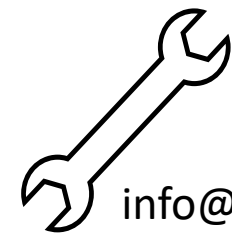
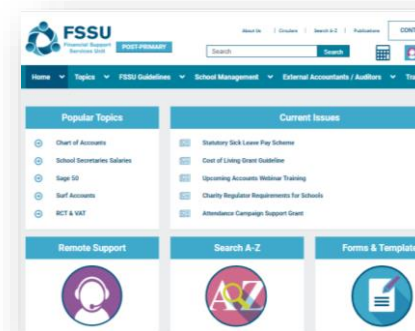
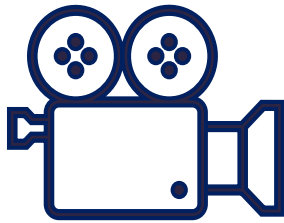


Autumn 2024

SAGE - Webinar 3 - 26th September 2024

New School Year 2024-2025

Webinar housekeeping rules



info@fssu.ie.

Webinar Calendar Autumn 2024



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		

Webinar 1
Preparation for the
year-end and the
essential checklist

Webinar 2
Processing year-end
adjustments &
Reviewing Reports

Agenda

1. Timeline for the Year-end Process

2. FSSU Chart of accounts – What's new 2024-25

3. Tasks to complete to move forward to 2024-25

4. Reporting to BOM at the month-end

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 28th Feb

2. FSSU Chart of accounts – What's new 2024-2025

FSSU Chart of Accounts

Effective for the year ended 31st August 2025

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

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

2. FSSU Chart of accounts – What's new 2024-2025

New/amended Nominal codes for 2024-2025

- 3151 Free Schoolbook Grant
- 3152 Free Schoolbook Admin Grant
- 4731 Free Schoolbook Grant Expense
- 4113 Free Schoolbook Admin Salaries Expense

2. FSSU Chart of accounts – What's new 2024-2025

The screenshot displays the FSSU software interface. On the left is a navigation menu with items: Home, Apps and add-ons, Business dashboard, Suppliers, Bank accounts, Bank feeds, and Nominal codes (highlighted with a red box). The main area is titled 'Nominal Information' and contains a 'Wizard' button (highlighted with a red box) and a 'Refresh' button. Below these is a table of nominal codes:

N/C
3299
6400
6731
2440

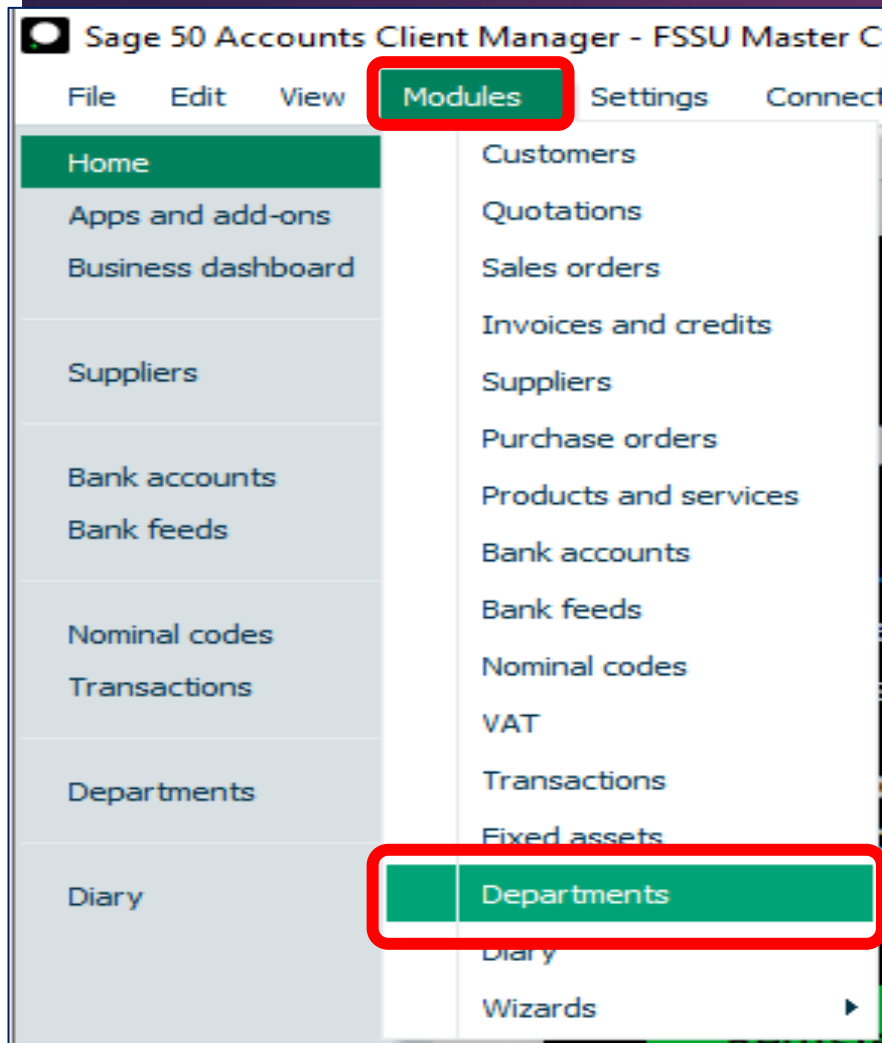
To the right of the table is a blue callout box with the text: **How to add a new nominal code**. Further right is a form titled 'Enter Details' with the following fields:

- Name: Free Schoolbook Grant Expense
- Type: Expenditure (dropdown)
- Category: Education Other (dropdown)
- N/C*: 4731

The 'Enter Details' form is also highlighted with a red box. The form includes instructions: 'To create a new nominal account, you need to enter the nominal accounts name and select the type of nominal account that you are creating.' and 'The new nominal account can be given a category within the chart of accounts and a unique reference code to identify the account.'

2. FSSU Chart of accounts – What's new 2024-2025

Set-up a new
Department



The screenshot shows the 'Details' form for a new department setup. The 'Reference' field is set to 9, and the 'Name' field is set to 'JC Free School Book Grant'. A red arrow points to the 'Name' field.

Details	
Reference	9
Name	JC Free School Book Grant

2. FSSU Chart of accounts – What's new 2024-2025

New/amended Nominal codes for 2024-2025

Code	Description	Type	Category	Comment
3511	Bus Hire Other Income	Income	School Generated Income	To be used for income collected for buses except from the games/sports buses.
4929	Other State Funding Expense	Expenditure	Education Other Expenditure	To be used to account for the expenditure of income received from other state bodies and accounted for in code 3299 Other State Funding

2. FSSU Chart of accounts – What's new 2024-2025

New/amended Nominal codes for 2024-2025

Code	Description	Type	Category	Comment
2173	Other Capital Ringfenced Grants/Income Unspent	Current Liability	Accruals	To be used to account for unspent capital grants or other income, for example building grants, furniture grants unspent, fundraising for a building project.

2. FSSU Chart of accounts – What's new 2024-25

Changes to nominal code descriptions

Code	Existing Description	Change description to:
3150	Book Grant Income	Book Grant Senior Cycle Income
4730	Book Grant Expense	Book Grant Senior Cycle Expense
3296	DEASP School Meals Grant	DSP School Meals Grant
1803	DEASP School Meals Bank Account	DSP School Meals Bank Account
3335	Classroom Books Income	Classroom Books/Resources Income
4741	Classroom Book Expense	Classroom Book/Resources Expense

2. FSSU Chart of accounts – What's new 2024-25

Changes to nominal code descriptions

Code	Existing Description	Change description to:
3510	Bus Income	Bus Hire for Games Income
3580	Discounts Given	Discounts/Rebates
4113	Primary Free schoolbook Admin grant	Free Schoolbook Admin grant
4671	Travel Games Expense	Bus Hire for Games Expense
4690	Bus Hire Expense	Bus Hire for other expense
2171	Other ring-fenced Grants Unspent	Other non-capital ring-fenced grants unspent
2172	Other ring-fenced Income Unspent	Other non-capital ring-fenced Income unspent

2. FSSU Chart of accounts – What's new 2024-25

Income Codes that have been removed

Code	Description
3160	Book Rental Scheme Grant
3280	COVID Aide Grant
3282	COVID Enhanced Supervision Grant
3284	COVID Funding for Replacement Caretaker Hours
3285	COVID Funding for Replacement Secretarial Hours

Code	Description
3286	COVID Funding for Replacement Cleaner Hours
3287	COVID Funding for Replacement Bus Escort Hours
3288	COVID Capitation for Cleaning and PPE Grant

DO NOT USE!

N/C*	6011	Inactive	<input checked="" type="checkbox"/>	
Name	Do Not Use COVID Replacement Secretary Hours Expense			
Balance	0.00	Account Type	Nominal Account	

2. FSSU Chart of accounts – What's new 2024-25

Expenditure Codes that have been removed

Code	Description
4197	COVID Replacement Bus Escort Hours Expense
5011	COVID Replacement Caretaker Hours Expense
5111	COVID Replacement Cleaner Hours Expense
5801	COVID Aide Grant Wages Expense

Code	Description
5803	COVID Enhanced Supervision Grant Wages Expense
5806	COVID Capitation for Cleaning (Non-Wages) and PPE Grant Expense
6011	COVID Replacement Secretary Hours Expense

DO NOT USE!



3. Tasks in the New financial year 2024/25

Set up New Folders for the year 2024/25



Keeping your SAGE accounts up to date.

Ensure the Bank reconciliations on all school bank accounts have been prepared and to the 31-8-24

The balances on the supplier's ledger has been finalised to 31-8-24

Ensure all Year-end reports have been run & reviewed

The accounts are with school accountant & they have access to the school data so they can work in the background

Tasks to do

- Deal with 2023/2024 transactions in the new school year
- Journal adjustments to be posted on 1-9-2024
- Run the year end routine by end of October
- Import the budget for 2024/25 for 2023/24

2023/24 transactions in the new school year

Examples of payments & receipts codes	Nominal code
VAT Payment – July/Aug	2260
PAYE – August P30	2250
SEC – State Exams Commission Income due	3255

2023/24 transactions in the new school year

2260 Reverse VAT Control Account

Show: Custom Range...

Date: 01/09/2024 to 30/09/2024

Type: All

O/S Only

Trans.: 1 to 112

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
		01/09/2024			0	B/Fwd Balance	1620.00		1620.00
109 BP		23/09/2024			0	J/A VAT 3	1620.00	1620.00	

July/Aug Vat 3 liability

Balance: 1620.00 1620.00
0.00

2023/24 transactions in the new school year

2250 PAYE/PRSI/USC/LPT Control Account

Show: Custom Range... Date: 01/09/2024 to 31/12/2099 Type: All O/S Only Trans.: 1 to 112

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
		01/09/2024			0	B/Fwd Balance	925.76		925.76
110	BP	23/09/2024			0	Revenue Aug P30	926.00	926.00	
112	JC	30/09/2024	W/o roun...		0	Aug P30 rounding	0.24		0.24

Aug P30 liability

Balance: 926.00 926.00
0.00

2023/24 transactions in the new school year

3255 State Exam Income

Show: This Financial Year Date: 01/09/2024 to 31/08/2025 Type: All O/S Only Trans.: 1 to 143

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
141	JD	01/09/2024	Reverse ...		0	June 2024 SEC	17450.00	17450.00	
143	BR	29/09/2024	SEC		0	SEC 2024	17450.00		17450.00

State Exam Receipt

Journal
1-9-2024
DR 3255
CR 1730

Balance: 17450.00 17450.00
0.00

Accounting for Junior Cycle Schoolbooks Grant 24/25



Financial Guideline 2023/2024

24

Community & Comprehensive Schools and
Voluntary Secondary Schools in the Free Education Scheme

Accounting for Junior Cycle Schoolbooks Scheme Grant and Administration Support Grant

1. Introduction

The new Junior Cycle Schoolbooks Scheme will provide free schoolbooks for all children and young people in Junior Cycle years in recognised post-primary schools in the free education scheme. This scheme will include all schoolbooks and core classroom resources. This scheme will be introduced in the 2024/2025 school year.

There are two new grants within this scheme.

<https://www.fssu.ie/app/uploads/2024/03/24-24-Financial-Guideline-Accounting-for-Junior-Cycle-Schoolbooks-Scheme-Grant.pdf>



Financial Guideline 2024/2025

03

Community & Comprehensive Schools and
Voluntary Secondary Schools in the Free Education Scheme

School Year 2024/2025

Accounting for Junior Cycle Schoolbooks Scheme Grant and Administration Support Grant

1. Introduction

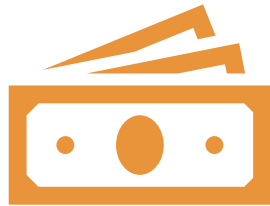
The new Junior Cycle Schoolbooks Scheme was introduced for the 2024/2025 school year. Schools received the grants in advance during the 2023/2024 school year in order to purchase the books and resources ahead of the new school year. The grant receipt and associated expenditure was recorded to the balance sheet in the 2023/2024 school year.

These transactions must be moved to the appropriate nominal codes in the 2024/2025

<https://www.fssu.ie/app/uploads/2024/09/03-25-Financial-Guideline-Accounting-for-Junior-Cycle-Schoolbooks-Scheme-Grant-incl.-Irish.pdf>

Treatment of Income & expenditure before 31-8-2024

New Junior Cycle Book Grant



Income 2151

Free School Book Grant
Free School Book Admin Grant



Expenditure 1720

Books & Resources
Pay to staff to administer or related
administrative expenses

Treatment of Income & expenditure 2024/25 - Option 1

➤ Step 1 - Transfer grant receipt from Book Grant Received in Advance to Book Grant Unspent in the Balance Sheet

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2151	Book Grant Received in Advance		9	Tfr JCFSBG to BG Unspent	T9	139050.00	0.00
2160	Book Grant Unspent		9	Tfr JCFSBG to BG Unspent	T9	0.00	139050.00
2151	Book Grant Received in Advance		9	Tfr JCFSBG to BG Unspent	T9	2318.79	0.00
2160	Book Grant Unspent		9	Tfr JCFSBG to BG Unspent	T9	0.00	2318.79

Treatment of Income & expenditure 2024/25 - Option 1

➤ Step 2 - Transfer expenditure incurred up to 31st August 2024 to the Income & Expenditure Statement

Reference	Posting Date						Balance
Rev Prep JCBG	01/09/2024						0.00
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
4731	Free Schoolbook Grant Expense		9	Reverse Aug Prepayment	T9	4580.00	0.00
1720	Prepayments		9	Reverse Aug Prepayment	T9	0.00	4580.00

Treatment of Income & expenditure 2024/25 - Option 1

➤ Step 3 - Transfer amount of grant in line with amount of recorded expenditure

Reference	Posting Date						Balance
JC Expense	01/09/2024						0.00
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2160	Book Grant Unspent		9	JC Books Prepaid Aug 2024	T9	4580.00	0.00
3151	Free Schoolbook Grant		9	JC Books Prepaid Aug 2024	T9	0.00	4580.00

Treatment of Income & expenditure 2024/25 - Option 1

- Recording ongoing expenditure of the grant

Action	DR/CR	Nominal Code	Description
Record payment or invoice for purchase of schoolbooks during the school year	DR	4731	Free Schoolbooks Grant Expense Expense
	CR	1800	Current Account 1 Current Asset

Action	DR/CR	Nominal Code	Description
Record journal to recognise Free Schoolbook Grant Income in line with recorded expenditure	DR	2160	Book Grant Unspent Current Liability
	CR	3151	Free Schoolbook Grant Income Income

Treatment of Income & expenditure 2024/25 - Option 2

➤ Step 1 - Transfer grant receipt from Book Grant Received in Advance to Free Schoolbook Grant Income

Reference	Posting Date						Balance
JCFSBG	01/09/2024						0.00
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2151	Book Grant Received in Advance		9	JC FSBG 2024-25	T9	139050.00	0.00
3151	Free Schoolbook Grant		9	JC FSBG 2024-25	T9	0.00	139050.00

Treatment of Income & expenditure 2024/25 - Option 2

➤ Step 2 - Transfer expenditure incurred up to 31st August 2024 to the Income & Expenditure Statement

Reference	Posting Date						Balance
Rev Prep JCBG	01/09/2024						0.00
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
4731	Free Schoolbook Grant Expense		9	Reverse Aug Prepayment	T9	4580.00	0.00
1720	Prepayments		9	Reverse Aug Prepayment	T9	0.00	4580.00

Treatment of Income & expenditure 2024/25 - Option 2

➤ Recording ongoing expenditure of the grant

Action	DR/CR	Nominal Code	Description
Record payment or invoice for purchase of schoolbooks during the school year	DR	4731	Free Schoolbooks Grant Expense Expense
	CR	1800	Current Account 1 Current Asset

Journal adjustments - Postings at the 01.09.2024

- ✓ DE Grants in Advance
- ✓ School Income in advance
- ✓ Unspent Ringfenced grants
- ✓ Reversing Accruals
- ✓ Reversing Prepayments



Journals 01.09.2024: DE Grants in advance

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

Journal
1-9-2024
DR 2151
CR 3152

Reference
Posting Date
Balance

JC Admin Gr

01/09/2024

0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2151	Book Grant Received in Advance		9	Tfr JCFSBG Admin	T9	2318.79	0.00
3152	Free Schoolbook Admin Grant		9	Tfr JCFSBG Admin	T9	0.00	2318.79


Journals 01.09.2024: DE Grants in advance

Time: 16:31:02


Nominal Activity - Excluding No Transactions

Date From:	01/09/2024	N/C From:	3151
Date To:	01/09/2024	N/C To:	3152
Transaction From:	1		
Transaction To:	99,999,999		

N/C: 3151	Name: Free Schoolbook Grant	Account Balance:	139,050.00 CR
------------------	------------------------------------	-------------------------	---------------

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
203	JC	01/09/2024	3151	Tfr Grant	Tfr JCFSBG to BG Unspent	9	T9	139,050.00		139,050.00	-	-
Totals:										139,050.00		
History Balance:										139,050.00		

N/C: 3152	Name: Free Schoolbook Admin Grant	Account Balance:	2,318.79 CR
------------------	--	-------------------------	-------------

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
205	JC	01/09/2024	3152	Tfr Grant	Tfr JCFSBG to BG Unspent	9	T9	2,318.79		2,318.79	-	-
Totals:										2,318.79		

School Income Received in Advance

2105

School Income Received in Advance

Slide 62

18,060.50

N/C From 2105		Tran Date From 01/09/2023		Tran No From 1		Department From 0	
N/C To 2105		Tran Date To 31/08/2024		Tran No To 99,999,999		Department To 999	
Dept Number 0		Dept Default					
N/C 2105		Name School Income Received in Advance					
Tran Number	Type	Date	Details	Debit	Credit	Balance	
55	BR	23/08/2024	TY 2024-25		9,000.00	-9,000.00	
56	BR	23/08/2024	Locker 24/25		2,605.50	-2,605.50	
57	BR	23/08/2024	Admin chg 24/25		6,455.00	-6,455.00	
Account Totals					18,060.50	-18,060.50	
Department					18,060.50	-18,060.50	
Grand Totals					18,060.50	-18,060.50	

Journals 01.09.2024: School Income in advance



Journal
entry

Journal entry on 1-9-2024
DR 2105 School Income received in advance
CR 3310, 3370 & 3390 (or the relevant Income code for your school)

Reference	Posting Date						Balance
SGI In Adv Rev	01/09/2024						0.00
N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2105	School Income Received in Advance		0	24/25 Income in advance	T9	18060.50	0.00
3310	Transition Year Income		0	24/25 Income in advance	T9	0.00	9000.00
3370	Locker Income		0	24/25 Income in advance	T9	0.00	2605.50
3390	School Administration Charges		0	24/25 Income in advance	T9	0.00	6455.00

Journals 01.09.2024: School Income in advance

Time: 09:20:13

Nominal Activity - Excluding No Transactions

Date From: 01/09/2024
Date To: 30/09/2024

N/C From: 2105
N/C To: 2105

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

N/C: 2105 Name: School Income Received in Advance Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2024			Brought Forward			18,060.50		18,060.50		
158	JD	01/09/2024	2105	SGI In Adv	24/25 Income in advance	0	T9	18,060.50	18,060.50		-	-
Totals:									18,060.50	18,060.50		
History Balance:												

Date From: 01/09/2024
Date To: 30/09/2024

N/C From: 3310
N/C To: 3310

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

N/C: 3310 Name: Transition Year Income Account Balance: 9,000.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2024			Brought Forward			0.00				
159	JC	01/09/2024	3310	SGI In Adv	24/25 Income in advance	0	T9	9,000.00		9,000.00	-	-




Ringfenced Grants Unspent

2171 Other Ringfenced Grants Unspent

Slide 66

1,846.00

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	€34,303	 1846

Journals 01.09.2024: Ringfenced grants unspent



Journal on
1-9-2024
DR 2171
CR 3296

Reference

DSP SMG

Posting Date

01/09/2024

Balance

0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2171	Other Ringfenced Grants Unspent		3	School Meals unspent 23/24	T9	1846.00	0.00
3296	DSP School Meals Grant		3	School Meals unspent 23/24	T9	0.00	1846.00

Journals 01.09.2024: Ringfenced grants unspent

Time: 15:17:02

Nominal Activity - Excluding No Transactions

Date From: 01/09/2024 **N/C From:** 2171
Date To: 01/09/2024 **N/C To:** 2171

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

N/C: 2171 **Name:** Other Ringfenced Grants Unspent **Account Balance:** 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2024			Brought Forward			1,846.00		1,846.00		
164	JD	01/09/2024	2171	RFG DSP	School Meals unspent 23/24	3	T9	1,846.00	1,846.00		-	-
Totals:									1,846.00	1,846.00		

Time: 11:08:54

Nominal Activity - Excluding No Transactions

Date From: 01/09/2024 **N/C From:** 3296
Date To: 01/09/2024 **N/C To:** 3296

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

N/C: 3296 **Name:** DSP School Meals Grant **Account Balance:** 1,846.00 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B		
		01/09/2024			Brought Forward			0.00						
165	JD	01/09/2024	3296	RFG DSP	School Meals unspent 23/24	3	T9	1,846.00		1,846.00		-		
Totals:											36,149.00	37,995.00		
History Balance:												1,846.00		

Journals 01.09.2024: Reversing Accruals



Journal
entry

Reverse on
1-9-24
DR 2440
CR Expense
code

Invoices for August not recorded on the system

Details	Amount
Apex Fire	€750.00
Electric Ireland	€3,540.00
EIR - August	€284.44
Three Mobile - August	€79.00
JP O'Brien & Co Auditors & Accountants	€3,700.00
	€8,353.44

2440 ▾ Accruals

Show: This Financial Year ▾ Date: 01/09/2024 to 31/08/2025 Type: All O/S Only Trans.: 1 to 157

No ▲	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
		01/09/2024			0	B/Fwd Balance	8353.44		8353.44
152 JD		01/09/2024	Rev Accr ...		0	Reverse Aug Accrual	8353.44	8353.44	

Journals 01.09.2024: Reversing Accruals

Time: 15:35:45

Nominal Activity - Excluding No Transactions

Date From: 01/09/2024
Date To: 30/09/2024

N/C From: 6400
N/C To: 6400

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

N/C: 6400 Name: Accounting / Auditing Expense Account Balance:  0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2024			Brought Forward			0.00				
167	JC	01/09/2024	6400	Rev Accr	Audit Accrual 2024	0	T9	3,700.00		3,700.00	-	-
166	BP	25/09/2024	1800	EFT	Audit charge	0	T9	3,700.00	3,700.00		-	N
Totals:									7,400.00	7,400.00		

Journals 01.09.2024: Reversing Prepayments

Prepayments at end August

Details	Amount
Allianz	€6,540
NAPD	€450
Payroll Licence 2025	€457
	<hr/>
	€7,447

Journal
1-9-2024
DR 5450
CR 1720

Time: 15:48:59

Nominal Activity - Excluding No Transactions

Date From: 01/09/2024
Date To: 01/09/2024

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

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

N/C: 1720 Name: Prepayments

Account Balance:

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
		01/09/2024			Brought Forward			7,447.00	7,447.00	
151	JC	01/09/2024	1720	Prepd aug	Prepaid Aug 2024	0	T9	7,447.00		7,447.00
Totals:									7,447.00	7,447.00
History Balance:										

Journals 01.09.2024: Reversing Prepayments

Time: 15:51:02

Nominal Activity - Excluding No Transactions

Date From: 01/09/2024
Date To: 01/09/2024

N/C From: 5450
N/C To: 5450

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

N/C: 5450 Name: General Insurance Expense Account Balance: 6,540.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2024			Brought Forward			0.00				
148	JD	01/09/2024	5450	Prepd aug	Prepaid Aug 2024	0	T9	6,540.00	6,540.00		-	-
Totals:												
History Balance:									6,540.00			

Review Balance sheet after adjustments

Time: 11:50:29

BOM Balance Sheet

Chart of Accounts: FSSU

	<u>Period</u> Brought Fwd - Sep 2024	<u>Prior Year</u> Sep 2023 - Aug 2024
<u>Fixed Assets</u>		
Fixed assets		
TOTAL Fixed Assets:	<u>0.00</u>	<u>0.00</u>
<u>Current Assets</u>		
Debtors and Prepayments		
1720 Prepayments	0.00	12,027.00
1730 Grants Due	0.00	17,450.00
Total Debtors and Prepayments:	<u>0.00</u>	<u>29,477.00</u>
Current Account		

slide 44/45

slide 23

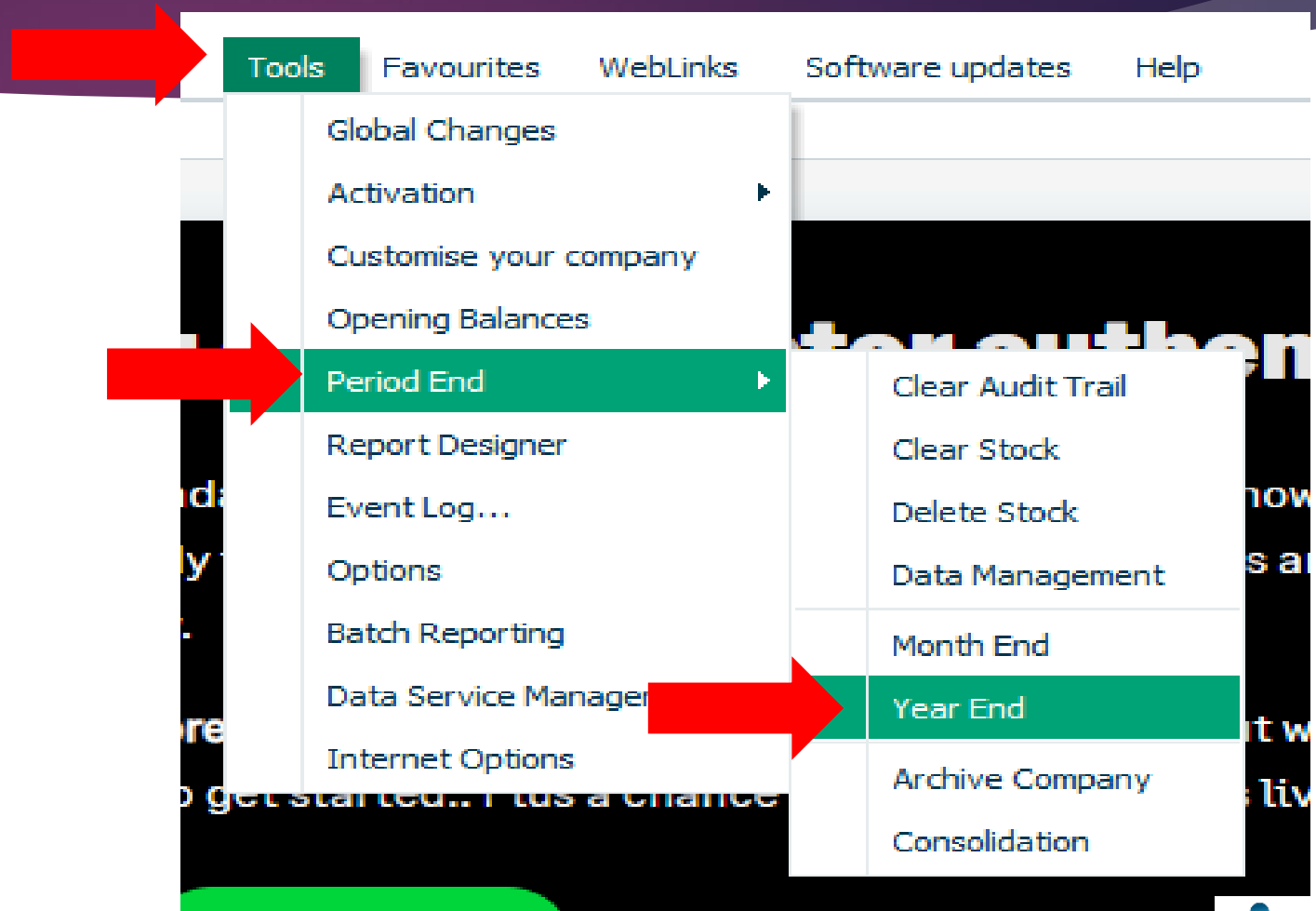


Review Balance sheet after adjustments

Accruals		
2105	School Income Received in Advance	slides 36 & 37 0.00 18,060.50
2151	Book Grant Received in Advance	slide 30/31 & 34 0.00 152,168.79
2171	Other Ringfenced Grants Unspent	Slide 40 0.00 1,846.00
2230	ASC Control Account	0.00 208.20
2250	PAYE/PRSI/USC/LPT Control Account	Slides 21 & 22 0.00 925.76
2260	Reverse VAT Control Account	0.00 1,620.00
2270	RCT Control Account	0.00 2,400.00
2440	Accruals	slides 42/43 0.00 8,353.44
	Total Accruals:	0.00 185,582.69

Run the year end routine

- Change the program date to be the last day of the financial year - 31st August 2024
- Take TWO backups labelled 'Before Year End'
- From Tools >Period End >Year End.



The Year End will clear all Profit/Loss Nominal Codes to Retained Earnings and optionally create next year's budgets. You can post transactions to any time period without running a Year End.

Prepare for Year End

Detect and correct any data problems.

Check Data

Check Chart of Accounts for any omissions.

Check COA

Take a backup now to make sure your data is safe.

Backup

Archive your data in case you need to refer to it in the future. Archives can be viewed as Read-only data later.

Archive Location

Year End Options

Base next year's nominal or stock budgets on current year actual or budget values.

Budget Options

The date to appear on the year end journal (last day of the current year) transferring profit and loss balances to retained earnings.

Prevent new transactions from being entered before this date (usually the first day of the new financial year).

//

Run Year End

Running Year End for

- Change your financial year to
- Transfer balances from all profit and loss accounts to retained
- Set the profit and loss nominal accounts for the new financial year to
- Archive your data.

Run Year End

Cancel

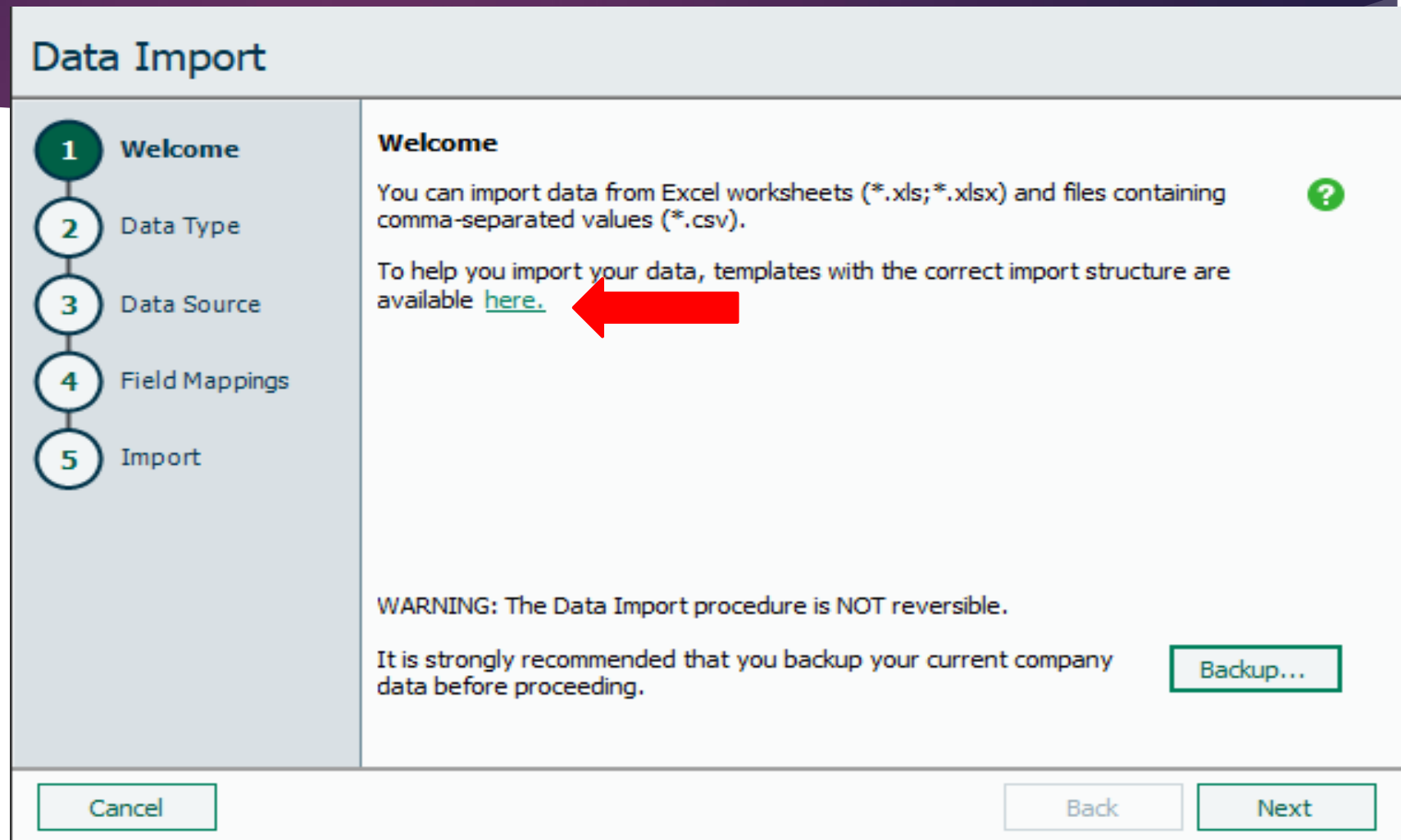
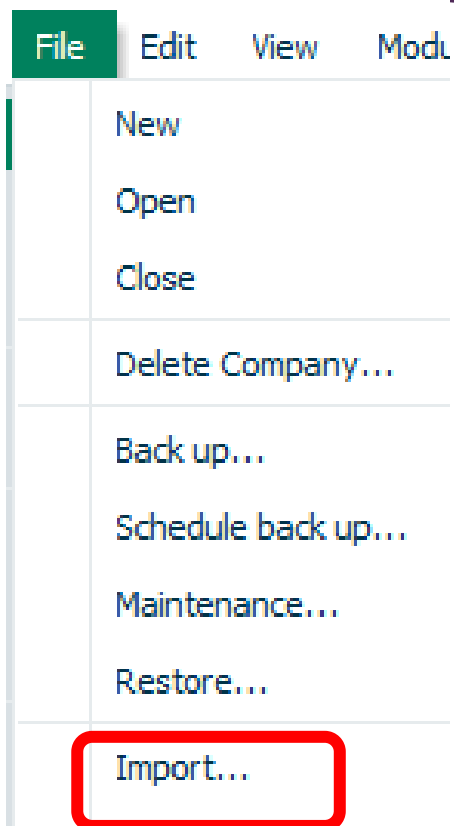
Run the year end routine

Importing the budget for 2024/25

https://www.fssu.ie/app/uploads/2024/03/Sage-Import-Budget-Guide-2024_2025.pdf












Budget Import Sheet			
Budget Year:	2024/2025		
School Name:	Type School Name		
School Address:	Type School Address		
Roll No.:	Type School Roll No.		
School Type:	Voluntary Secondary School: Non DEIS School Budget		
<p><i>1. The nominal code detail here should be the same as in your Sage 50. If you added additional codes to your income & Exp. budget please add and values into the budget below. Do not leave any blank lines</i></p>			
<p><i>2. Ensure the figures are the same in column C and D for each nominal code</i></p>			
<p><i>3. The detail in Column A, B & D must be then copied into a Sage 50 Budget Import template for importing into Sage 50</i></p>			
A	B	C	D
Refn	Name	Yearly	Month 1 Budget
<i>Copy</i>	<i>Copy into Import Template</i>	Do not use	<i>Copy & paste as values into Import Template</i>
3010	Capitation	-	0
3020	DEIS Grant	-	0
3021	Early Start Programme Materials/Equipment/Parental Inv	-	0
<p>< > ... 4.Opening Bank Position 5.Estimated Bank Cashflow 6.Capital Budget 7.Monthly Cashflow 8.Sage 50 Import</p>			

Importing the budget for 2024/25



Importing the budget for 2024/25

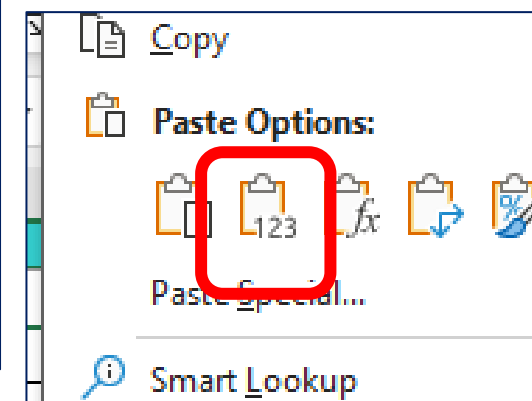
Program Files (x86) > Sage > Accounts > Import Templates

Name	Date modified	Type	Size
 Audit Trail Transaction FULL template	03/08/2023 17:56	Microsoft Excel 97...	46 KB
 Customer Record FULL template	03/08/2023 17:56	Microsoft Excel 97...	95 KB
 Fixed Asset Record FULL template	03/08/2023 17:56	Microsoft Excel 97...	44 KB
 Nominal Record FULL template 	03/08/2023 17:56	Microsoft Excel 97...	45 KB
 Product Record FULL template	03/08/2023 17:56	Microsoft Excel 97...	53 KB
 Project Record FULL template	03/08/2023 17:56	Microsoft Excel 97...	41 KB
 Project Transaction FULL template	03/08/2023 17:56	Microsoft Excel 97...	34 KB
 Stock Take FULL template	03/08/2023 17:56	Microsoft Excel 97...	28 KB
 Stock Transactions FULL template	03/08/2023 17:56	Microsoft Excel 97...	34 KB
 Supplier Record FULL template	03/08/2023 17:56	Microsoft Excel 97...	87 KB

Importing the budget for 2024/25

A	B	C	Month 1 Budget
Refn	Name	Yearly	Month 1 Budget
<i>Copy</i>	<i>Copy into Import Template</i>	Do not use	<i>Copy & paste as values into Import Template</i>
3010	Capitation	-	0
3020	DEIS Grant	-	0
3021	Early Start Programme Materials/Equipment/Parental Inv	-	0
3022	Early Start Programme Capitation	-	0
3030	Non Teachers Pay Budget	-	0
3050	School Support Services Grant	44,900	44900
3100	Secretarial Ca		
3130	Caretaker Gran		
3140	Special Educati		

A	B	C	D
Refn	Name	Yearly Budget	Month 1 Budget



Importing the budget for 2024/25

Data Import

- Welcome
- Data Type**
- Data Source
- Field Mappings
- Import

Welcome

You can import data from Excel worksheets (*.xls;*.xlsx) and file comma-separated values (*.csv).

To help you import your data, templates with the correct import available [here](#).

WARNING: The Data Import procedure is NOT reversible.

It is strongly recommended that you backup your current company data before proceeding.

Cancel Back **Next**

Backup...

Data Import

- Welcome
- Data Type**
- Data Source
- Field Mappings
- Import

Data Type*

Select the type of data you want to import: ?

- Audit Trail transactions
- Audit Trail transactions - Grouped
- Customer records
- Fixed Asset records
- Nominal accounts**
- Product records
- Project records
- Project-Only transactions
- Stock take
- Stock transactions
- Supplier records

Cancel Back **Next**

Importing the budget for 2024/25

Data Import

- Welcome
- Data Type
- Data Source**
- Field Mappings
- Import

Data Source

Select the format of the data you will be importing:

Comma-separated (*.csv)

Excel worksheet (*.xls;*.xlsx)

Select the file to import*:

First row contains headings ?

Importing the budget for 2024/25

Data Import

- Welcome
- Data Type
- Data Source
- Field Mappings**
- Import

Field Mappings

Map the fields in your data to the fields in Sage 50 Accounts.

Required	Imported Field	Sage Field
*	Refn	Refn
	Name	Name
	Yearly Budget	Yearly Budget
	Month 1 Budget	Month 1 Budget
	Month 2 Budget	Month 2 Budget
	Month 3 Budget	Month 3 Budget
	Month 4 Budget	Month 4 Budget
	Month 5 Budget	Month 5 Budget

Map file in use: [none]

Clear Map Load Map... Save Map...

Cancel Back **Next**

Importing the budget for 2024/25

Data Import

- Welcome
- Data Type
- Data Source
- Field Mappings
- Import**

Import
You are now ready to import your data.

The following is a summary of the options you have chosen. If you wish to change any of them, click the Back button now.

Data type:
Nominal accounts

Data source:
Nominal Record FULL template - DEMO.xls

Sheet:

Header row:
Yes

To begin importing your data, click Import.

Cancel Back **Import**

Import Results ? [Help](#)

Records Imported

Records not Imported
There appear to be no records to import. Please check your data file.

Importing the budget for 2024/25

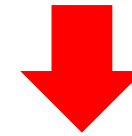
Time: 12:43:21

BOM Income and Expenditure Account

From: Month 1, September 2024

To: Month 12, August 2025

Chart of Accounts: FSSU



		<u>Period</u>	<u>Budget</u>
<u>Income</u>			
Department Income			
3010	Capitation/Non Pay Budget	0.00	310,500.00
3151	Free Schoolbook Grant	139,050.00	139,050.00
3152	Free Schoolbook Admin Grant	2,318.79	2,318.79
3245	Physics/Chemistry Grant	0.00	0.00
3255	State Exam Income	0.00	0.00
3296	DEASP School Meals Grant	1,846.00	36,150.00
Total Department Income:		<u>143,214.79</u>	<u>488,018.79</u>

Guide on Preparing Month End Reports for Accounts Personnel in Voluntary Secondary Schools

4. Reporting to BOM at month-end

Steps in effective month end reporting

Step 1:
Preparation
before
inputting
information
to the
accounts
system

Step 2:
Recording
accounts
information
in the
accounts
package

Step 3:
Review the
financial
reports for
reasonablen
ess and
accuracy

Step 4:
Generate
and
print/save
final reports

Step 1: Preparation before inputting information to the accounts system

Cash receipts

Remittances/Other documents supporting direct lodgements

Online payments system analysis reports

Purchase invoices

VAT/RCT records

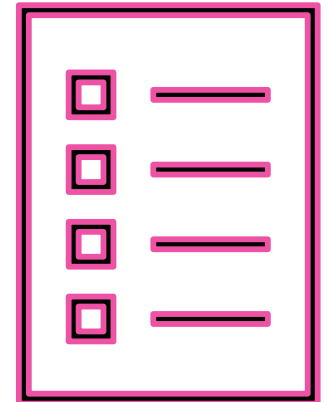
Cheque payments

Bank statements

Payroll cost reports for each payroll run

Petty cash book (if not maintained on system) and vouchers/receipts

Credit card statements and invoices/receipts



Step 2: Record in accounts-Daily/Weekly

On a daily or weekly basis:

- Record all receipts.
- Input purchase/supplier invoices (if maintaining a supplier ledger).
- Record all cheque payments in sequence
- Record all EFT payments.
- From the online bank statements record any direct debits and credits.
- Record the weekly payroll journal (if applicable).

Step 2: Record in accounts -Monthly

On a monthly basis:

- Print bank statements for the full month and reconcile all bank accounts.
- Record petty cash payments.
- Record credit card payments
- Record the monthly payroll journal
- Record online payments per analysis report account
- Record RCT/VAT journals

Step 3: Review the financial reports for reasonableness and accuracy

Before printing any of the reports you should review them for accuracy and reasonableness.



Monthly Reporting Checklist










Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
A list of balances on all school bank and cash accounts	✓	✓	✓
Bank reconciliation report for	✓	✓	✓

Board of Management Reports: Monthly Reports Checklist

Step 4: Generate and print/save final reports



Nominal code reports

[New](#)
[Edit](#)
[Delete](#)
[Preview](#)
[Print](#)
[Export](#)
[Report to Excel](#)
[Data to Excel](#)
[Email](#)

Filters: All

Favourites

Balance sheet

Day books

My nominal code reports

Nominal activity

Nominal budgets

Nominal details

Profit and loss

Favourites

Add the documents that you use most often to Favourites to access and generate them clicking the star icon. You can drag and drop your favourites into any order you want.

Name	Description
★ BOM Balance Sheet	Custom Balance Sheet
★ BOM Income and Expenditure Account	Income and Expenditure Account

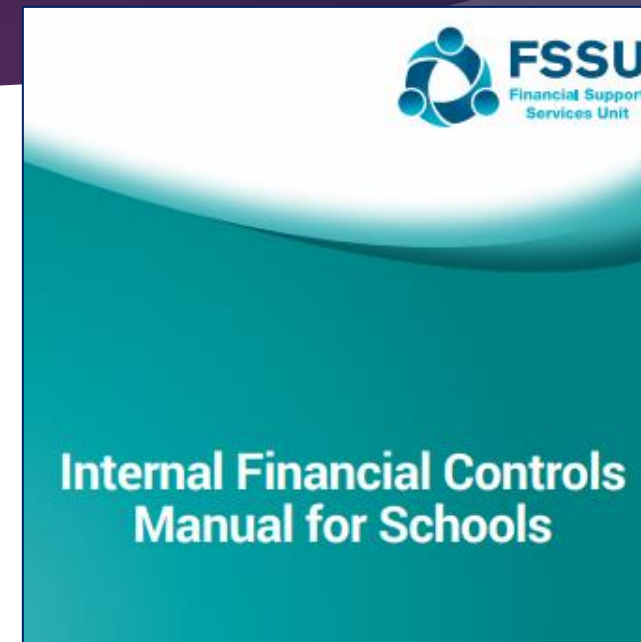
FSSU > Post-Primary > Topics > Sage 50 Accounts > Guide on Preparing Month End Reports

Summary of today's topics

- Recap of timeline for the Year-end Process
- What is new on the FSSU Chart of accounts for new school year 2024-25
- Tasks to perform before moving forward to 2024-25
- Reporting to BOM at the month end

Resources available – where to get more help

The screenshot shows the FSSU website home page. The FSSU logo and name are on the left. Navigation links include 'About Us', 'Circulars', 'Search A-Z', and 'Publications / Manuals'. A search bar is present. A 'POST-PRIMARY' button is visible. A 'CONTACT US' button is highlighted with a red box. A 'Remote Support' button is also highlighted with a red box. The main navigation menu at the bottom includes 'Home', 'Topics', 'Guidelines', 'School Management', 'External Accountants / Auditors', and 'Training', with 'Guidelines' and 'Training' highlighted in red boxes.



<https://www.fssu.ie/app/uploads/2024/07/Internal-Financial-Controls-Manual-Aug24.pdf>

SAGE Autumn webinars schedule – save the date

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 		





Contact details

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



Thank You for attending