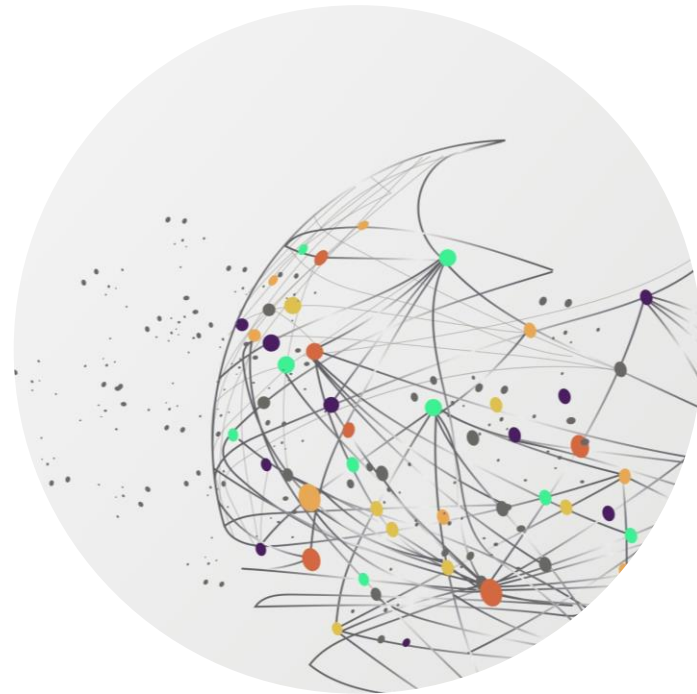


FSSU TRAINING WEBINAR

BrightBooks Autumn 2024 Webinar Training series



BREDA MURPHY

Processing Year-end adjustments & reviewing reports from BrightBooks

(Key issues for the August 2024 accounts)


01. Key Learning points for reviewing Year end accounts

02. Key issues for the August 2024 Year end accounts

03. Reviewing the The Income & Expenditure Account for the full financial Year to August 2024

04. Reviewing the The Balance sheet @ 31.8.2024

05. Summary & tips on finalizing the Year end accounts

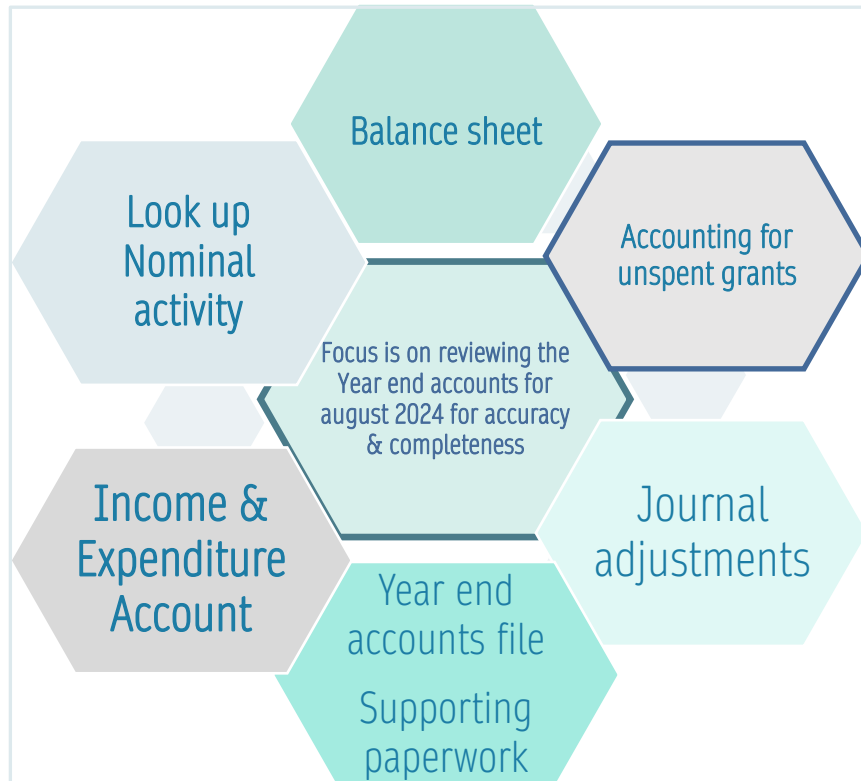


Webinar 2
Year End reporting
Aug 2024

Agenda



1. KEY LEARNING POINTS FOR REVIEWING THE AUGUST 2024 YEAR END ACCOUNTS



- ❑ Webinar 1 looked at recording all the information in BrightBooks
- ❑ Webinar 2 will focus on the reviewing the draft accounts for accuracy and completeness
- Using demonstration data: The key learning points are:
 - ✓ It is necessary to review actual income & expenditure on a line by line basis for comparison to budget and prior year
 - ✓ Important to Review the postings to the General ledger for accuracy and for explanations for variances
 - ✓ How to quantify the unspent ringfenced grants and record journal adjustment in the accounts @ 31.8.2024
 - ✓ How to account for grants received in advance and grants due
 - ✓ Reviewing the Balance sheet is all about providing supporting paperwork & calculations for closing balances
 - ✓ A year end accounts file with all supporting paperwork is useful

2. KEY ISSUES FOR THE AUGUST 2024 YEAR END ACCOUNTS

| Reviewing BrightBooks Reports | Key Issues | BrightBooks | Journal Adjustments required in Brightbooks |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key things to monitor | Reports are a snapshot of the school's financial performance, they answer pertinent questions | | |
| DE Grants | <ul style="list-style-type: none"> ✓ Have all DE grants been received? ✓ How to adjust for grants due | Review General ledger | Journals required at year end |
| | ✓ Ensure Grants received in advance are recorded in the Balance sheet at 31.8.2024 | FSSU Guidelines | |
| | ✓ Calculate the Unspent ringfenced grants | Excel sheet in handouts | |
| SGI | ✓ Does specific school generated income cover the cost for the purpose it was collected for? | Excel sheet for calculations | |
| Monthly reports can highlight areas of concern that require immediate attention. | | | |
| Expenses | <ul style="list-style-type: none"> ✓ Compare with Budget & prior Year ✓ Explanations for over spends ✓ Identify overspends ✓ Adjust for Accruals | General ledger review | |
| | | SETTING BRIGHTBOOKS UP FOR EFFECTIVE & EFFICIENT REPORTING 1 { • Ensure Nominal code is in BrightBooks 2 { • Create and use department function to facilitate reporting | <ul style="list-style-type: none"> ✓ Reflected in BS ✓ Reflected in Balance sheet ✓ Junior cycle free schoolbooks grant 7 costs |
| What was new for the year? | FSSU Guidelines 2023/2024 Summary | | |

NEW GRANTS 2023/2024 SUMMARY OF FSSU GUIDELINE POINTS

| FSSU Guideline | What to watch out for | BrightBooks | Grant Codes | Expense codes | Income + Expenditure report | Balance sheet |
|---------------------|--------------------------|-------------------------------------------------------------------|-----------------------------------|--------------------------------------|-----------------------------|--------------------------|
| 28 – 2023/2024 | ICT Grant 2023/2024 | Department | | | 3230 4410 | 1461 3921 2165 |
| 24 – 2023/2024 | Junior Cycle Books | Department For 24/25 FY | New Financial Year – 3151/3152 | New Financial Year – 4113/4731 | | 2151 1720 |
| 11 – 2023/2024 | Attendance support | Department is vital | | | 3290 4635 4770 | 1421 2171 Unspent |
| 03 – 2023/2024 | Covid Grants | Ensure covid codes have nil balances Covid MW exception | Make codes inactive for new FY | Make codes inactive for new FY | | 2169 |
| Guidance on website | Funding for Solar Panels | Department | | | | 2171 3900 3940 |



WHAT TO WATCH OUT FOR IN THE FINANCIAL YEAR 23/24

ATTENDANCE SUPPORT GRANT

3. Financial Oversight

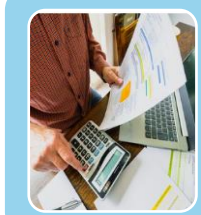
The grant income and expenditure should be recorded appropriately in the school's accounts. There is no new grant income code required to be added to the chart of accounts. The grant receipt can be recorded under nominal code 3290 Other Non-Capital DE Grant Income.

There is no new expenditure code required to be added to the chart of accounts. The expenditure can be recorded to the appropriate existing nominal account, for example 4635 Student Wellbeing Expense, 4770 Trophies and Prizes Expense, 1421 Capital Fixture Fitting and Equipment etc.

It is recommended that you create a 'Department' in the school's accounts package for this grant.

Any unspent amount must be included in the balance sheet at the year-end under the account code 2171 Other ring-fenced grants unspent.

| | | | 2024 | |
|---------------------------------------|-----------------------------------|------------------|--------|--|
| Code | Description | Current Period | Budget | |
| | | € | € | |
| Income and Expenditure Account | | | | |
| Income | | | | |
| Income Department Grants | | | | |
| 3290 | Other Non Capital DE Grant Income | 7,029.00 | - | |
| | | €7,029.00 | - | |
| TOTAL Income | | €7,029.00 | - | |
| Expenditure | | | | |
| Expenditure Education Other | | | | |
| 4635 | Student Wellbeing Expense | 255.98 | - | |
| 4910 | Other Educational Expense | 277.16 | - | |
| | | €533.14 | - | |
| TOTAL Expenditure | | €533.14 | - | |
| NET SURPLUS/DEFICIT | | €6,495.86 | - | |



Attendance Support Grant

Unspent Attendance support grant

6495.86

Balance in code 2171

Guideline 11 – 23/24

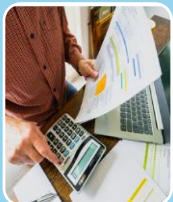
Code 3290

Department Calculate unspent amount @31.8.2024 in 2171



| JOURNALS DETAILS | | | | | | |
|------------------|-----------------------------------|--------------------|----------|----------------------------------------------------------------------|-----|--|
| DATE | REF NO. | TYPE | | | | |
| 31/08/2024 | | Accrual | | Add Attachment <small>Max file size 4 MB.</small> | | |
| Code | Description | Notes | Debit | Credit | AOD | |
| 3290 | Other Non Capital DE Grant Income | Unspent @31.8.2024 | 6,495.86 | 0.00 | ATT | |
| 2171 | Other Ringfenced Grants Unspent | Unspent @31.8.2024 | 0.00 | 6,495.86 | ATT | |

WHAT TO WATCH OUT FOR IN THE FINANCIAL YEAR 23/24



Junior Cycle Schoolbooks grant
Show in Balance sheet

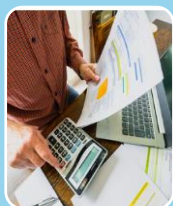
| | | 2024 | |
|----------------------------------------------|--------------------------------|--------------------|------|
| Code | Description | Current | Corr |
| | | € | |
| Balance Sheet | | | |
| Fixed Assets | | | |
| Current Assets | | | |
| Current Asset Debtors and Prepayments | | | |
| 1720 | Prepayments | 102,473.95 | |
| | | €102,473.95 | |
| Bank and Cash Accounts | | | |
| 1800 | No 1 Account | 79,991.73 | |
| | | €79,991.73 | |
| TOTAL Current Assets | | €182,465.68 | |
| Current Liabilities | | | |
| Current Liability Accruals | | | |
| 2151 | Book Grant Received in Advance | 182,465.68 | |
| | | €182,465.68 | |
| Capital & Reserves | | | |

JUNIOR CYCLE SCHOOLBOOKS GRANT SCHEME

The new JCS Scheme

- A. Free schoolbooks for all children in Junior Cycle years
- ✓ This scheme will include all schoolbooks and core classroom resources.
 - ✓ This scheme will be introduced in the 2024/2025 school year.
- B. Administration Support Grant
- ✓ The grant can be used to employ an individual to work for specified number of days to carry out the administrative work on the scheme
- C. The Junior Cycle Schoolbooks Scheme Grant and the Administration Support Grant *received in the 2023/2024 financial year* are for *the next school year 2024/2025*.
- D. *There will be a guideline issued in September outlining how to account for the Grant and related costs in the new Financial Year 24/25*

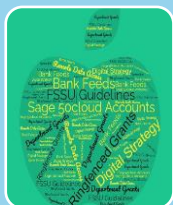
WHAT IS NEW FOR THE FINANCIAL YEAR 23/24



Department for ICT Grant 23/24



28 – 2023/2024



Capital Expenditure
Non-Capital expenditure

ICT GRANT 23/24

5.1 Capital Expenditure are for example computer devices, video cameras, speakers, interactive presentation technologies, visualisers, and equipment including mobile laptop/tablet trollies, printers.

The nominal codes used to record the grant income and expenditure, where spent on capital items are:

| | Nominal Code | Description | Type | Category |
|---------------|--------------|-----------------------------|--------------------|------------------------------|
| Grant Receipt | 3921 | DE ICT Grant Capital Income | Capital & Reserves | Contribution to Fixed Assets |
| Expense | 1461 | Capital: ICT Additions | Fixed Assets | Fixed Assets |

5.2 Non-Capital Expenditure are for example subscriptions to apps, licence fees for software for a year or less (note where product licences are purchased with a device these do not expire and can be included in capital expenditure).

Learning platforms – these are generally cloud based applications used to support the teaching and learning process. Some of the most popular learning platforms and tools being used by schools are Google G Suite for Education (including Google Classroom) or Microsoft Office 365/Teams, Apple, Schoology, Edmodo, Schoolwise, KhanAcademy and Zoom.

The nominal codes used to record the grant income and expenditure, where spent on non-capital items are:

| | Nominal Code | Description | Type | Category |
|---------------|--------------|-------------------------------|-------------|-----------------------------|
| Grant Receipt | 3230 | ICT Grant Non-Capital Income | Income | Department of Education |
| Expense | 4410 | ICT Grant Non-Capital Expense | Expenditure | Education Other Expenditure |

FUNDING FOR SOLAR PANELS FOR SCHOOLS

5. Accounting Treatment for Solar Panels

The nominal codes to be used to account for the grant received, the expenditure of the grant and any unspent balance are set out below.

A new department in the accounts package should be set up for the Solar Panels.

5.1 When the grant income is received

| Action | DR/CR | Nominal Code | Description |
|-----------------------|-------|--------------|-----------------------------------------------------|
| Grant Monies Received | DR | 1800 | Current Account 1 Current Asset |
| | CR | 2171 | Other Ringfenced Grant Unspent Current Liability |

Schools will be invited to participate

Code costs to 3940

At year end value in 3940 for SP will be the value of the journal entry to move spent grant from 2171 to 3900

1. Introduction

The SPP is a devolved programme. This means that school authorities will be provided with funding from the Department to have solar panels installed by a registered contractor, with guidance from the Department.

The SPP will be a phased programme, with the first phase commencing in November 2023.

2. Eligible Works

The funding will cover the provision of 6kW of roof-mounted solar PV - approximately 16 solar panels - and all associated inverters, cabling etc. to connect the panels to the school's main distribution board.

Minor enabling works such as connection modifications to the main electrical distribution board may also be funded.

Connection to the grid will be included, to allow excess generated renewable solar energy to be exported to the grid when schools are closed.

Monitoring software will be provided to each school, along with a flat screen display monitor located in a central school area to allow review of the energy generated each day for staff and students. This information can be used by the school in the teaching and learning environment.

Battery storage and power diverters will not be eligible for funding under this programme.

This will be the first capital delivery programme of its kind to be implemented using the School Hub to maximize two-way engagement between schools and the Department. The Hub platform will provide a simple, clear and efficient application and approvals process for schools applying for the Schools PV Programme.

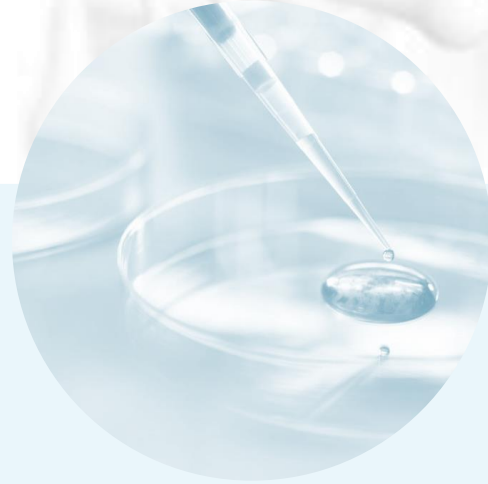
Current Issues

- Charities Regulator Annual Return
- Payments to Exam Personnel 2024
- School Administration Personnel Training Webinar Recording
- Accounting Treatment for Solar Panels
- Accounting for Schoolbooks Scheme for Junior Cycle

3. VAT on the supply and installation of solar panels

From 1 January 2024, the zero rate applies to the supply and installation of solar panels on or adjacent to immovable goods, being recognised schools.

VAT Return: Where zero rate applies, the board is not required to return VAT to Revenue on the relevant invoices.

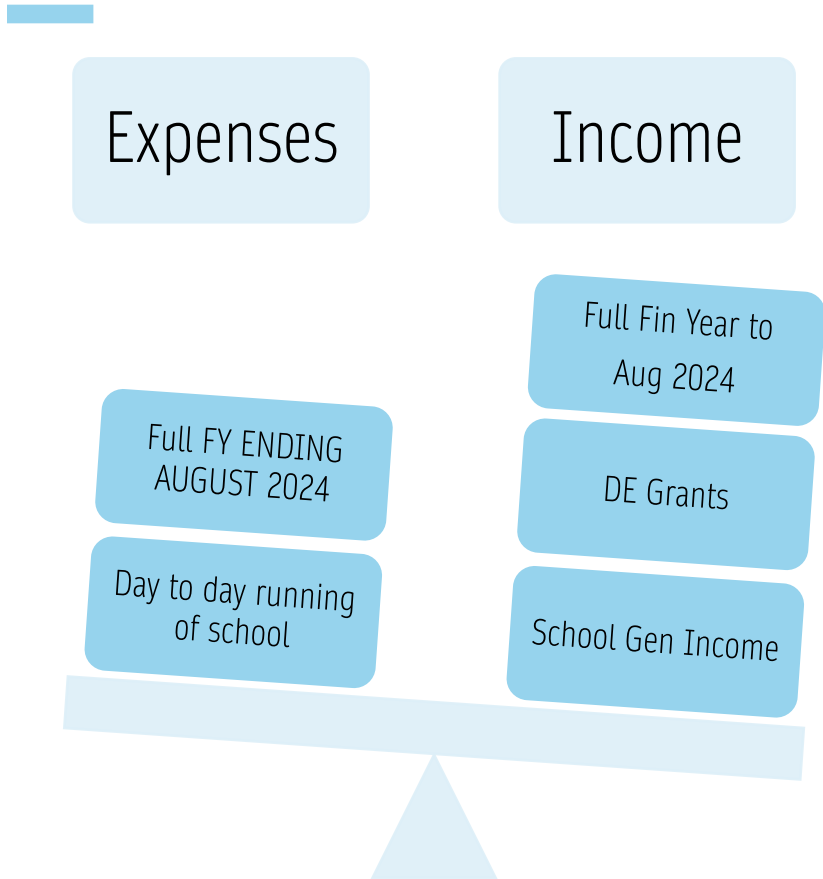


3. REVIEWING THE INCOME & EXPENDITURE REPORT

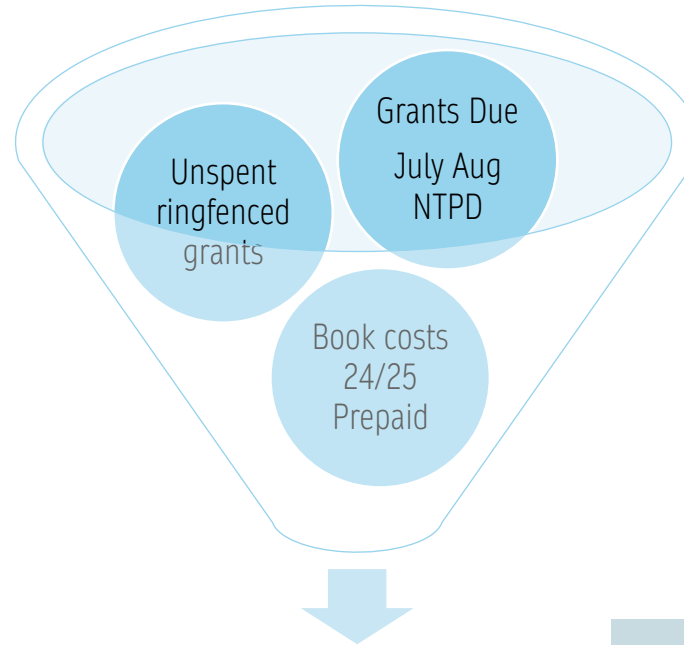
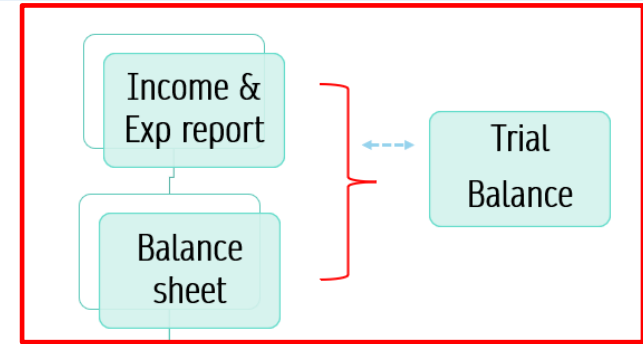
VITAL FOR THE ACCURACY OF THE YEAR END ACCOUNTS

KEY POINTS TO REMEMBER

General Ledger & Year end accounts file



| | |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Perform a data check by running a Nominal only recalculation | Click Settings > Data > Nominal Only Recalculation |
| Final Data check | Run the <u>Simple Trial Balance report</u> to ensure the totals match for debits and credits |



Balance sheet @ 31.8.2024

INCOME & EXPENDITURE ACCOUNT REVIEW OUTLINE APPROACH



| I&E Review steps | Comments | Initial overview | Nominal activity review Findings | Outstanding items |
|------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|
| 1 | An overview of the I&E Bottom line ? | Reasonable compared with PY and Budget? Avoid surprises | Loss showing | |
| 2 | School Income review | Investigate Variances from PY and budget Review GL activity Have all relevant grants been received | Review school generated income | |
| 3 | School Expenditure review | Review GL activity Follow up Variances with prior year & budget | Review repairs | |
| 4 | Review of ringfenced grants | <i>How much of the grant is spent?</i> | <i>Prepare schedule</i> | |
| 5 | Review of school generated income | <i>How does income compare with spend to date</i> | <i>Prepare schedule</i> | <i>Will identify any issues</i> |
| 6 | Journal adjustments for unspent ringfenced grants | | | Record journal entry |
| 7 | Balance sheet review | Any unexplained balances will have implications for the I&E report | | Review Balance sheet |

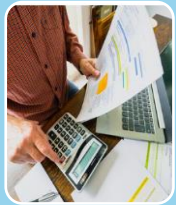
| From: | Month 1, September 2023 | To: | Month 12, August 2024 | | | | |
|-------------------------------------------------------|-------------------------|----------------|-----------------------|---------------|--------|----------------|------------|
| Chart of Accounts: | | | | Period | Budget | Difference | Prior Year |
| Income | | | | | | | |
| Total Department Income: | | 757,712 | 700,000 | 57,712 | | 889,969 | |
| Total School Generated Income: | | 58,809 | 47,550 | 11,259 | | 55,000 | |
| Total Other Income: | | 25,904 | 22,600 | 3,304 | | 27,684 | |
| TOTAL Income: | | 842,425 | 770,150 | 72,275 | | 972,653 | |
| Expenditure | | | | | | | |
| Total Education Salaries: | | 35,936 | 50,500 | -14,564 | | 48,963 | |
| Total Education Other: | | 218,435 | 235,420 | -16,985 | | 247,760 | |
| Total Repairs Maintenance & Establishment: | | 294,932 | 257,550 | 37,382 | | 308,413 | |
| Total Administration: | | 262,167 | 196,780 | 65,387 | | 332,885 | |
| Total Financial: | | 33,430 | 30,350 | 3,080 | | 33,910 | |
| TOTAL Expenditure: | | 844,900 | 770,600 | 74,300 | | 971,931 | |
| NET PROFIT/(LOSS) | | -2,475 | -450 | -2,025 | | 722 | |

Key review steps summary

- ✓ I&E – DAY TO DAY running of school
- ✓ I&E – For the Financial Year
- ✓ How do figures look overall?
- ✓ Check postings in general ledger activity
- ✓ Look at figures line by line
- ✓ Are there unusual variances?
- ✓ Make any necessary amendments



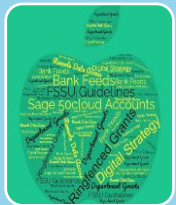
SCHOOL GRANTS



Grants list 23/24 for guidance



Review postings in nominal activity report for accuracy



Schedule & Review the spending of the ringfenced grants

REVIEW DEPARTMENT INCOME

| 2024 | | | | | |
|---------------------------------------|---------------------------------------------|--------------------|--------------------|-------------------|--------------------|
| Code | Description | Current Period | Budget | Variance | Comp. Period |
| | | € | € | € | € |
| Income and Expenditure Account | | | | | |
| Income | | | | | |
| Income Department Grants | | | | | |
| 3010 | Capitation/Non Pay Budget | 291,940.53 | 286,360.00 | 5,580.53 | 290,181.10 |
| 3030 | Non Teachers Pay Budget | 114,476.58 | 152,063.00 | -37,586.42 | 190,590.36 |
| 3050 | Ancillary/School Support Services Grant | 120,172.50 | 120,050.00 | 122.50 | 121,275.01 |
| 3150 | Book Grant | 9,552.00 | 23,520.00 | -13,968.00 | 23,760.00 |
| 3155 | School Library Books Capital Grant | 18,025.30 | - | 18,025.30 | -18,025.30 |
| 3200 | Transition Year Grant | 4,180.00 | 5,700.00 | -1,520.00 | 5,795.00 |
| 3210 | Leaving Cert Applied Grant | 3,473.00 | 3,020.00 | 453.00 | 4,228.00 |
| 3220 | Grant for Traveller Students | 1,281.00 | 213.50 | 1,067.50 | 1,494.50 |
| 3230 | ITC Grant Non Capital | 8,500.00 | - | 8,500.00 | - |
| 3240 | Supervision/Substitution | 22,307.65 | 19,459.00 | 2,848.65 | 21,899.58 |
| 3245 | Physica / Chemistry Grant | 1,365.00 | 1,456.00 | -91.00 | 1,196.00 |
| 3255 | State Exam Income | 28,782.69 | - | 28,782.69 | 18,706.26 |
| 3270 | Sports Complex | 44,000.00 | 44,000.00 | - | 44,000.00 |
| 3271 | WWGS | - | - | - | 700.00 |
| 3288 | COVID Capitation for Cleaning and PPE Grant | - | - | - | 77,674.00 |
| 3289 | Once-Off Cost of Living Grant | 81,456.25 | - | 81,456.25 | 106,494.75 |
| 3290 | Other Non Capital DE Grant Income | 7,029.00 | - | 7,029.00 | - |
| 3293 | Summer Provision Grant | 1,170.00 | 1,170.00 | - | - |
| 3294 | Bus Escort Grant | - | 14,000.00 | -14,000.00 | - |
| | | €757,711.50 | €671,011.50 | €86,700.00 | €889,969.26 |

REVIEWING GRANT INCOME

General Ledger Account Activity Back Print Excel

BASED ON: Transaction Date

DATE FROM: 01/09/2023

DATE TO: 31/08/2024

ACCT. CODE FROM: 3010

ACCT. CODE TO: 3299

Run

General ledger

- Review each Grant code
- In conjunction with
- Grants 23/24 Guideline

Review

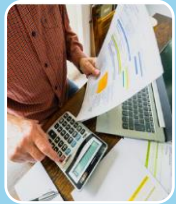
- Income will be a credit posting
- No netting of expenses against income

| Tasks | Likely questions |
|-----------|-----------------------------------------------------------------------------------------------|
| Monitor | Reports are a snapshot of the school's financial performance, they answer pertinent questions |
| | 1. Bottom Line Overview |
| DE Grants | 2. Overall Dept Income figures |
| | 3. Have all DE grants been received? |
| | 4. Have grants received for specific purposes spent appropriately? |

| 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 | 4 | Jan/Apr/July/Oct | 25% deduction is applied to PPP schools | <3010> |
| | And Minor works grant: | €10,000 + €6 per pupil | | | Minor Works grant is not payable to PPP schools | |
| 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 Equality Of Opportunity in Schools) | - | 1 | Payable in advance for 23/24 yr. (TBC) | Queries in relation to DEIS Grant should be directed to Social Inclusion Unit in the Dept. | <3020> |
| 4 | School Support Services Grant | 2023: €122.50 | 3 | Nov/Mar/Jun | 25% deduction is applied to PPP schools Minimum grant based on | <3050> |

| Code | Date | Doc.No. | Type | Details | Debit | Credit | Balance | All other departm |
|----------------------------------------------|------------|---------|------|------------------------------------|-------|-------------|--------------|-------------------|
| 3010-Capitation/Non Pay Budget | | | | | | | | |
| | 01/09/2023 | | | Balance Forward | - | - | - | |
| 3010 | 10/10/2023 | 1057 | RCPT | NP Non Pay 4Th Instalment | - | 79,016.90 | -79,016.90 | |
| 3010 | 09/01/2024 | 1129 | RCPT | NP NON PAY 1st Instalment 2024 | - | 65,065.50 | -144,082.40 | |
| 3010 | 16/04/2024 | 1390 | RCPT | NP NON PAY 2nd INSTALMENT | - | 65,065.50 | -209,147.90 | |
| 3010 | 30/07/2024 | 1580 | RCPT | NP NON PAY GRANT 3rd Instalment | - | 82,792.63 | -291,940.53 | |
| Totals: | | | | | - | €291,940.53 | €-291,940.53 | |
| 3030-Non Teachers Pay Budget | | | | | | | | |
| | 01/09/2023 | | | Balance Forward | - | - | - | |
| 3030 | 10/10/2023 | 1058 | RCPT | NTP Non Teacher Pay 4Th Instalment | - | 38,971.98 | -38,971.98 | |
| 3030 | 09/01/2024 | 1128 | RCPT | NTP NON TEACHER PAY 1st Instalment | - | 37,752.30 | -76,724.28 | |
| 3030 | 16/04/2024 | 1391 | RCPT | NTP NON TEACHER PAY 2nd INSTALMENT | - | 37,752.30 | -114,476.58 | |
| Totals: | | | | | - | €114,476.58 | €-114,476.58 | |
| 3050-Ancillary/School Support Services Grant | | | | | | | | |
| | 01/09/2023 | | | Balance Forward | - | - | - | |
| 3050 | 07/12/2023 | 1112 | RCPT | SSSF 1st Instalment | - | 40,425.00 | -40,425.00 | |
| 3050 | 30/04/2024 | 1393 | RCPT | SSSF 2nd INSTALMENT | - | 39,873.75 | -80,298.75 | |
| 3050 | 25/06/2024 | 1569 | RCPT | SSSF 3rd Instalment | - | 39,873.75 | -120,172.50 | |

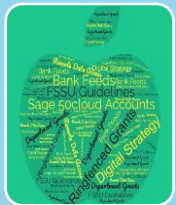
ACCOUNTING FOR GRANTS RECEIVED IN ADVANCE



DE Remittance advice



Record Book Grant received in June 24 into code 2151



Review General ledger activity for accuracy of postings

BrightBooks for C&C Schools Quick Reference Guide

Accounting for Grants Received in Advance

What are Grants received in advance?


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

| Grant | Received in | For the period | Element in advance |
|------------------------|-------------------------------|--------------------------------------|--------------------|
| Non-Pay Grant | July | July/August/September | 1/3 |
| Non-Teaching Pay Grant | Only received in September 24 | July/August/September | - |
| Book Grant | June | Next School Year September/August | 100% |
| SSSF Grant | June | July/August/September/October | 50% |
| DEIS Grant | June | Next School Year September/August | 100% |

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

1. Journal adjustment is required in BrightBooks for grants received in advance

Posting the element of the grant received in advance.

 **Step 3**

Instructions

- Under 'General Ledger' > select 'Journals' > Add
- In the Date box > Enter the year end date
- In the Ref No. > Enter Yr End Adj
- Enter the information from the excel sheet 'Calculate grant received in advance'.

| Calculation of Grants Received in Advance Template | | | | | |
|----------------------------------------------------|--------------------|--------------------|----------------------|---------------------------------|----------------------------------|
| School Name | Sample C&C school | | | | |
| School Roll Number | 12345A | | | | |
| Year Ended | 31st August 20XX | | | | |
| Grant Name | € Amount Received | Element in Advance | € Element in Advance | Brightbooks Accounts Debit Code | Brightbooks Accounts Credit Code |
| Non-Pay Grant | €82,794.00 | 1/3 | 27,598.00 | 3010 | 2150 |
| Non-Teaching Pay Grant | | 1/3 | - | 3030 | 2150 |
| SSSF Grant | €39,873.00 | 50% | 19,936.50 | 3050 | 2150 |
| Book Grant for Senior Cycle | | 100% | - | 3150 | 2151 |
| Free Book Scheme Grant for Junior Cycle | | 100% | - | 3151 | 2151 |
| Free Book Scheme Administration Grant | | 100% | - | 3152 | 2151 |
| DEIS Grant | | 100% | - | 3020 | 2152 |
| | €122,667.00 | | €47,534.50 | | |

| Date | Ref | Type | Note | Code | Item Line Note | Debit | Credit | Division |
|------------|------------|---------|-------------------------------------------|------|----------------------------|-------|--------|----------|
| 31/08/20XX | YR END ADJ | Journal | Non-Pay Grant Element Received in Advance | 3010 | Non-Pay Grant | 27598 | | NPG |
| 31/08/20XX | YR END ADJ | Journal | Non-Pay Grant Element Received in Advance | 2150 | Grants Received in Advance | | 27598 | NPG |
| 31/08/20XX | YR END ADJ | Journal | SSSF grant element received in advance | 3050 | SSSF Grant | 19937 | | SSSF |
| 31/08/20XX | YR END ADJ | Journal | SSSF grant element received in advance | 2150 | Grants Received in Advance | | 19937 | SSSF |

2. Calculating Non Teacher Pay grant due at 31.8.2024

| WORKSHEET: CALCULATION UNSPENT GRANTS | | | | | | | |
|---------------------------------------|--------------|----------------|-------------------------------------------|--------------|----------------|-----------------|-------------|
| GRANT | INCOME | | | EXPENDITURE | | Surplus/Deficit | Comment |
| | NOMINAL CODE | ENTER € AMOUNT | | NOMINAL CODE | ENTER € AMOUNT | € | |
| Non-Teacher Pay Grant | 3030 | 114477 | | | | | |
| | | 12,990 | | | | | |
| NTPG - Clerical officers salaries | | | NTPG - Clerical officers salaries | 6010 | 44528 | | |
| NTPG - Caretakers salaries | | | NTPG - Caretakers salaries | 5010 | 72006 | | |
| NTPG - Cleaners salaries | | | NTPG - Cleaners salaries | 5110 | 60106 | | |
| NTPG - Pensioners salaries | | | NTPG - Pensioners salaries | 7500 | 1289 | | |
| Non-Teacher Pay Grant Balance | | | | | | -50,462 | 1730 50,462 |
| Capital Grant: Building | 3900 | | DE Capital Building Grant Expense | 3940 | | 0 | |
| Capital Grant: Equipment | 3920 | | Capital: Fixtures, Fittings and Equipment | 1421 | | 0 | |

| 3030-Non Teachers Pay Budget | | | | | | | |
|------------------------------|------------|------|------|------------------------------------|---|-------------|--------------|
| 3030 | 01/09/2023 | | | Balance Forward | - | - | - |
| 3030 | 10/10/2023 | 1058 | RCPT | NTP Non Teacher Pay 4Th Instalment | - | 38,971.98 | -38,971.98 |
| 3030 | 09/01/2024 | 1128 | RCPT | NTP NON TEACHER PAY 1st Instalment | - | 37,752.30 | -76,724.28 |
| 3030 | 16/04/2024 | 1391 | RCPT | NTP NON TEACHER PAY 2nd INSTALMENT | - | 37,752.30 | -114,476.58 |
| Totals: | | | | | - | €114,476.58 | €-114,476.58 |

2. Journal adjustment for Non Teacher Pay grant due at 31.8.2024

General Ledger

Chart of Accounts **Journals** VAT Returns VIES INTRASTAT

Journals

Code

If the Nominal Code exists and you know its code, type it here. Otherwise, click the lookup button to select.

JOURNALS DETAILS

DATE

REF NO.

TYPE

[Add Attachment](#)

Max file size 4 MB.

| Code | Description | Notes | Debit | Credit | DEP |
|-----------------------------------|-----------------------------------------|------------------------------------------------|----------------------------------------|-----------------------------------|---------------------------------|
| 3030 | Non Teachers Pay Budget | Quarter 3 NTP due | 0.00 | 50,462.00 | NTP |
| <input type="text" value="1730"/> | <input type="text" value="Grants Due"/> | <input type="text" value="Quarter 3 NTP due"/> | <input type="text" value="50,462.00"/> | <input type="text" value="0.00"/> | <input type="text" value="██"/> |
| | | | 0.00 | ██ | |
| | | | | | |
| | | | | | |

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

Total Debit Amount 50,462.00

Total Credit Amount 50,462.00



3. Calculating Unspent Ringfenced Grants @ 31.8.2024

| WORKSHEET: CALCULATION UNSPENT GRANTS | | | | | | | | |
|---------------------------------------|--------------|----------------|--------------------------------------------|--------------|----------------|-----------------|------|---------|
| GRANT | INCOME | | | EXPENDITURE | | Surplus/Deficit | | Comment |
| | NOMINAL CODE | ENTER € AMOUNT | | NOMINAL CODE | ENTER € AMOUNT | € | | |
| Book Grant | 3150 | | Book Grant Expenses | 4730 | 0 | 0 | 2160 | 9552 |
| School Library Books Capital Grant | 3155 | 18025 | School Library Books Capital Grant Expense | 4641 | 563 | 17462 | 2161 | 17462 |
| Supervision & Substitution Grant | 3240 | 22308 | Supervision & Substitution Expense | 4150 | 10987 | 11321 | 2170 | 11321 |
| Bus Escort Grant | 3294 | | Bus Escort Salary Expense | 4196 | | 0 | | |
| DEASP School Meals Grant | 3296 | | DSP School Meals Food Costs | 4912 | | 0 | | |
| COVID Minor Works Grant Non Capital | 3277 | | COVID Minor Works Expense Non Capital | 5316 | | 0 | | |
| Attendance Campaign Grant | 3290 | 7029 | Wellbeing | 4635 | 1804 | 5225 | 2171 | 5225 |
| ICT Grant - Non capital | 3230 | | ICT Grant Non-Capital Expense | 4410 | | 0 | | |
| ICT Grant - Capital | 3921 | | Capital: ICT | 1461 | | 0 | | |
| Non-Teacher Pay Grant | 3030 | 114477 | | | | | | |
| | | 12,990 | | | | | | |
| | | 50,462 | | | | | | |
| NTPG - Clerical officers salaries | | | NTPG - Clerical officers salaries | 5010 | 44528 | | | |
| NTPG - Caretakers salaries | | | NTPG - Caretakers salaries | 6010 | 72006 | | | |
| NTPG - Cleaners salaries | | | NTPG - Cleaners salaries | 5110 | 60106 | | | |
| NTPG - Pensioners salaries | | | NTPG - Pensioners salaries | 7500 | 1289 | | | |
| Non-Teacher Pay Grant Balance | | | | | | 0 | 1730 | 50,462 |
| Capital Grant: Building | 3900 | | DE Capital Building Grant Expense | 3940 | | 0 | | |
| Capital Grant: Equipment | 3920 | | Capital: Fixtures, Fittings and Equipment | 1421 | | 0 | | |

3. Recording the Journal adjustment for Unspent ringfenced Grants @ 31.8.2024 in Brightbooks

STEPS



In BrightBooks Accounts select


Nominal > Journal entry

Record the debits and credits

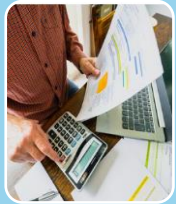
Use relevant department numbers for reporting purposes

JOURNALS DETAILS

DATE: 31/08/2024  REF NO.: TYPE: Journal  [Add Attachment](#)
Max file size 4 MB.

| Code | Description | Notes | Debit | Credit | AOD |
|------|--------------------------------------------|--------------------|-----------|-----------|-------------------------------------------------------------------------------------------|
| 3155 | School Library Books Capital Grant | Unspent @31.8.2024 | 17,462.00 | 0.00 | LIBRA |
| 2161 | School library Books Capital Grant Unspent | Unspent @31.8.2024 | 0.00 | 17,462.00 | LIBRA |
| 3240 | Supervision/Substitution | Unspent @31.8.2024 | 11,321.00 | 0.00 | SS |
| 2170 | Supervision and Substitution grant unspent | Unspent @31.8.2024 | 0.00 | 11,321.00 | SS |
| 3290 | Other Non Capital DE Grant Income | Unspent @31.8.2024 | 5,225.00 | 0.00 | ATT |
| 2171 | Other Ringfenced Grants Unspent | Unspent @31.8.2024 | 0.00 | 5,225.00 | ATT  |

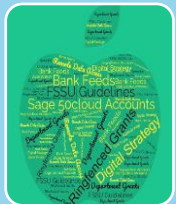
SCHOOL INCOME



Compare with budget & Prior Year



Review postings in nominal activity report for accuracy



Schedule & Review the spending of the school income

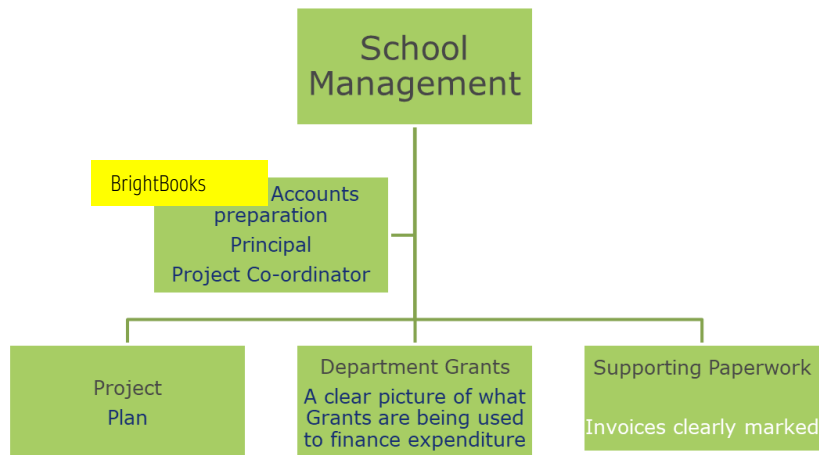
Does the income cover the cost it was collected for?

REVIEW SCHOOL GENERATED & OTHER INCOME

| Income School Generated | | | | | |
|-------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| 3300 | Education Fees (Fee paying schools) | 100.00 | - | 100.00 | 400.00 |
| 3301 | Charity Income | 2,633.70 | - | 2,633.70 | 2,824.00 |
| 3302 | LCA | 1,380.84 | - | 1,380.84 | 983.75 |
| 3310 | TY Transition Year Income | 11,565.00 | 13,500.00 | -1,935.00 | 7,601.25 |
| 3330 | Book Rental Scheme | 500.00 | - | 500.00 | 1,210.00 |
| 3370 | Locker Income | 8,636.00 | 6,050.00 | 2,586.00 | 8,135.00 |
| 3375 | Journals and Year Book Income | 786.00 | 1,000.00 | -214.00 | 175.00 |
| 3390 | School Administration Charges | 16,164.99 | 16,000.00 | 164.99 | - |
| 3395 | Practical Subjects Income | 738.81 | - | 738.81 | - |
| 3410 | Adult Education Income | - | - | - | -1.43 |
| 3490 | After School Study/Club | 3,958.96 | 1,000.00 | 2,958.96 | 1,595.00 |
| 3495 | Mock Exam Income | - | 9,000.00 | -9,000.00 | - |
| 3496 | EXAMS PAPERS INCOME | 825.00 | - | 825.00 | 1,072.45 |
| 3510 | Bus Income | 569.10 | - | 569.10 | 365.00 |
| 3520 | School Musical/drama | - | 1,000.00 | -1,000.00 | 1,550.00 |
| 3530 | School Tours | 9,409.70 | - | 9,409.70 | 4,719.45 |
| 3570 | Other School Generated Income | 1,540.51 | - | 1,540.51 | 934.97 |
| | | €58,808.61 | €47,550.00 | €11,258.61 | €31,564.44 |



| Review of school generated income | | | | | | | | |
|-----------------------------------|---------------------------|-----------------|------------------|----------------------------|----------------------|-----------------------------------------------------------|-------------------|-------------------------|
| Income Code | Income | Income Amount € | Expenditure Code | Expenditure | Expenditure Amount € | Check figures for accuracy - comments | Surplus/Deficit € | Comment |
| 3310 | Transition Year Income | 11565 | 4590 | Transition Year Expense | 14409 | Discuss with TY Co-ordinator | -2844 | TY Grant = 4180 |
| 3495 | Mock Exam Income | 0 | 4750 | Mock Exam Expense | 10020 | Investigate where income was posted to and amend | -10020 | |
| 3490 | After School Study Income | 3956 | 4190 | After School Study Expense | 6399 | Check cost for completeness and discuss with co-ordinator | -2443 | Ensure cost is complete |
| 3520 | School Musical Income | 0 | 4720 | School Musical Expense | 3286 | Investigate where income was posted to and amend | -3286 | |
| 3530 | School Tours Income | 9410 | 4710 | School Tour Expense | 10788 | Check cost for completeness and discuss with co-ordinator | -1378 | Check costs |

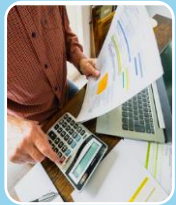


Discuss the figures with the co-ordinators & principal

Share and review the Nominal activity for the codes for accuracy and completeness.

Knowing how the projects performed in the year enables discussion and planning for the next year

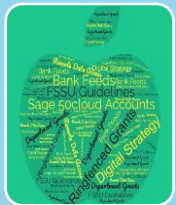
REVIEWING SCHOOL EXPENDITURE



If less than budget or PY check accuracy



If greater than Budget or PY – Analyse the overspends



Review general ledger activity for accuracy of postings

REVIEW SUMMARY OF EXPENDITURE

| From: | Month 1, September 2023 | To: | Month 12, August 2024 | | |
|-------------------------------------------------------|-------------------------|----------------|-----------------------|-------------------|-------------------|
| Chart of Accounts: | | | | | |
| | | <u>Period</u> | <u>Budget</u> | <u>Difference</u> | <u>Prior Year</u> |
| Income | | | | | |
| Total Department Income: | | 757,712 | 672,512 | 85,200 | 889,969 |
| Total School Generated Income: | | 58,809 | 47,550 | 11,259 | 31,565 |
| Total Other Income: | | 25,904 | 2,600 | 23,304 | 7,684 |
| TOTAL Income: | | 842,425 | 722,662 | 119,763 | 929,218 |
| Expenditure | | | | | |
| Total Education Salaries: | | 35,936 | 50,500 | -14,564 | 48,963 |
| Total Education Other: | | 218,435 | 235,420 | -16,985 | 247,760 |
| Total Repairs Maintenance & Establishment: | | 294,932 | 257,550 | 37,382 | 334,413 |
| Total Administration: | | 262,167 | 196,780 | 65,387 | 350,885 |
| Total Financial: | | 33,430 | 30,350 | 3,080 | 31,910 |
| TOTAL Expenditure: | | 844,900 | 770,600 | 74,300 | 1,013,931 |
| NET PROFIT/(LOSS) | | -2,475 | -47,938 | 45,463 | -84,713 |

REVIEW EDUCATIONAL SALARIES FOR COMPLETENESS

General ledger

- Review each code for completeness & accuracy

Review

- Remember
- Expense will be a Dr posting
 - Final pay week and PAYE costs for August included

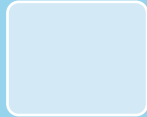
| GRANT | INCOME | | | EXPENDITURE | | Surplus/Deficit |
|-----------------------------------|--------------|----------------|-------------------------------------------|--------------|----------------|-----------------|
| | NOMINAL CODE | ENTER € AMOUNT | | NOMINAL CODE | ENTER € AMOUNT | € |
| Non-Teacher Pay Grant | 3030 | 114477 | | | | |
| | | 12,990 | | | | |
| NTPG - Clerical officers salaries | | | NTPG - Clerical officers salaries | 5010 | 44528 | |
| NTPG - Caretakers salaries | | | NTPG - Caretakers salaries | 6010 | 72006 | |
| NTPG - Cleaners salaries | | | NTPG - Cleaners salaries | 5110 | 60106 | |
| NTPG - Pensioners salaries | | | NTPG - Pensioners salaries | 7500 | 1289 | |
| Non-Teacher Pay Grant Balance | | | | | | -50,462 |
| Capital Grant: Building | 3900 | | DE Capital Building Grant Expense | 3940 | | 0 |
| Capital Grant: Equipment | 3920 | | Capital: Fixtures, Fittings and Equipment | 1421 | | 0 |

REVIEW EDUCATIONAL COSTS

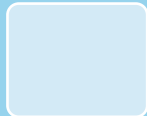
ICT NON CAPITAL COSTS



If less than budget or PY
check accuracy



If greater than Budget or PY
– Analyse the overspends



Review nominal activity for
accuracy of postings



Journal entry for ICT income

Dr 3921 14,146
Cr 3220 14,146

| Code | Date | Doc.No. | Type | Details | Debit | Credit | Balance | All other departments |
|------------------------------------------|------------|---------------|------|---------|-------------------|----------|-------------------|-----------------------|
| 4410-Non Capital Computers / ICT Expense | | | | | | | | |
| 4410 | 01/09/2023 | | | | - | - | - | |
| 4410 | 11/09/2023 | 5045865 | PINV | | 3,690.00 | - | 3,690.00 | |
| 4410 | 07/11/2023 | 11142 | PINV | | 3,832.68 | - | 7,522.68 | |
| 4410 | 04/01/2024 | 1412231 | PINV | | 104.45 | - | 7,627.13 | |
| 4410 | 04/01/2024 | 23-030 | PINV | | 3,128.00 | - | 10,755.13 | |
| 4410 | 24/04/2024 | 1504241 | PINV | | 164.23 | - | 10,919.36 | |
| 4410 | 24/04/2024 | I24-008 | PINV | | 2,156.42 | - | 13,075.78 | |
| 4410 | 15/05/2024 | 5254749 | PINV | | 58.29 | - | 13,134.07 | |
| 4410 | 15/05/2024 | 202404-171531 | PINV | | 233.09 | - | 13,367.16 | |
| 4410 | 04/06/2024 | 310524 | PINV | | 80.00 | - | 13,447.16 | |
| 4410 | 04/06/2024 | I24-008 | PINV | | 495.98 | - | 13,943.14 | |
| 4410 | 04/06/2024 | 122023 | PINV | | 63.96 | - | 14,007.10 | |
| 4410 | 19/06/2024 | 013811 | PINV | | 139.22 | - | 14,146.32 | |
| Totals: | | | | | €14,146.32 | - | €14,146.32 | |
| Totals: | | | | | €14,146.32 | - | €14,146.32 | |

Are these costs all non capital?

General Ledger Account Activity [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

BASED ON: Transaction Date
 DATE FROM: 01/09/2023
 DATE TO: 31/08/2024
 ACCT. CODE FROM: From
 ACCT. CODE TO: To
 AOD: ICT

[Run](#) [Advanced Settings](#)

REVIEW MAINTENANCE COSTS



Expenditure Repairs, Maintenance and Establishment

| | | | | | |
|------|-----------------------------------------------------------|--------------------|--------------------|-------------------|--------------------|
| 5170 | Cleaning Materials | 13,136.57 | 5,550.00 | 7,586.57 | 1,756.99 |
| 5175 | Other Cleaning and Sanitation Expense | 3,872.34 | 1,700.00 | 2,172.34 | 1,161.85 |
| 5310 | Repairs-Buildings/Grounds | 36,251.44 | 20,500.00 | 15,751.44 | 24,700.34 |
| 5316 | Covid Minor Works Grant Expense | - | - | - | 10,413.61 |
| 5350 | Repairs-Furniture, Fittings, Equipment | 4,263.09 | 8,400.00 | -4,136.91 | 2,708.57 |
| 5400 | Routine Security | 17,157.37 | 4,800.00 | 12,357.37 | 4,264.49 |
| 5450 | General Insurance | - | 4,500.00 | -4,500.00 | 3,700.00 |
| 5510 | Heating | 39,248.88 | 41,000.00 | -1,751.12 | 39,873.18 |
| 5550 | Light and Power | 31,500.44 | 25,100.00 | 6,400.44 | 20,100.18 |
| 5610 | Refuse Expense | 8,332.84 | 9,500.00 | -1,167.16 | 9,428.91 |
| 5800 | Other Repairs and Maintenance | 4,555.68 | 8,000.00 | -3,444.32 | 4,217.82 |
| 5802 | Covid PPE Grant Expense - Inactive | - | - | - | -10,413.61 |
| 5804 | Covid Capitation for Cleaning Wages Exp | - | - | - | 39,705.07 |
| 5806 | COVID Capitation for Cleaning (Non wages) and PPE Expense | - | - | - | 37,968.53 |
| | | €294,932.83 | €257,550.00 | €37,382.83 | €334,412.95 |

G Ledger activity

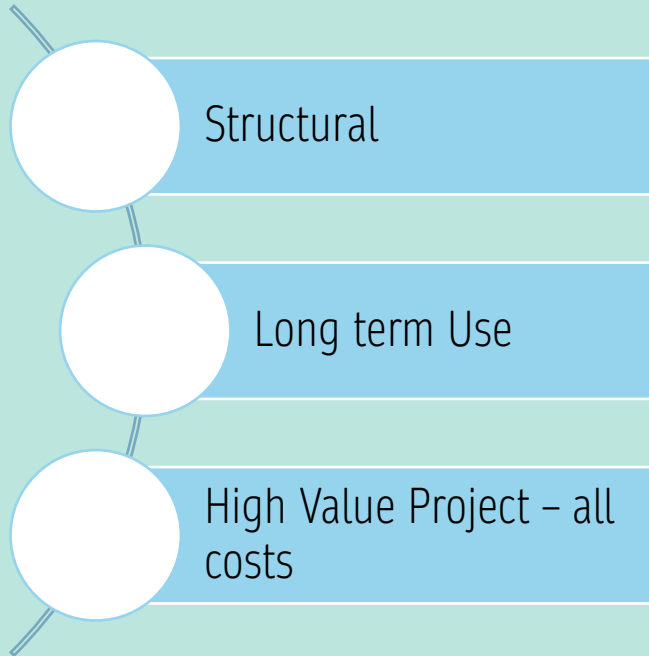
Explanation for variance

Check for completeness

CHECK REPAIR NOMINAL CODES FOR CAPITAL COSTS

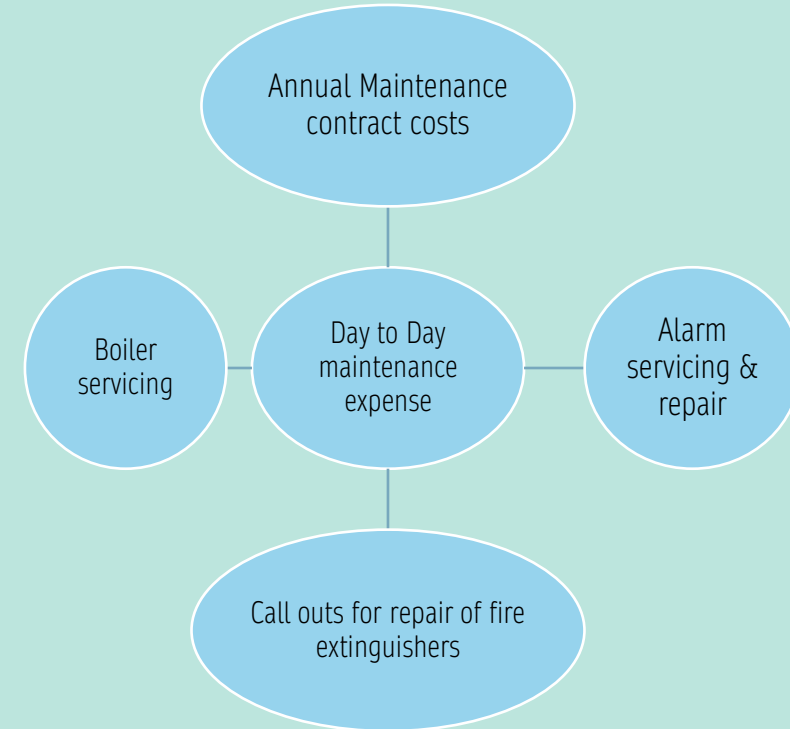


CAPITAL ITEMS



| | |
|--------------------------|----------|
| 0 Reception upgrade | 19600.00 |
| 0 Reception repair | 12040.00 |
| 0 Careys Inv 3875 Cert 3 | 8220.94 |

REPAIR ITEMS



CHECK REPAIR COSTS

CAPITAL & COMPARISON TO PY



| Code | Date | Doc.No. | Type | Details | Debit | Credit |
|--------------------------------|------------|------------|------|-------------------------------------------------------------------------------------------------------------------|------------|--------|
| 5310-Repairs-Buildings/Grounds | | | | | | |
| 5310 | 01/09/2023 | | | Balance Forward | - | - |
| 5310 | 11/10/2023 | 1110231 | PINV | JUSTIN KENNY THE ROYAL PAINTER-PAINTING STAFF TOILETS / GIRLS A CORREDOR TOILET | 1,280.00 | - |
| 5310 | 07/11/2023 | 2030 | PINV | KN KANE NOLAN ELECTRICAL SERVICES-LIGHTS | 4,525.25 | - |
| 5310 | 04/12/2023 | 2249 | PINV | Coolmine Decor-Repairs-Buildings/Grounds | 218.56 | - |
| 5310 | 04/12/2023 | 2081 | PINV | KN KANE NOLAN ELECTRICAL SERVICES-EXTRA LIGHTS 3 | 738.89 | - |
| 5310 | 19/01/2024 | 7315 | PMT | Nigel Clearly Petro | 9.80 | - |
| 5310 | 22/01/2024 | 7235 | PMT | B WARD - GLASS BROKEN | 400.00 | - |
| 5310 | 31/01/2024 | 7282 | PMT | B WARD GLASS BROKEN CLASSROOM | 1,302.50 | - |
| 5310 | 07/02/2024 | 106803 | PINV | IRISH FENCING SERVICES-FRONT FENCE FIX | 1,120.00 | - |
| 5310 | 19/02/2024 | 6231 | PINV | LDP LOSCHER DESIGN PRACTICE-ROOF | 922.50 | - |
| 5310 | 06/03/2024 | 2097 | PINV | KN KANE NOLAN ELECTRICAL SERVICES-DRIVERS LIGHT | 490.00 | - |
| 5310 | 06/03/2024 | 2141 | PINV | KN KANE NOLAN ELECTRICAL SERVICES-DRIVERS LIGHT | 490.00 | - |
| 5310 | 06/03/2024 | 3076769644 | PINV | BOC Gases Ireland Ltd-Repairs-Buildings/Grounds | 879.33 | - |
| 5310 | 24/04/2024 | 6264 | PINV | LDP LOSCHER DESIGN PRACTICE-Engineering services for additional works to FW | 461.25 | - |
| 5310 | 01/05/2024 | 74243 | PINV | Tony Harmon Ltd-Removed and installed the new foul pump | 8,790.58 | - |
| 5310 | 01/05/2024 | 74244 | PINV | Tony Harmon Ltd-Inspection sewerage tank - pump call out | 1,187.22 | - |
| 5310 | 15/05/2024 | 6242456 | PINV | Topoil Fueling Ireland-Green Diesel | 533.56 | - |
| 5310 | 04/06/2024 | 10330 | PINV | CK FLOORING-PADRAIG'S CARPET - PIPE LEAKING EMERGENCY | 602.70 | - |
| 5310 | 06/08/2024 | 13 | PINV | COMPLETE FINISHES PAINTING-Painting 7 classes, C hall, glass and painting 5 toilets doors, touch ups doors C hall | 9,594.84 | - |
| 5310 | 12/08/2024 | 10362 | PINV | CK FLOORING-FLOORING BOYS TOILET A CORREDOR | 2,704.46 | - |
| Totals: | | | | | €36,251.44 | - |
| Totals: | | | | | €36,251.44 | - |

REPAIR ITEMS

Structural

Long term Use

High Value Project - all costs

| | |
|---------------------------------------------------------------------------------------|----------|
| JUSTIN KENNY THE ROYAL PAINTER-Repairs-Buildings/Grounds PAINTING INTERIOR OF LIBRARY | 1,780.00 |
| JUSTIN KENNY THE ROYAL PAINTER-Repairs-Buildings/Grounds PAINTING BACKSTAGE | 880.00 |
| ROOF AND ENERGY-Repairs-Buildings/Grounds ROOF SPECIALIST | 854.85 |
| BOC Gases Ireland Ltd-gases | 838.06 |
| Coolmine Decor-Repairs-Buildings/Grounds CLASSROOM | 191.91 |
| Leinster Turf Equipment Ltd.-Repairs-Buildings/Grounds | 446.17 |
| PAINT VAT | 710.00 |
| CK FLOORING-TOILETS FLOORING GIRLS ABC | 6,523.92 |
| CK FLOORING-STAGE CARPET | 4,298.54 |
| CK FLOORING-PHIL O'DONNELLS OFFICE CARPET | 838.55 |
| JUSTIN KENNY THE ROYAL PAINTER-PAINTING CANTEEN | 4,300.00 |

CHECK REPAIR COSTS FOR CAPITAL & COMPARISON TO PY

| Date | Ref.No. | Inv. No. | Supplier | Supplier Name | Gross | VAT Code | VAT | Net | Code | Notes | AOD |
|------------|---------|-------------|----------|---------------------------|----------|----------------|------|----------|------|-------------------------------|-----|
| 12/08/2024 | PO1949 | 2879 | LIS001 | LISTER MACHINE TOOLS LTD | 2,117.65 | Z 0.00% | 0.00 | 2,117.65 | 4450 | Service machines | AOD |
| 12/08/2024 | PO1948 | P104165 | PAD003 | PADRAIG O CIARDHA T/A CSS | 2,416.95 | Z 0.00% | 0.00 | 2,416.95 | 4450 | Metalwork / Engineering | AOD |
| 12/08/2024 | | I001-003377 | COO001 | Coolmine Decor | 77.53 | Z 0.00% | 0.00 | 77.53 | 5800 | Other Repairs and Maintenance | AOD |
| 12/08/2024 | | 18292 | DOU001 | DOUGLAS DISPALYS | 4,341.90 | Z 0.00% | 0.00 | 4,341.90 | 1421 | TROPHY DISPLAYS | AOD |
| 12/08/2024 | | 4790 | PMN001 | PMN Security | 4562.70 | Z 0.00% (Zero) | 0.00 | 4562.70 | 5400 | CCTV System and 1 ca | AOD |

5400-Routine Security

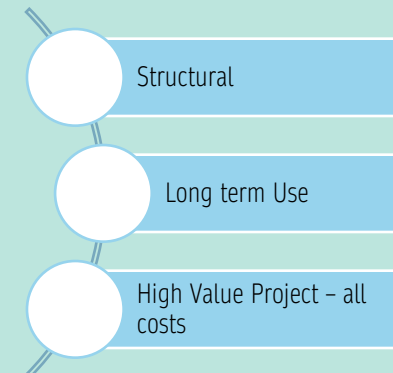
| Date | Ref.No. | Inv. No. | Supplier | Supplier Name | Gross | VAT Code | VAT | Net | Code | Notes | AOD |
|----------------|---------|----------|-------------------------------------------------------------------|-------------------------------------------------------------------|-------------------|----------|----------|-------------------|------|-------|-----|
| 01/09/2023 | | | | Balance Forward | - | | - | - | | | |
| 11/09/2023 | 088523 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 24.60 | | - | 24.60 | | | |
| 07/11/2023 | 108523 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 98.40 | | - | 98.40 | | | |
| 04/12/2023 | 451900 | PINV | PMN Security-CAMERAS INSTALLED | PMN Security-CAMERAS INSTALLED | 2,173.52 | | - | 2,173.52 | | | |
| 04/01/2024 | 128523 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 24.60 | | - | 24.60 | | | |
| 04/01/2024 | 118523 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 24.60 | | - | 24.60 | | | |
| 04/01/2024 | 0252827 | PINV | G4S Monitoring Ireland Ltd.- Service contract jan 2024 - Dec 2024 | G4S Monitoring Ireland Ltd.- Service contract jan 2024 - Dec 2024 | 3,228.75 | | - | 3,228.75 | | | |
| 15/01/2024 | 7230 | PMT | SRC - GSM ALARM SIM rental and alarm notification service. | SRC - GSM ALARM SIM rental and alarm notification service. | 144.53 | | - | 144.53 | | | |
| 24/01/2024 | 4593 | PINV | PMN Security-Routine Security | PMN Security-Routine Security | 300.77 | | - | 300.77 | | | |
| 19/02/2024 | 4606 | PINV | PMN Security-NEW CAMERAS | PMN Security-NEW CAMERAS | 1,884.10 | | - | 1,884.10 | | | |
| 19/02/2024 | 018524 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 49.20 | | - | 49.20 | | | |
| 15/05/2024 | 046624 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 49.20 | | - | 49.20 | | | |
| 04/06/2024 | 4769 | PINV | PMN Security-2 NEW DVRS | PMN Security-2 NEW DVRS | 1,362.00 | | - | 1,362.00 | | | |
| 12/08/2024 | 4790 | PINV | PMN Security-CCTV System and 1 camera | PMN Security-CCTV System and 1 camera | 4,562.70 | | - | 4,562.70 | | | |
| 12/08/2024 | 069724 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 24.60 | | - | 24.60 | | | |
| 12/08/2024 | 4854 | PINV | PMN Security-NEW DIGITAL RECORDER MACHINE | PMN Security-NEW DIGITAL RECORDER MACHINE | 3,178.00 | | - | 3,178.00 | | | |
| 12/08/2024 | 079924 | PINV | Taskforce Security-Routine Security | Taskforce Security-Routine Security | 27.80 | | - | 27.80 | | | |
| Totals: | | | | | €17,157.37 | | - | €17,157.37 | | | |
| Totals: | | | | | €17,157.37 | | - | €17,157.37 | | | |

13,158 OF POTENTIAL CAPITAL COSTS

4,000 FOR DAY TO DAY COSTS compares with Budget and PY

Amend the transactions from 5400 to 1421

CAPITAL



REVIEWING MAINTENANCE COSTS



Expenditure Repairs, Maintenance and Establishment

| | | | | | |
|------|-----------------------------------------------------------|--------------------|--------------------|-------------------|--------------------|
| 5170 | Cleaning Materials | 13,136.57 | 5,550.00 | 7,586.57 | 1,756.99 |
| 5175 | Other Cleaning and Sanitation Expense | 3,872.34 | 1,700.00 | 2,172.34 | 1,161.85 |
| 5310 | Repairs-Buildings/Grounds | 36,251.44 | 20,500.00 | 15,751.44 | 24,700.34 |
| 5316 | Covid Minor Works Grant Expense | - | - | - | 10,413.61 |
| 5350 | Repairs-Furniture, Fittings, Equipment | 4,263.09 | 8,400.00 | -4,136.91 | 2,708.57 |
| 5400 | Routine Security | 17,157.37 | 4,800.00 | 12,357.37 | 4,264.49 |
| 5450 | General Insurance | - | 4,500.00 | -4,500.00 | 3,700.00 |
| 5510 | Heating | 39,248.88 | 41,000.00 | -1,751.12 | 39,873.18 |
| 5550 | Light and Power | 31,500.44 | 25,100.00 | 6,400.44 | 20,100.18 |
| 5610 | Refuse Expense | 8,332.84 | 9,500.00 | -1,167.16 | 9,428.91 |
| 5800 | Other Repairs and Maintenance | 4,555.68 | 8,000.00 | -3,444.32 | 4,217.82 |
| 5802 | Covid PPE Grant Expense - Inactive | - | - | - | -10,413.61 |
| 5804 | Covid Capitation for Cleaning Wages Exp | - | - | - | 39,705.07 |
| 5806 | COVID Capitation for Cleaning (Non wages) and PPE Expense | - | - | - | 37,968.53 |
| | | €294,932.83 | €257,550.00 | €37,382.83 | €334,412.95 |

Check for completeness

✘
Review and amend transactions to fixed assets additions code 1421

REVIEW ADMIN EXPENDITURE



| Code | Description | Budget | Actual | Variance | Balance |
|------|-----------------------------------------------|-----------|-----------|-----------|-----------|
| 6350 | Office Equipment | 571.79 | 1,500.00 | -928.21 | 92.95 |
| 6355 | Non ICT Grant Funded Office Computers Expense | 30,990.84 | - | 30,990.84 | 28,437.50 |
| 6400 | Accounting / Auditing Fee | 8,603.40 | 5,100.00 | 3,503.40 | 6,858.75 |
| 6450 | Other Professional Fees | 42.14 | 200.00 | -157.86 | - |
| 6500 | Travel and Subsistence | 4,348.86 | 1,550.00 | 2,798.86 | 4,416.69 |
| 6600 | Principal's Expenses | - | 100.00 | -100.00 | 116.44 |
| 6650 | Board of Management Expenses | 13,049.32 | 10,150.00 | 2,899.32 | 17,652.99 |
| 6651 | Health and Safety | 11,872.35 | - | 11,872.35 | 7,899.73 |

| | | | | | |
|------|------------------------------------------------|-----------|-----------|-----------|-----------|
| 6730 | In-School Administration System | 12,849.19 | 14,550.00 | -1,700.81 | 19,402.18 |
| 6731 | Accounting Software / Payroll Software Expense | 1,197.43 | 1,780.00 | -582.57 | 1,618.37 |
| 6750 | Donations / Charity | 3,079.89 | 2,000.00 | 1,079.89 | 2,171.30 |
| 6755 | Medical and 1st Aid | 708.61 | 500.00 | 208.61 | 801.60 |
| 6780 | Staff Room Expenses | 2,721.00 | 4,100.00 | -1,379.00 | 3,352.57 |

€262,166.66 **€196,780.00** **€65,386.66** **€350,885.31**

OVERSPENDS ON BUDGET

- Health & Safety
- Non ICT Grant funded Office computers
- Board of Management expenses
- Look at why In school admin systems down on PY

Use nominal activity report to highlight costs and analyse spending

Highlight to Principal and co-ordinators

REVIEW ADMINISTRATION COSTS



General Ledger Account Activity Back Print Excel Save Email

BASED ON: Transaction Date
 DATE FROM: 01/09/2023
 DATE TO: 31/08/2024
 ACCT. CODE FROM: 6355
 ACCT. CODE TO: 6651
 AOD:

| | | | | | |
|----------------|------------|----------|------|-------------------------------------------|-------------------|
| 6651 | 05/12/2023 | 7075 | PMT | SAMSON TRAINING - MANUAL HANDLING | 660.00 |
| 6651 | 24/01/2024 | 176668 | PINV | Fire Technology Ireland-Health and Safety | 427.58 |
| 6651 | 19/02/2024 | 176950 | PINV | Fire Technology Ireland-RENEW CONTRACT | 976.10 |
| 6651 | 19/02/2024 | 24752238 | PINV | Apex Fire Ltd.-FIRE EXTINGUISHER | 4,270.59 |
| 6651 | 19/02/2024 | 355 | PINV | TREE FORCE-TREE REMOVAL | 1,645.75 |
| 6651 | 19/02/2024 | 24752239 | PINV | Apex Fire Ltd.-REEL SERVICE | 99.43 |
| 6651 | 12/08/2024 | 16622 | PINV | NEL Services-EMERGENCY LIGHTING TEST | 964.75 |
| Totals: | | | | | €11,872.35 |

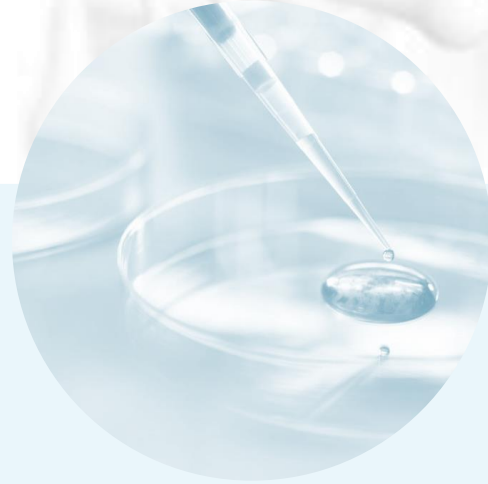
Health & Safety code 6651

Review and amend transactions to fixed assets additions code 1421

INCOME & EXPENDITURE ACCOUNT REVIEW SUMMARY RECORD OF FINDINGS FOR DEMO DATA

| | I&E Review steps | Comments | Initial overview | Nominal activity review Findings | | Outstanding items | From: Month 1, September 2023 To: Month 12, August 2024 | | | | |
|---|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------|--|-------------------------------------------|---------------------------------------------------------|----------------|----------------|----------------|----------------|
| | | | | | | | Period | Budget | Difference | Prior Year | |
| | | | | | | | Chart of Accounts: | | | | |
| | | | | | | | Income | | | | |
| | | | | | | | Total Department Income: | 788,173 | 700,000 | 88,173 | 889,969 |
| | | | | | | | Total School Generated Income: | 58,809 | 47,550 | 11,259 | 55,000 |
| | | | | | | | Total Other Income: | 25,904 | 22,600 | 3,304 | 27,684 |
| | | | | | | | TOTAL Income: | 872,886 | 770,150 | 102,736 | 972,653 |
| | | | | | | | Expenditure | | | | |
| | | | | | | | Total Education Salaries: | 35,936 | 50,500 | -14,564 | 48,963 |
| | | | | | | | Total Education Other: | 218,435 | 235,420 | -16,985 | 247,760 |
| | | | | | | | Total Repairs Maintenance & Establishment: | 294,932 | 257,550 | 37,382 | 308,413 |
| | | | | | | | Total Administration: | 262,167 | 196,780 | 65,387 | 332,885 |
| | | | | | | | Total Financial: | 33,430 | 30,350 | 3,080 | 33,910 |
| | | | | | | | TOTAL Expenditure: | 844,900 | 770,600 | 74,300 | 971,931 |
| | | | | | | | NET PROFIT/(LOSS) | 27,986 | -450 | 28,436 | 722 |
| 1 | An overview of the I&E Bottom line ? | Reasonable compared with PY and Budget? Avoid surprises | Loss showing | The devil is in the detail | | | | | | | |
| 2 | School Income review | Investigate Variances from PY and budget Review Gen ledger activity Have all relevant grants been received | Review school generated income | Noted NTPG issue | | Check Receipt postings | | | | | |
| 3 | School Expenditure review | Review General ledger activity Follow up Variances with prior year & budget | Review repairs | Capital items in Repairs H&S Expense | | amend capital items in I&E | | | | | |
| 4 | Review of ringfenced grants | <i>How much of the grant is spent?</i> | <i>Prepare schedule</i> | | | | | | | | |
| 5 | Review of school generated income | <i>How does income compare with spend to date</i> | <i>Prepare schedule</i> | <i>Follow up posting of income,</i> | | <i>Mock exam income showing no income</i> | | | | | |
| 6 | Journal adjustments for unspent ringfenced grants | | | | | Recorded journal entry | | | | | |
| 7 | Balance sheet review | Any unexplained balances will have implications for the I&E report | | | | Review Balance sheet | | | | | |

- Key review steps summary
- ✓ I&E – DAY TO DAY running of school
 - ✓ I&E – For the Financial Year
 - ✓ How do figures look overall?
 - ✓ Check postings in nominal activity
 - ✓ Look at figures line by line
 - ✓ Are there unusual variances?
 - ✓ Make any necessary amendments
- Outstanding
- ❖ Review Balance Sheet



4. THE BALANCE SHEET REVIEW



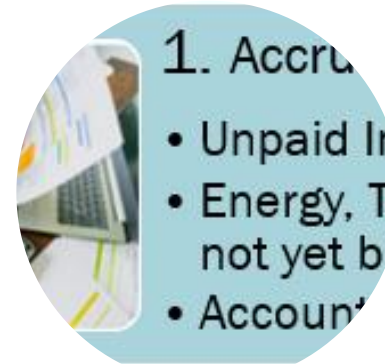
VITAL FOR THE ACCURACY OF THE YEAR END ACCOUNTS

Key Points for review

- ❑ A list of Assets & liabilities @ 31.8.2024
- ❑ Supporting paperwork to support balances
- ❑ Supporting calculations
- ❑ Check postings in General ledger activity
- ❑ Check opening balances were adjusted out?
- ❑ Grants received in advance should be recorded in BS
- ❑ Income received in advance should be in BS at 31.8.2024
- ❑ Costs related to 24/25 should be recorded in BS at 31.8.2024

BALANCE SHEET

Closing Balances must be supported with lists, calculations, copy invoices, copy returns



FIXED ASSETS

Balances BF
Additions
Disposals
Closing Balances

CURRENT ASSETS

Grants Due
Income Due
Bank Balances

CURRENT LIABILITIES

Suppliers due
Amounts owed to Revenue
Income in advance
Unspent Grants
Accruals

REVENUE RESERVES & CTFA

Capital Grants
FF&E Grants
ICT Grants
Capital expenditure

BALANCE SHEET REVIEW - GUIDANCE NOTES

| | Balance sheet Key headings | Checking for accuracy & completeness | Opening Balances @ 1.9.2023 | Journals 1.9.2023 | Transactions for financial year | Closing Balance @ 31.8.2024 Year end accounts file Aug 2024 |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Fixed Assets 1400 range | Year end audit adjustments for Aug 2023 are vital for accuracy | Accountant will verify Trial Balance B/F | N/A | N/A | Accountant should supply any necessary journal adjustments |
| 2 | ✓ Additions 1421/1461 | Check the posting in the nominal activity and have the supporting paperwork | Nil assuming prior year balance was adjusted out | N/A | Ensure it is capital expenditure | Gen ledger activity report Copy invoices |
| 3 | Current Assets 1700 • Prepayments • Grants due | Verify the movements on the account & be able to explain the balance | ✓ Opening balance will be a debit | ✓ Journal will be a credit | Junior cycle books 24/25 Insurance prepaid State exam income NTP Grant | Gen ledger activity report Copy invoices Calculations |
| 4 | • Bank – 1800/1900 range | Bank Reconciliations for all accounts with no old or duplicate o/s items | | N/A | Consistently reconciled throughout the year | Check: Balances on bank rec reports agree with Bank balances showing in TB & BS |
| 5 | Current Liabilities – 2100 range Suppliers ledger • Unspent Grants • Grants received in advance • Control accounts • Accruals | Supplier statement reconciliations @ 31.8.2024 Verify the movements on the account & be able to give a breakdown of the balance in the BOM reports | ✓ Opening balances will be a credit | ✓ Journal will be a debit | Journals for unspent grants Bank receipts for grants in advance Control accounts monitored throughout the year | Total on Supplier ledger listing @ 31.8.2024 agrees to the creditors control account code 2100 in the TB & BS Calculations for unspent grants DR Remittances for Grants in advance Revenue returns showing balances due Accruals list with supporting paperwork |
| 6 | Reserves & contribution to fixed assets | Perform a data check by running a Nominal only recalculation | | | All capital grants Capital expenditure | Gen ledger activity report Supporting paperwork including BOM capital report |
| 7 | Balance on the I&E showing at end of Balance Sheet | Final Data check | | | | |



As per the bottom line of the **Income & Expenditure Account** issued to the Board

CHECKING THE FIXED ASSET NOMINAL BALANCES



ENSURE OPENING
BALANCES **AGREE TO THE**
AUDITED FIGURES @
31.8.2023

| | | | | | | | |
|------|------------|---------|-----|-----------------------------------------------------------------|----------|---|-----------|
| 1421 | 07/11/2023 | 39316 | PNV | PETER WALSH AND SONS LIMITED-150 STUDENT CHAIR | 5,904.00 | - | 48,593.12 |
| 1421 | 07/11/2023 | 39249 | PNV | PETER WALSH AND SONS LIMITED-3 TEACHERS DESK | 830.25 | - | 49,423.37 |
| 1421 | 21/11/2023 | 201123 | PNV | Ian Kinlon-LAWNMOWER | 642.09 | - | 50,065.46 |
| 1421 | 04/12/2023 | 3150738 | PNV | Viking Stationary Supplies-CUPBOARD L MASTERSON | 261.93 | - | 50,327.39 |
| 1421 | 04/12/2023 | 3098659 | PNV | Viking Stationary Supplies-CUPBOARD NIAMH MC | 261.93 | - | 50,589.32 |
| 1421 | 24/01/2024 | 3467228 | PNV | Viking Stationary Supplies-CUPBOARD C CULLEN | 261.93 | - | 50,851.25 |
| 1421 | 19/02/2024 | 37159 | PNV | MORGAN OFFICE AND EDUCATIONAL FURNITURE SPECIALISTS-100 FOLDING | 5,098.35 | - | 55,949.60 |

REVIEW THE ADDITIONS TO FIXED ASSETS

Code 1421 Additions to FF&E

Capital items

- 1 Years use
- Know BOM materiality level for Capitalising items

Have copy invoices in the Year ends accounts file

Code 1461 Additions to ICT

Department reports for

- ICT grant funded items
- Digital divide grant funded items



Review of current assets

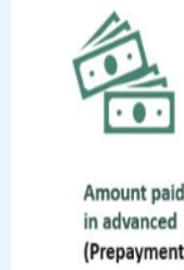
Current Assets

Current Asset Debtors and Prepayments

| | | | |
|------|-------------|------------------|------------------|
| 1720 | Prepayments | 3,854.22 | 1,293.00 |
| | | €3,854.22 | €1,293.00 |

Bank and Cash Accounts

| Code | Date | Doc.No. | Type | Details | Debit | Credit | Balance | All other departments |
|------------------|------------|---------|--------|-------------------|------------------|----------|------------------|-----------------------|
| 1720-Prepayments | | | | | | | | |
| 1720 | 01/09/2023 | 10 | TBJRNL | Opening Balance | 1,293.00 | - | 1,293.00 | All other departments |
| 1720 | 02/05/2024 | 7650 | PMT | AJ PRODUCTS | 441.57 | - | 1,734.57 | FREE BOOK SCHEME |
| 1720 | 05/06/2024 | 7821 | PMT | DATABIZ SOLUTIONS | 246.00 | - | 1,980.57 | FREE BOOK SCHEME |
| 1720 | 05/06/2024 | 7825 | PMT | PAULA OCONNOR | 800.00 | - | 2,780.57 | All other departments |
| 1720 | 05/06/2024 | 7934 | PMT | LAURA MCMAHON | 100.00 | - | 2,880.57 | All other departments |
| 1720 | 25/06/2024 | 7936 | PMT | LYRECO | 140.81 | - | 3,021.38 | FREE BOOK SCHEME |
| 1720 | 25/06/2024 | 7937 | PMT | LYRECO | 45.46 | - | 3,066.84 | FREE BOOK SCHEME |
| 1720 | 25/06/2024 | 7846 | PMT | DERMOT OMARA | 625.80 | - | 3,692.64 | FREE BOOK SCHEME |
| 1720 | 25/06/2024 | 7855 | PMT | VIKING DIRECT | 161.58 | - | 3,854.22 | FREE BOOK SCHEME |
| Totals: | | | | | €3,854.22 | - | €3,854.22 | |
| Totals: | | | | | €3,854.22 | - | €3,854.22 | |



PREPAYMENTS



1. Prepayments (1720)
 - Deposit for school trips
 - Insurance paid in advance



GRANTS DUE



3. Grants due to school (1730)
 - State exam aide Grant
 - Non Teacher Pay grant due @ 31.8.2024

| | | | |
|---------------|-------------------------------|--|---------|
| Date Range | 1st Sep 2023 To 31st Aug 2024 | | |
| | | | 2024 |
| Code | Description | | Current |
| | | | € |
| Balance Sheet | | | |

| | | |
|---------------------------------------|---------------------------|--------------------|
| | TOTAL Fixed Assets | €367,794.65 |
| Current Assets | | |
| Current Asset Debtors and Prepayments | | |
| 1720 | Prepayments | 3,854.00 |
| 1730 | Grants Due | 50,462.00 |
| | | €54,316.00 |

OPENING BALANCES

COPY INVOICES

BANK ACCOUNT SECTION

| A/C | Name | Balance |
|------|---------------------|----------|
| 1800 | Current Account | 79231.47 |
| 1810 | AIB Deposit Account | 40639.36 |
| 1815 | AIB NO 2 ACCOUNT | 49083.51 |
| 1850 | Visa Account | -1230.00 |
| 1900 | Petty Cash Account | 158.33 |
| 1950 | Cash Account | 0.00 |

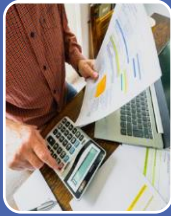
DON'T FORGET THE PARENTS ASSOCIATION ACCOUNTS INFORMATION

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.

- ALL BANKS RECONCILED
- NO OLD OR DUPLICATE ITEMS IN BANK RECONCILIATIONS
- PETTY CASH SHOULD BE THE AMOUNT HELD IN SAFE AT 31.8.2024.
- VISA BALANCE WILL USUALLY BE A MINUS / CREDIT AND WILL BE THE BALANCE ON THE AUGUST VISA STATEMENT

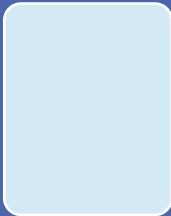
SCHOOL LIABILITIES

- Allocate balances
- Supplier Statements
- Control Account



Suppliers ledger list

- Supplier reconciliations
- Accountancy fee may have to be accrued



- Write off old balances not due
- Rectify debit balances
- Adjust debit balances

Current Liabilities

Current Liability Creditors

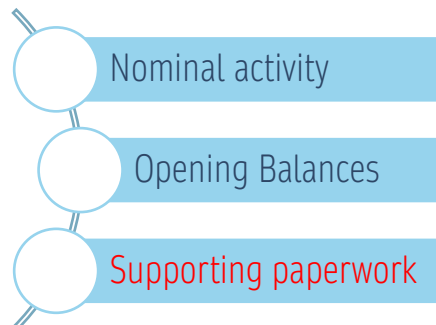
2100 Purchase Ledger Control

46,216.35

85,978.23

| Code | Name | Balance | Current | 30 days | 60 days | 180 days | 120 days | 150 days | 90 days | Unallocated |
|---------|----------------------------------------------------|------------|------------|---------|---------|-----------|----------|----------|---------|-------------|
| ALL002 | ALL STORAGE PROVIDERS | 3,591.60 | 3,591.60 | - | - | - | - | - | - | - |
| AUT001 | Auto Lock and House | 1,450.00 | 1,450.00 | - | - | - | - | - | - | - |
| BLA001 | Blanch Music Shop | 148.73 | - | - | - | 148.73 | - | - | - | - |
| BOR001 | Bord Gais | - | - | - | - | 24.13 | - | - | - | -24.13 |
| BUN001 | Bunzl Cleaning and Safety Ltd | 598.27 | 598.27 | - | - | - | - | - | - | - |
| CHU001 | Chubb Ireland Ltd | - | - | - | - | 214.22 | - | - | - | -214.22 |
| CKF001 | CK FLOORING | 2,704.46 | 2,704.46 | - | - | - | - | - | - | - |
| COM004 | COMPLETE FINISHES PAINTING | 9,594.84 | 9,594.84 | - | - | - | - | - | - | - |
| COO001 | Coolmine Decor | 77.53 | 77.53 | - | - | - | - | - | - | - |
| COO002 | Coolmine Sports and Leisure Center | 5,395.80 | 5,395.80 | - | - | - | - | - | - | - |
| CUL001 | CULLIGAN | 530.62 | 530.62 | - | - | - | - | - | - | - |
| DOU001 | DOUGLAS DISPALYS | 4,341.90 | 4,341.90 | - | - | - | - | - | - | - |
| EIM002 | Eimear Darcy | 301.70 | 301.70 | - | - | - | - | - | - | - |
| EIR001 | Eir | 1,098.07 | 468.51 | - | - | 629.56 | - | - | - | - |
| EOI001 | Eoin O'Connell | 30.00 | - | - | - | 30.00 | - | - | - | - |
| EVA001 | Eva Kavanagh | -207.81 | - | - | - | - | - | - | - | -207.81 |
| INT002 | Internation Glass Windows & Doors | 227.00 | - | - | - | 227.00 | - | - | - | - |
| IRI006 | Irish Association for Counseling and Psychotherapy | 289.00 | - | - | - | 289.00 | - | - | - | - |
| LIS001 | LISTER MACHINE TOOLS LTD | 2,117.65 | 2,117.65 | - | - | - | - | - | - | - |
| LYR001 | Lyreco Ireland Ltd | 264.93 | 264.93 | - | - | - | - | - | - | - |
| MAR005 | MARIA TULLY | 85.00 | 85.00 | - | - | - | - | - | - | - |
| NEL001 | NEL Services | 964.75 | 964.75 | - | - | - | - | - | - | - |
| PAD002 | Paddy O'Reilly | 400.00 | - | - | - | 400.00 | - | - | - | - |
| PAD003 | PADRAIG O CIARDHA T/A CSS | 2,416.95 | 2,416.95 | - | - | - | - | - | - | - |
| PMN001 | PMN Security | 7,740.70 | 7,740.70 | - | - | - | - | - | - | - |
| REN001 | Rentokil Pest Control | 221.40 | 221.40 | - | - | - | - | - | - | - |
| RUB001 | Ruby Morrow Psychologist | 400.00 | - | - | - | 400.00 | - | - | - | - |
| SEN001 | SENSORY HOUSE LTD | -548.39 | - | - | - | - | - | - | - | -548.39 |
| SHR001 | Shred it | 174.31 | 174.31 | - | - | - | - | - | - | - |
| SSE001 | SSE Airtricity | 1,802.69 | 1,802.69 | - | - | - | - | - | - | - |
| SWI001 | Swift Coaches | -595.00 | - | - | - | - | - | - | - | -595.00 |
| TAS001 | Taskforce Security | 52.40 | 52.40 | - | - | - | - | - | - | - |
| THO001 | Thornlons Waste Disposal Ltd. | 433.21 | 433.21 | - | - | - | - | - | - | - |
| THR001 | Three | 113.24 | - | - | - | 113.24 | - | - | - | - |
| TRE001 | Treacy Ward | - | - | - | - | 41.00 | - | - | - | -41.00 |
| WES002 | WESTMANSTOWN SPORTS AND CONFERENCE CENTRE | 0.80 | - | - | - | - | - | 0.80 | - | - |
| Totals: | | €46,216.35 | €45,329.22 | - | - | €2,516.88 | - | €0.80 | - | €-1,630.55 |

SCHOOL LIABILITIES



Control Account Balances

- VAT/RCT Returns
- PAYE returns
- Payroll costs to relevant week number
- Net Pay Control Account

Identify Income/Grants relating to future Years and any unspent ringfenced grants

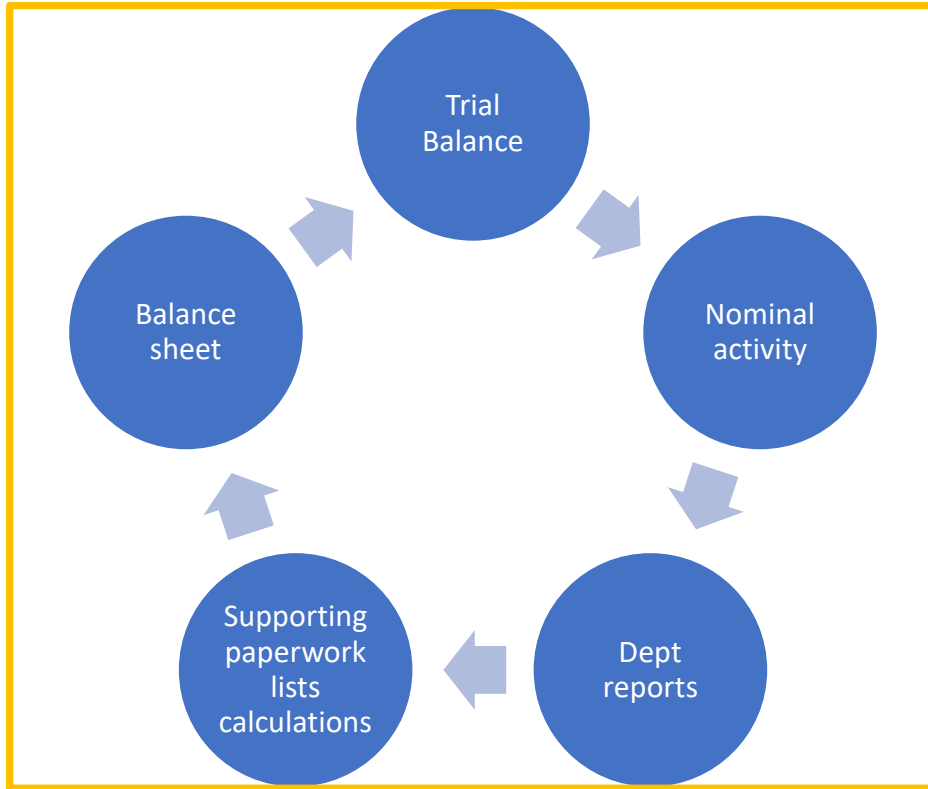
- Income for 24/25
- Book Grant in advance - Remittance
- Ringfenced unspent Grants - Calculations

| Current Liability Accruals | | | |
|----------------------------|---------------------------------------------------------|----------------|----------------|
| 2105 | School Income Received in Advance | 0 | 1,845 |
| 2150 | Grants Received in Advance | 84,369 | 84,369 |
| 2151 | Book Grant Received in Advance | 182,466 | 0 |
| 2161 | School library Books Capital Grant Unspent | 17,462 | 18,025 |
| 2165 | ICT Grant Unspent | 32,237 | -5,460 |
| 2166 | Minor Works Grant Unspent | 11,920 | 11,920 |
| 2170 | Supervision and Substitution grant unspent | 11,321 | 1,946 |
| 2171 | Other Ringfenced Grants Unspent | 5,225 | 6,807 |
| 2181 | Covid Aide Grant Unspent | | -44,956 |
| 2182 | Covid PPE Grant Unspent | | -104,865 |
| 2183 | Covid Supervision and Substitution Grant Unspent | | 111,819 |
| 2184 | Covid Capitation for Additional Cleaning Grant Unspent. | | 21,704 |
| 2186 | COVID Capitation for Cleaning and PPE Grant Unspent | 0 | 170 |
| 2200 | Net Wages Control | 500 | 3,479 |
| 2220 | Single Public Service Pension Scheme Control | 95 | 438 |
| 2230 | ASC Control | 1,046 | 1,615 |
| 2250 | PAYE/PRSI Control | 4,300 | 3,857 |
| 2260 | VAT Control Account | 533 | 157,497 |
| 2440 | Accruals | 58,947 | 58,947 |
| | | 410,421 | 329,159 |

WORKSHEET: CALCULATION UNSPENT GRANTS

| GRANT | INCOME | | | EXPENDITURE | | Check figures for accuracy - comments | Surplus/Deficit | | Balance Sheet Balances |
|------------------------------------|--------------|----------------|--------------------------------------------|--------------|----------------|---------------------------------------------|-----------------|------|------------------------|
| | NOMINAL CODE | ENTER € AMOUNT | | NOMINAL CODE | ENTER € AMOUNT | | | | |
| Book Grant | 3150 | 0 | Book Grant Expenses | 4730 | 0 | Discuss with the co-ordinator and Principal | 0 | 2160 | 9552 |
| School Library Books Capital Grant | 3155 | 563 | School Library Books Capital Grant Expense | 4641 | 563 | Discuss with the co-ordinator and Principal | 0 | 2161 | 17462 |
| Supervision & Substitution Grant | 3240 | 10987 | Supervision & Substitution Expense | 4150 | 10987 | Check costs for completeness and accuracy | 0 | 2170 | 11321 |
| Bus Escort Grant | 3294 | | Bus Escort Salary Expense | 4196 | 4523 | Follow up grant | -4523 | | |
| Attendance campaign grant | 3290 | 1804 | Wellbeing | 4635 | 1804 | Run a department report | 0 | 2171 | 5225 |
| ICT Grant - Non capital | 3230 | 14146 | ICT Grant Non-Capital Expense | 4410 | 14146 | and match income with costs in I&E | 0 | | |
| ICT Grant - Capital | 3921 | | Capital: ICT | 1461 | | | 0 | 2165 | 32237 |

Follow up work for Accountants



ACCRUALS

| Code | Date | Doc.No. | Type | Details | Debit | Credit |
|----------------------------------------|------------|---------|--------|------------------|------------------|------------------|
| 2105-School Income Received in Advance | | | | | | |
| 2105 | 01/09/2023 | 139 | NJRNL | Income 2022 2023 | 1,845.00 | - |
| 2105 | 01/09/2023 | 10 | TBJRNL | Opening Balance | - | 1,845.00 |
| Totals: | | | | | €1,845.00 | €1,845.00 |
| Totals: | | | | | €1,845.00 | €1,845.00 |

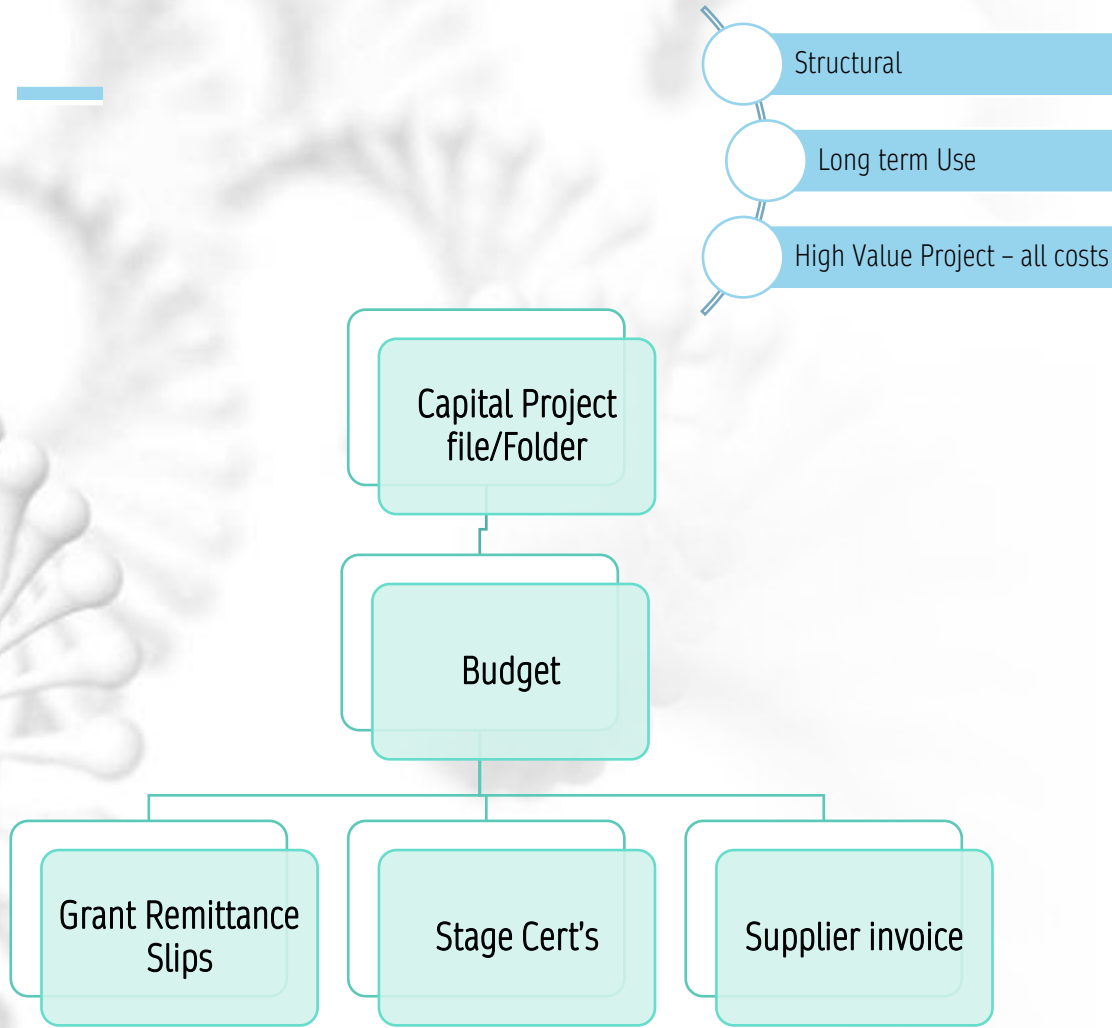


| Code | Date | Doc.No. | Type | Details | Debit | Credit | Balance |
|----------------|------------|---------|--------|-----------------|----------|-------------------|--------------------|
| 2440-Accruals | | | | | | | |
| 2440 | 01/09/2023 | 10 | TBJRNL | Opening Balance | - | 44,000.00 | -44,000.00 |
| 2440 | 01/09/2023 | 10 | TBJRNL | Opening Balance | - | 14,947.18 | -58,947.18 |
| Totals: | | | | | - | €58,947.18 | €-58,947.18 |
| Totals: | | | | | - | €58,947.18 | €-58,947.18 |



Suppliers ledger will have most of the invoices
 Some late invoices may have to be accrued
 Opening balances will also require journal adjustments

CONTRIBUTION TO FIXED ASSETS SECTION



| | |
|------|---------------------------------------------------------|
| 3900 | DE Capital Building Grant Income |
| 3901 | Capital Projects Fundraising Income |
| 3902 | Parents Contribution to Capital Projects Income |
| 3903 | Patron/Trustee Contribution to Capital Projects Income |
| 3904 | Other State Capital Projects Income |
| 3905 | COVID Minor Works Capital Grant Income |
| 3906 | Accumulated Amortisation of Capital Building Income |
| 3907 | Capital Donations Income |
| 3920 | DE Fixtures, Fittings & Equipment Grant Income |
| 3921 | DE ICT Grant Capital Income |
| 3925 | Accumulated Amortisation of Capital Equipment Income |
| 3926 | Accumulated Amortisation of ICT Grant Capital Income |
| 3940 | DE Capital Building Grant Expense |
| 3941 | COVID Minor Works Building Expense |
| 3960 | Capital Land/Building Fundraising Expense |
| 3970 | Parents Contribution to Capital Land/Building Expense |
| 3990 | Patron/Trustee Contribution to Capital Building Expense |
| 3991 | Other State Capital Land/Building Expense |
| 3992 | Capital Donations Land/Building Expense |
| 3995 | Land/Building Fund Account |

CALCULATING UNSPENT ICT 23/24



ICT 23/24 = 49,203



Review G Ledger activity for accuracy of postings TO 4410



Journal entry for ICT income
 Dr 3921 14,007
 Cr 3220 14,007

| 3921-DE ICT Grant Capital Income | | | | | | | | |
|----------------------------------|------------|------|--------|----------------------|---|-------------|--------------|-----------|
| 3921 | 01/09/2023 | 10 | TBJRNL | Opening Balance | - | 119,838.33 | -119,838.33 | ICT grant |
| 3921 | 23/04/2024 | 1392 | RCPT | ICT DIGITAL STRATEGY | - | 49,203.20 | -169,041.53 | ICT grant |
| Totals: | | | | | - | €169,041.53 | €-169,041.53 | |

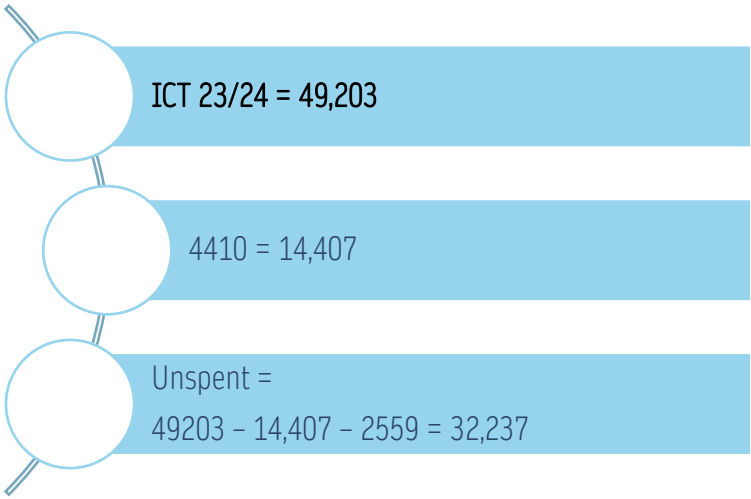
| 4410-Non Capital Computers / ICT Expense | | | | | | | | |
|------------------------------------------|------------|---------------|------|-----------------------------------------------------------|------------|-------------|--------------|-----------|
| 4410 | 11/09/2023 | 5045865 | PINV | IT Eduservices-Non Capital Computers / ICT Expense | 3,690.00 | - | 3,690.00 | ICT grant |
| 4410 | 07/11/2023 | 11142 | PINV | Sami-SOFTWARES | 3,832.68 | - | 7,522.68 | ICT grant |
| 4410 | 04/01/2024 | 23-030 | PINV | IT Eduservices-ANNUAL LABOUR MAINTENANCE | 3,128.00 | - | 10,650.68 | ICT grant |
| 4410 | 04/01/2024 | 1412231 | PINV | Pauric Smith-Non Capital Computers / ICT Expense | 104.45 | - | 10,755.13 | ICT grant |
| 4410 | 24/04/2024 | 1504241 | PINV | Pauric Smith-Non Capital Computers / ICT Expense | 164.23 | - | 10,919.36 | ICT grant |
| 4410 | 24/04/2024 | 124-008 | PINV | IT Eduservices-Non Capital Computers / ICT Expense | 2,156.42 | - | 13,075.78 | ICT grant |
| 4410 | 15/05/2024 | 5254749 | PINV | Pauric Smith-Surface Go Pro | 58.29 | - | 13,134.07 | ICT grant |
| 4410 | 15/05/2024 | 202404-171531 | PINV | Pauric Smith-BUSINESS HOSTING 04/2024-04/2025 | 233.09 | - | 13,367.16 | ICT grant |
| 4410 | 04/06/2024 | 310524 | PINV | Pauric Smith-DVD PLAYER | 80.00 | - | 13,447.16 | ICT grant |
| 4410 | 04/06/2024 | 124-008 | PINV | IT Eduservices-Non Capital Computers / ICT Expense | 495.98 | - | 13,943.14 | ICT grant |
| 4410 | 04/06/2024 | 122023 | PINV | Comdex Technologh Ltd-Non Capital Computers / ICT Expense | 63.96 | - | 14,007.10 | ICT grant |
| Totals: | | | | | €14,007.10 | - | €14,007.10 | |
| Totals: | | | | | €14,007.10 | €169,041.53 | €-155,034.43 | |

General Ledger Account Activity [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

BASED ON: Transaction Date
 DATE FROM: 01/09/2023
 DATE TO: 31/08/2024
 ACCT. CODE FROM: From
 ACCT. CODE TO: To
 ADD: ICT

[Run](#) [Advanced Settings](#)

CALCULATING UNSPENT ICT JOURNAL DETAILS FOR YEAR END



| 1461-Capital: ICT Additions | | | | | | | |
|-----------------------------|------------|--------|--------|---------------------------------------|--------------------|----------------|--------------------|
| 1461 | 01/09/2023 | | | Balance Forward | - | - | - |
| 1461 | 01/09/2023 | 10 | TBJRNL | Opening Balance | 39,955.50 | - | 39,955.50 |
| 1461 | 07/11/2023 | 121708 | PINV | Comdex Technolgh Ltd-PROJECTOR | 1,725.08 | - | 41,680.58 |
| 1461 | 15/05/2024 | 121982 | PINV | Comdex Technolgh Ltd-2 PROJECTOR LAMP | 190.65 | - | 41,871.23 |
| 1461 | 19/06/2024 | 015002 | PINV | Softcat PLC Ireland-surface keyboard | 642.56 | - | 42,513.79 |
| Totals: | | | | | €42,513.79 | - | €42,513.79 |
| Totals: | | | | | €207,858.51 | €751.56 | €207,106.95 |

JOURNALS DETAILS

DATE: 31/08/2024 REF NO.: TYPE: Journal Add Attachment (Max file size 4 MB)

| Code | Description | Notes | Debit | Credit | AOD |
|------|-----------------------------|--------------------|-----------|-----------|-----|
| 3921 | DE ICT Grant Capital Income | ICT unspent Aug 24 | 32,237.00 | 0.00 | ICT |
| 2165 | ICT Grant Unspent | Aug 2024 | 0.00 | 32,237.00 | ICT |

5. SUMMARY OF KEY REVIEW STEPS & OUTCOMES FOR DEMO DATA

| Reviewing BrightBooks Reports | Key Issues | Journal Adjustments required in Brightbooks | |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key things to monitor | Reports are a snapshot of the school's financial performance, they answer pertinent questions | | |
| DE Grants | <ul style="list-style-type: none"> ✓ Have all DE grants been received? ✓ Ensure Grants received in advance are recorded in the Balance sheet at 31.8.2024 ✓ Calculate the Unspent ringfenced grants | <div style="border: 2px solid blue; padding: 5px; display: inline-block;"> Journals required at year end </div> | |
| SGI | <ul style="list-style-type: none"> ✓ Does specific school generated income cover the cost for the purpose it was collected for? | | |
| Monthly reports can highlight areas of concern that require immediate attention. | | | |
| Expenses | <ul style="list-style-type: none"> 1. Compared with Budget & prior Year 2. Explanations for over spends 3. Identify overspends 4. Accruals | | <ul style="list-style-type: none"> ✓ Repairs ✓ Reclassify to balance sheet ✓ Discuss with project co-ordinators ✓ Reflected in BS |
| What was new for the year? | FSSU Guidelines 2023/2024 Summary | | <ul style="list-style-type: none"> ✓ Junior cycle free schoolbooks grant & costs |

| From: Month 1, September 2023 | To: Month 12, August 2024 | | | |
|-------------------------------------------------------|---------------------------|----------------|---------------|----------------|
| Chart of Accounts: | | | | |
| | Period | Budget | Difference | Prior Year |
| Income | | | | |
| Total Department Income: | 782,076 | 700,000 | 82,076 | 889,969 |
| Total School Generated Income: | 58,809 | 47,550 | 11,259 | 55,000 |
| Total Other Income: | 25,904 | 22,600 | 3,304 | 27,684 |
| TOTAL Income: | 866,789 | 770,150 | 96,639 | 972,653 |
| Expenditure | | | | |
| Total Education Salaries: | 35,936 | 50,500 | -14,564 | 48,963 |
| Total Education Other: | 218,435 | 235,420 | -16,985 | 247,760 |
| Total Repairs Maintenance & Establishment: | 294,932 | 257,550 | 37,382 | 308,413 |
| Total Administration: | 262,167 | 196,780 | 65,387 | 332,885 |
| Total Financial: | 33,430 | 30,350 | 3,080 | 33,910 |
| TOTAL Expenditure: | 844,900 | 770,600 | 74,300 | 971,931 |
| NET PROFIT/(LOSS) | 21,889 | -450 | 22,339 | 722 |

Financial Year-End 31st August 2024
on BrightBooks

Internal Financial Controls
Manual for Schools

Guide on Preparing Month End

Preparing for the Finance Subcommittee Meeting

Guidance on preparing reports and documentation for the

> Guide on Preparing Month End Reports & Supporting Do

Templates

- > Sample template for the manual reports
- > Template to assist with reporting on Capital Projects
- > Monthly Reporting Checklist

Preparing for the Accountant

Financial Accounts 2023/2024

CONCLUSION

SEP

BrightBooks is date driven


Keep accounts up to date

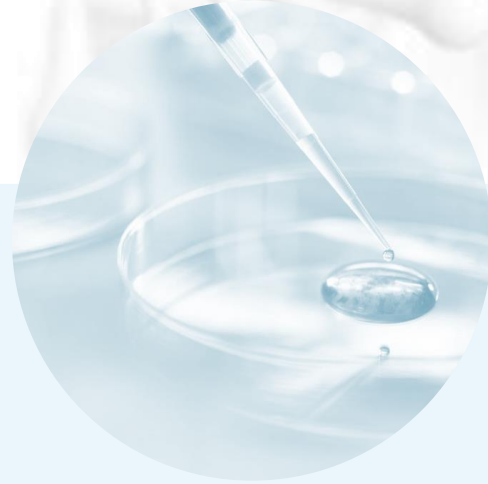
Include Budget figures for 24/25

Journals 1.9.2024

OCT



| | Finalising Draft Year end accounts | Points to note |
|----|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1 | Review the draft accounts for Year-end Aug 2024 | |
| 2 | Distribute the August BOM reports to the BOM | Cross check reports |
| 3 | Housekeeping in BrightBooks | Finalising Accounts in BrightBooks software |
| | <ul style="list-style-type: none"> Check Financial Year in BrightBooks | Settings / Accounting Periods |
| | <ul style="list-style-type: none"> Start date should be 1.9.2023 End date 31.8.2024 |  |
| 4 | Contact Accountant | Early contact will help to get the process in motion |
| | Ensure Accountant has access to BrightBooks school dataset | Settings / User |
| | Ask for details of Year end visit and a list of what they will need | |
| 5 | September 30 th - Deadline for submission of accounts to Accountant | |
| 6 | Year-end adjustments required from Accountant | Record adjustments in BrightBooks |
| 7 | It is advisable to process Year end in BrightBooks within 3 months of Year end | Run Year end in BrightBooks |
| 8 | Check Financial Year in BrightBooks after running Year end | Settings / Accounting Periods |
| | | <ul style="list-style-type: none"> Start date should be 1.9.2024 End date 31.8.2025 |
| 9 | Perform a data check by running a Nominal only recalculation | Click Settings > Data > Nominal Only Recalculation |
| 10 | Final Data check | Run the <u>Simple Trial Balance report</u> to ensure the totals match for debits and credits |



If you have any further questions
please telephone or email us

Post Primary 01 269 0677
Email info@fssu.ie

THANK YOU

Q&A
UP NEXT



BREDAMURPHY@FSSU.IE