for the correct period

Watch for any unusual items, unexplained balances

Monitor the coding of transactions, consistency is key

# Nominal Ledger Activity

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**

# Aged Creditors

Criteria for Aged Creditors Analysis (Summary) ✕

**Criteria Values**

Enter the values to use for the criteria in this report

Supplier Ref: Between (inclusive) [ ] and ZZZZZZZZ

Report Date: To (inclusive) [ ] 31/08/2024

Inc Future Tran:

Exc Later Payments:

Time: 10:31:07

## Aged Creditors Analysis (Summary)

Report Date: 31/08/2024  
 Include future transactions: No  
 Exclude Later Payments: No

Supplier From:  
 Supplier To: ZZZZZZ

\*\* NOTE: All report values are shown in Base Currency, unless otherwise indicated \*\*

A/C	Name	Credit Limit	Turnover	Balance	Future	Current	Period 1	Period 2	Period 3
EIR	Eir	€ 0.00	452.00	452.00	0.00	0.00	0.00	452.00	0.00
HANLEYS	Hanleys Hardware	€ 0.00	1,670.50	555.00	0.00	0.00	0.00	0.00	555.00
MARSHALL	Marshalls Spar	€ 0.00	34,303.00	2,985.00	0.00	0.00	2,985.00	0.00	0.00
<b>Totals:</b>			<u>36,425.50</u>	<u>3,992.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,985.00</u>	<u>452.00</u>	<u>555.00</u>

# Purchase Ledger control account 2100

## Current Liabilities

### Creditors

2100

Creditors Control Account

3,992.00

Total Creditors:

3,992.00

2100 Creditors Control Account

Show: August Date: 01/08/2024 to 31/08/2024 Type: All O/S Only  Trans.: 1 to 77

No	Type	Date	Ref.	Ex.Ref.	Details	Amount	Debit	Credit
		01/08/2024			B/Fwd Balance	13862.50		13862.50
17	PP	25/08/2024	May payment		Purchase Payment	195.00	195.00	
18	PP	28/08/2024	Cheque 56...		Purchase Payment	8560.00	8560.00	
19	PP	28/08/2024	EFT		Purchase Payment	1115.50	1115.50	
							9870.50	13862.50
Balance:								3992.00

Agreed

# Accruals on 31<sup>st</sup> August 2024

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



# Accrual Journal

## 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>	



Journal  
entry

**Journal entries dated 31-8-204**  
**DR Expense**  
**CR Accruals 2440**

# Accrual Journal

Journal  
entry

Clear form  
 Insert row (F7)  
 Remove row (F8)  
 Copy cell above (F6)  
 Copy cell above +1 (Shift + F6)  
 Memorise  
 Recall  
 Add attachment  
 Print list  
 Send to Excel

Reference:   
 Posting Date:   
 Balance:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
5400	Routine Security Expense		0	Apex Fire	T9	750.00	0.00
5550	Light and Power Expense		0	Electric Ireland	T9	3340.00	0.00
6250	Telephone Expense / SMS Text		0	EIR	T9	284.44	0.00
6250	Telephone Expense / SMS Text		0	Three Mobile	T9	79.00	0.00
6400	Accounting / Auditing Expense		0	JP O'Brien Accts	T9	3700.00	0.00
2440	Accruals		0	August 2024 Accruals	T9	0.00	8353.44

Reverse Journals   
 Reversing Date:   
 Debit:   
 Credit:

# Accruals 2440

## Accruals

2105	School Income Received in Advance	18,060.50
2151	Book Grant Received in Advance	152,168.79
2171	Other Ringfenced Grants Unspent	1,846.00
2230	ASC Control Account	208.20
2250	PAYE/PRSI/USC/LPT Control Account	925.76
2260	Reverse VAT Control Account	1,620.00
2270	RCT Control Account	2,400.00
2440	Accruals	8,353.44
<b>Total Accruals:</b>		<b>185,582.69</b>

2440 Accruals 8,353.44

Time: 12:55:43

## Nominal Activity

Date From: 01/01/2023  
Date To: 31/08/2024

N/C From: 2440  
N/C To: 2440

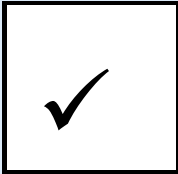
Transaction From: 1  
Transaction To: 99,999,999

Agreed

N/C: 2440 Name: Accruals Account Balance: 8,353.44

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
85	JC	31/08/2024	2440	Accrual	August 2024 Accruals	0	T9	8,353.44		8,353.44
<b>Totals:</b>										8,353.44
<b>History Balance:</b>										8,353.44

# 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

**N/C From 3255**  
**N/C To 4155**

**Tran Date From 01/09/2023**  
**Tran Date To 31/08/2024**

**Tran No From 1**  
**Tran No To 99,999,999**

**Department From 6**  
**Department To 6**

**Dept Number 6**                      **Dept**      State Exams - SEC

**N/C**              3255                      **Name**      State Exam Income

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
94	BR	05/01/2024	SEC Advance 2024		2,000.00	-2,000.00
<b>Account Totals</b>					<u>2,000.00</u>	<u>-2,000.00</u>

**N/C**              4155                      **Name**      State Exam Salaries Expense

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
95	BP	31/05/2024	SEC Payroll	4,595.00		4,595.00
96	BP	28/06/2024	SEC Payroll	13,555.00		13,555.00
97	BP	26/07/2024	SEC Payroll	1,300.00		1,300.00
<b>Account Totals</b>				<u>19,450.00</u>		<u>19,450.00</u>
<b>Department</b>				<u>19,450.00</u>	<u>2,000.00</u>	<u>17,450.00</u>
<b>Grand Totals</b>				<u>19,450.00</u>	<u>2,000.00</u>	<u>17,450.00</u>

# Review Debtors & Prepayments: Grants due



Coimisiún na Scrúduithe Stáit  
State Examinations Commission

**DR 1730 Grants Due**  
**CR 3255 State Exam Income**

Reference	Posting Date						Balance
2024 SEC due	31/08/2024						0.00
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
1730	Grants Due		0	SEC 2024 Exams	T9	17450.00	0.00
3255	State Exam Income		0	SEC 2024 Exams	T9	0.00	17450.00

# Review Debtors & Prepayments

## Current Assets

### Debtors and Prepayments

1720	Prepayments	7,447.00
1730	Grants Due	17,450.00
Total Debtors and Prepayments:		<u>24,897.00</u>

## Nominal Activity

Time: 15:52:16

Date From:	01/09/2023	N/C From:	1730
Date To:	31/08/2024	N/C To:	1730
Transaction From:	1		
Transaction To:	99,999,999		

---

N/C:	1730	Name:	Grants Due	Account Balance:	17,450.00
------	------	-------	------------	------------------	-----------

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
100	JD	31/08/2024	1730	2024 SEC	SEC 2024 Exams	0	T9	17,450.00	17,450.00	
<b>Totals:</b>									17,450.00	

AGREED



# Review Debtors & Prepayments: Prepayments

***Prepayments that may arise in the school - code 1720***

Insurance,



Rents,



Subscriptions/memberships

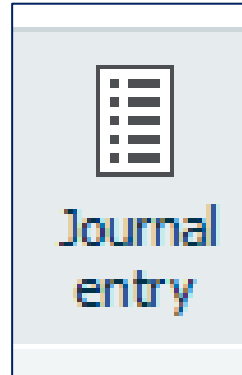


# Review Debtors & Prepayments: Grants due

## DEMO Data

### Prepayments at end August

Details	Amount	N/c
Allianz	€6,540	5450
NAPD	€450	6700
Payroll Licence 2025	€457	6731
	<u>€7,447</u>	



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

# Review Debtors & Prepayments

Time: 15:48:34

**Nominal Activity**

Date From: 01/09/2023  
Date To: 31/08/2024

N/C From: 1720  
N/C To: 1720

Transaction From: 1  
Transaction To: 99,999,999

---

N/C: 1720      Name: Prepayments      Account Balance: 7,447.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V
36	JD	31/08/2024	1720	2024	Allianz prepayment	0	T9	6,540.00	6,540.00	-	
37	JD	31/08/2024	1720	2024	NAPD Prepaid	0	T9	450.00	450.00	-	
38	JD	31/08/2024	1720	2024	Payroll Licence 2025	0	T9	457.00	457.00	-	
<b>Totals:</b>								7,447.00			

## Current Assets

### Debtors and Prepayments

1720	Prepayments	7,447.00
1730	Grants Due	17,450.00
Total Debtors and Prepayments:		<u>24,897.00</u>

## DEMO Data

### Prepayments at end August

Details	Amount	N/c
Allianz	€6,540	5450
NAPD	€450	6700
Payroll Licence 2025	€457	6731
	<u>€7,447</u>	

AGREED

## 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"/>

# School Income Received in Advance



Incoming First Year Charge

TY Charge

School Admin Charge

Book Rental Income

Voluntary Contributions

# School Income Received in Advance

## Nominal Departmental Analysis (Detailed)

N/C From 2105

Tran Date From 01/09/2023

Tran No From

N/C To 2105

Tran Date To 31/08/2024

Tran No To

Dept Number 0

Dept Default

N/C 2105

Name School Income Received in Advance

Tran Number	Type	Date	Details
55	BR	23/08/2024	TY 2024-25
56	BR	23/08/2024	Locker 24/25
57	BR	23/08/2024	Admin chg 24/25

**Account Totals**

**Department**

**Grand Totals**

### Criteria for Nominal Departmental Analysis (Detailed)

#### Criteria Values

Enter the values to use for the criteria in this report

**Nominal Code** Between (inclusive) 2105 and 2105  
**Transaction Date** Between (inclusive) 01/09/2023 and 31/08/2024  
**Transaction No** Between (inclusive) 1 and 99999999  
**Department** Between (inclusive) 0 and 999

Preview a sample report for a specified number of records or transactions (0 for all)

0

Help

OK

Cancel

Debit	Credit	Balance
	9,000.00	-9,000.00
	2,605.50	-2,605.50
	6,455.00	-6,455.00
	<u>18,060.50</u>	<u>-18,060.50</u>
	<u>18,060.50</u>	<u>-18,060.50</u>
	<u>18,060.50</u>	<u>-18,060.50</u>

# DE Grants Received in Advance

<b>SUMMARY OF GRANTS PAYABLE 2024/2025</b>						
No	Grant Description	Rate per Pupil	Instalments	Provisional Timing of Payments	Notes	Nominal Code in FSSU Chart of Accounts
13	<b>Book Grant (senior cycle pupils only)</b>		1	Jun	Book grant paid in June 2024 is for 2024/2025 school year.	<3150>
	non-DEIS Schools	€24				
	DEIS Schools	€39				
14	<b>Free schoolbooks scheme grant</b>	€309	1	Mar	<a href="#">Department of Education Guidance</a>	<3151>
	<b>and administration support grant (junior cycle pupils only)</b>	Daily rate: €160.62	1	May		<3152>

# DE Grants Received in Advance

## Nominal Activity

Date From: 01/09/2023  
Date To: 31/08/2024

N/C From:  
N/C To: 99999999

Transaction From: 1  
Transaction To: 99,999,999

N/C: 2150      Name: Grants Received in Advance      Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
**** No Transactions ****												

N/C: 2151      Name: Book Grant Received in Advance      Account Balance: 152,168.79 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
20	BR	01/08/2024	1800		Book Grant 24/25	0	T9	10,800.00		10,800.00	-	R
61	BR	28/08/2024	1801	DE FSCBK	New JC FSB Grant	0	T9	139,050.00		139,050.00	-	N
62	BR	23/08/2024	1801	DE JCFSBA	New JC FSB Admin Grant	0	T9	2,318.79		2,318.79	-	N
<b>Totals:</b>										152,168.79		
<b>History Balance:</b>										152,168.79		

N/C: 2152      Name: DEIS Grant Received in Advance      Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
**** No Transactions ****												



# Review Ringfenced grants unspent for 2023/24

## WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit €
	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 Ringfenced grants unspent for 2023/24

## DSP School Meals Income & Expenditure

**N/C From 3296**  
**N/C To 4912**

**Tran Date From 01/09/2023**  
**Tran Date To 31/08/2024**

**Tran No From 1**  
**Tran No To 99,999,999**

**Department From 3**  
**Department To 3**

**Dept Number 3**

**Dept DSP School Meals**

**N/C 3296**

**Name DEASP School Meals Grant**

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
63	BR	20/11/2023	DSP School Meals 1		11,254.00	-11,254.00
64	BR	24/01/2024	DSP School Meals 2		24,895.00	-24,895.00
<b>Account Totals</b>					<u>36,149.00</u>	<u>-36,149.00</u>

**N/C 4912**

**Name DSP School Meals Food Costs**

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
65	PI	31/10/2023	Sept Food	2,456.00		2,456.00
66	PI	30/11/2023	Oct Food	3,545.00		3,545.00
67	PI	31/12/2023	Nov Food	3,645.00		3,645.00
68	PI	31/01/2024	Dec Food	4,565.00		4,565.00
69	PI	29/02/2024	Jan food	4,587.00		4,587.00
70	PI	31/03/2024	Feb food	2,465.00		2,465.00
71	PI	30/04/2024	Mar Food	3,247.00		3,247.00
72	PI	31/05/2024	Apr food	3,698.00		3,698.00
75	PI	30/06/2024	May food	3,110.00		3,110.00
76	PI	31/07/2024	June Food	2,985.00		2,985.00

**Account Totals**      34,303.00           34,303.00

**Department**      34,303.00      36,149.00      -1,846.00

**Grand Totals**      34,303.00      36,149.00      -1,846.00

# Review Ringfenced grants unspent for 2023/24

## WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€
DSP School Meals Grant	3296	€36,149	DSP School Meals Food Costs	4912	€34,30	1846

**Journal Entry at 31-8-2024**

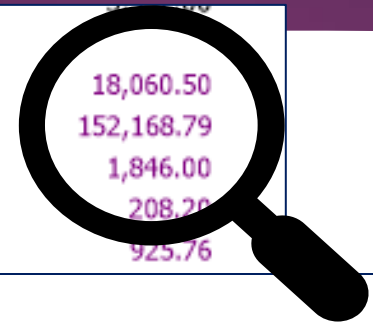
**DR 3296 with €1846**

**CR 2171 with €1846**

# 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

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



Accruals		
2105	School Income Received in Advance	18,060.50
2151	Book Grant Received in Advance	152,168.79
2171	Other Ringfenced Grants Unspent	1,846.00
2230	ASC Control Account	208.20
2250	PAYE/PRSI/USC/LPT Control Account	925.76

## Accruals

2105	School Income Received in Advance	Slide 62	18,060.50
2151	Book Grant Received in Advance	Slide 64	152,168.79
2171	Other Ringfenced Grants Unspent	Slide 66	1,846.00

# Review Ringfenced grants unspent for 2023/24 ICT

ICT Grant  
Non-Capital  
Income Code  
3230



ICT Grant Non-  
Capital  
Expenditure Code  
4410

Unspent ICT grant balance posted to  
code: 2165

# Review Ringfenced grants unspent for 2023/24 - ICT

ICT Capital  
Grant Income  
code 3921



ICT Capital  
Expenditure  
Code 1461  
**ICT Additions**



# Review Ringfenced grants unspent for 2023/24 - Capital

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 Ringfenced grants unspent for 2023/24 - Capital

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

Report Name	Report Criteria
Trial Balance	Nominal Codes>Trial Balance or Nominal codes>Reports> Trial Balance
Balance Sheet	Nominal codes>Reports> My nominal reports>BOM Balance sheet> from brought forward
Income & Expenditure	Nominal codes>Reports> My nominal reports>BOM Income & Expenditure
Nominal Activity	Nominal codes>Reports> Nominal Activity
Unreconciled Payments/Receipts	Bank accounts>Reports>Unreconciled transactions
Aged Creditors (if using Supplier Module)	Suppliers > Reports > Aged creditors > Aged creditors summary Suppliers > Reports > Aged creditors > Aged creditors detailed Suppliers > Reports > Activity > supplier activity detailed
Aged Debtors (if using Customer Module)	Customers > Reports > Aged debtors > Aged debtors analysis summary Customers > Reports > Aged debtors > Aged debtors analysis detailed Customers > Reports > Activity > customer activity detailed
Department Report for code 2105	Department > Reports > Nominal Analysis > Nominal Department analysis detailed > nominal code 2105 and default on the dept numbers

# File for the Accountant



Year ending  
31<sup>st</sup> 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"/>

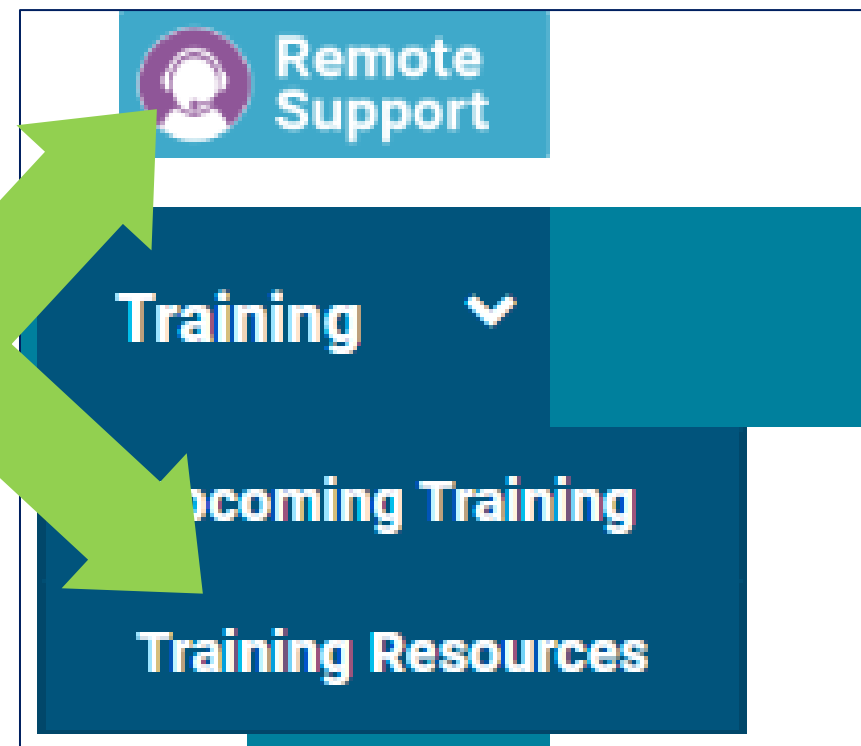
## Year-end Accounts Preparation checklist

# Resources available

Training webinars over the coming months  
– remember the handouts

FSSU here to help – constantly updating  
website with training resources [www.fssu.ie](http://www.fssu.ie)

FSSU website and the Remote support  
through team viewer

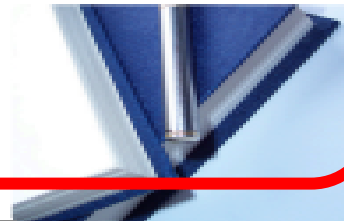


## Year End 2023/2024 -Processing Year End Adjustments and Reviewing Reports

**DATE: WEDNESDAY 11TH SEPTEMBER**  
**TIME: 10:30AM-11:30AM**

This 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: THURSDAY 26TH SEPTEMBER**  
**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 23RD OCTOBER**  
**TIME: 10:30AM-11:30AM**

Working with the Accountant to finalise the year end.

[Register](#)



# SAGE Autumn webinars - topics

[Register](#)





## Contact details

Post Primary Team 01 2690677 email: [info@fssu.ie](mailto:info@fssu.ie)





**Thank You for attending**