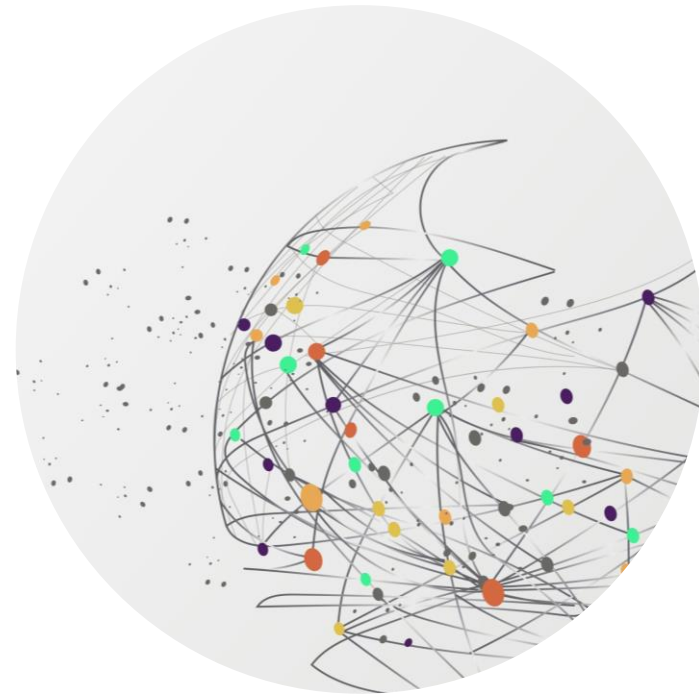


FSSU TRAINING WEBINAR

Sage 50 Autumn 2024 Webinar Training series



BREDA MURPHY

AGENDA – WEBINAR 2

1. Introduction & learning points
2. Key Issues & what is new for the financial year 23/24
3. Accounting for Grants received in advance
4. Reviewing The Income & Expenditure Account
5. Accounting for unspent grants @ 31.8.2024
6. Reviewing the Balance sheet report
7. Summary of important points

Year end reporting 23/24	
Webinar 1 Aug 21st 2024	Preparation checklist Guidance for updating the Year end accounts
Webinar 2 Sept 11 th 2024	Processing Year end adjustments & reviewing reports (Key issues for the August 2024 accounts) Accounting for Grants in advance, unspent grants as well as reviewing the general ledger and reports
Webinar 3 Sept 26 th 2024	New Financial Year An overview of the new Financial Year including BOM reporting and updating the Chart of Accounts
Webinar 4 Oct 23 rd 2024	Preparation and processing of the Year end in Sage 50 Accounts

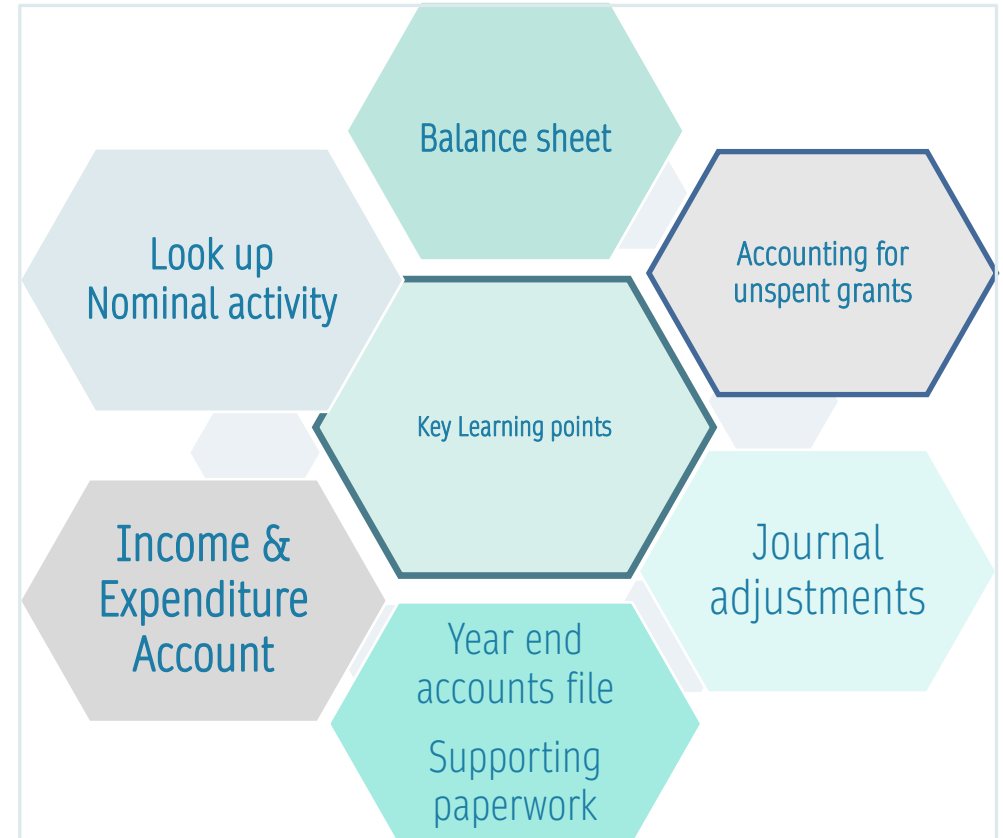
1. INTRODUCTION

WEBINAR 1

- KEY TASKS FOR PREPARING & FINALISING THE AUGUST ACCOUNTS
- FINANCIAL YEAR END REQUIRES EXTRA ATTENTION TO DETAIL
- REPORTING DEADLINE – SEPTEMBER 30TH

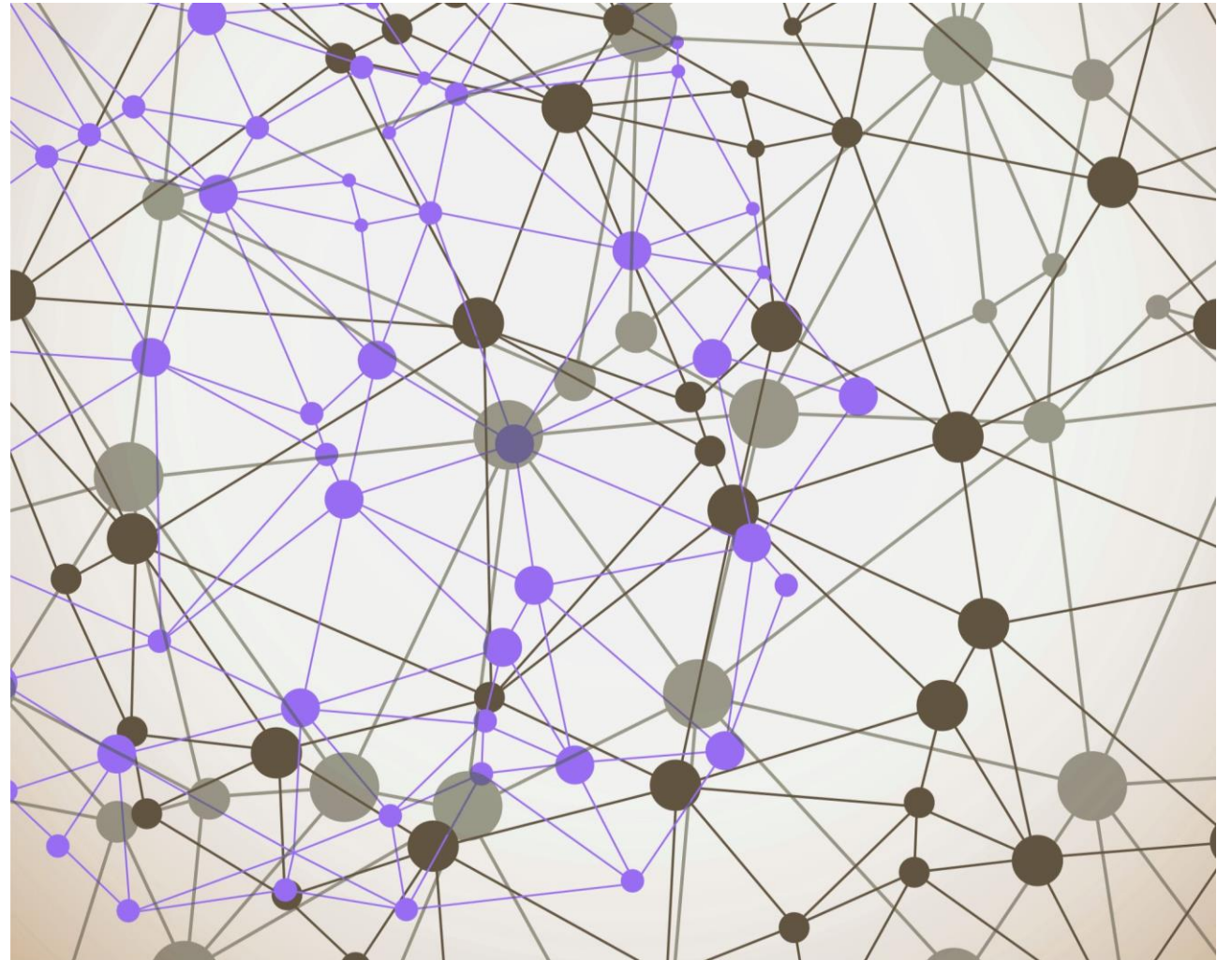
WEBINAR 2 – FOCUS IS ON REVIEWING THE YEAR END ACCOUNTS FOR AUGUST 2024

- REVIEW THE INCOME & EXPENDITURE ACCOUNT & FOLLOW UP ON VARIANCES WITH BUDGET AND PRIOR YEAR
- REVIEW THE POSTINGS TO THE NOMINAL LEDGER FOR ACCURACY
- GRANTS RECEIVED IN ADVANCE ARE REFLECTED IN THE BALANCE SHEET
- QUANTIFY THE UNSPENT RINGFENCED GRANTS AND RECORD JOURNAL ADJUSTMENT
- VERIFY ACCURACY OF CLOSING BALANCES IN THE BALANCE SHEET @ 31.8.2024
- A YEAR END ACCOUNTS FILE WITH ALL SUPPORTING PAPERWORK



2. KEY ISSUES FOR THE AUGUST 2024 YEAR END ACCOUNTS

- ❑ The importance of Year end reporting
- ❑ Setting Sage 50 Accounts up for effective & efficient reporting
- ❑ Keep in mind likely queries on the accounts
- ❑ What is new for 2023/2024



THE IMPORTANCE OF YEAR END REPORTING



The Board of Management is responsible for the financial administration of the school

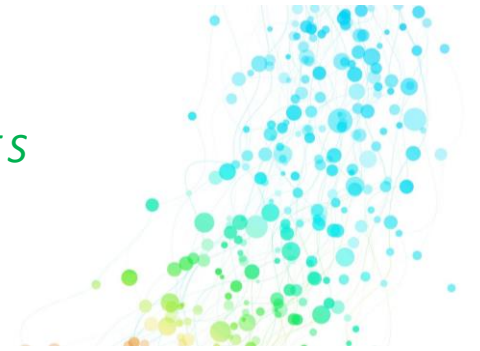
The Education Act 1998 sets out a statutory framework for Irish Education

Section 18 of the Act states that **“the board shall keep all proper and usual accounts and records of all monies received by it or expenditure of such monies incurred by it**

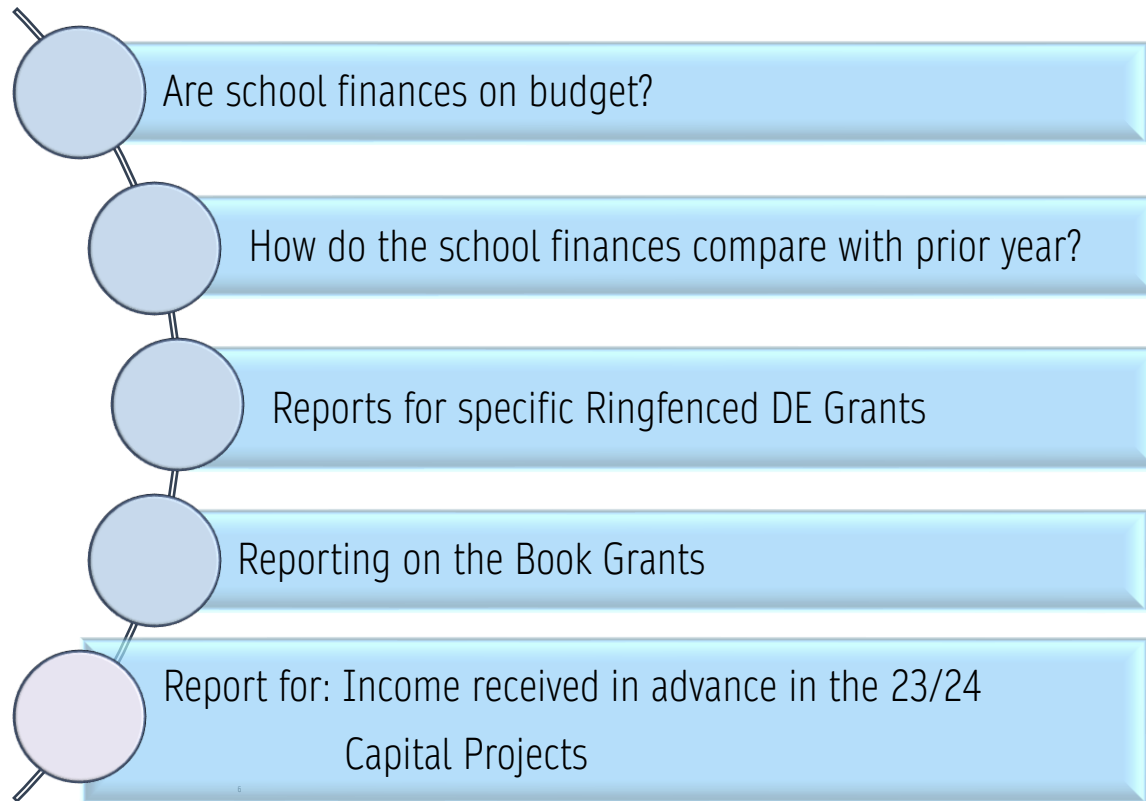
BOM Tasks & needs	BOM Questions	Preparing Accounts Aiming for	Reviewing Accounts
Monitor	Reports are a snapshot of the school’s financial performance, they answer pertinent questions	Accuracy	I&E / NL
DE Grants	1. Have all DE grants been received?	Nominal code selection	Income
	2. Have grants received for specific purposes spent appropriately?		
Monitor	3. Identify trends in school generated income		
SGI	4. Does specific school generated income cover the cost for the purpose it was collected for?		Related expenses
Monthly reports can highlight areas of concern that require immediate attention.			
Monitor	1. Compared with Budget		✓
Expenses	2. Compared with PY		✓
	3. Identify overspends		✓
	4. Monitor Payroll costs		✓
	5. Monitor capital projects		✓
	6. Revenue compliance		✓

SAGE 50 ACCOUNTS REPORTING

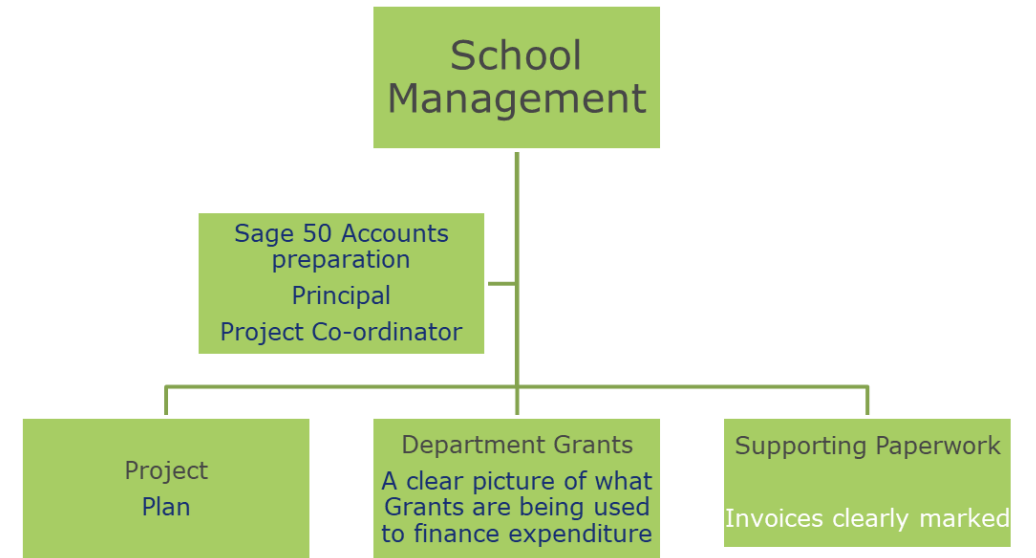
GUIDANCE ON WORKING EFFECTIVELY WITH SAGE 50 ACCOUNTS



Likely accounts queries



Good Communication is vital for accuracy of accounts



FINANCIAL GUIDELINES 2023/2024



FSSU Guidelines 23/24



Financial Guideline 2024/2025

Voluntary Secondary Schools

Financial Year-End 2023/2024

A. Overview of Financial Year end 2023 / 2024

The annual accounts must be prepared using the latest version of the FSSU chart of accounts (September 2023) which is available here on our website. These codes will be effective for the Year ended August 2024 and it is important to compare the current list of nominal codes in your school's accounts package with this latest chart of accounts to ensure that both are in alignment.

There were a number of new grants in [2023/2024](#) and the accounting treatments are outlined in the guidelines detailed in the table below. It is important that these grants are recorded correctly in Sage 50 and that any unspent ringfenced grants are adjusted into the relevant balance sheet codes at the year end.

Guideline Reference	Topic	Overview
28 – 2023/2024	ICT Grant 2023/2024	Ringfenced
24 – 2023/2024	Junior Cert School Books scheme Grant	Paid in advance
11 – 2023/2024	Attendance Campaign Support Grant	Ringfenced
03 – 2023/2024	Return of unspent Covid Grant	Compliance

USE GUIDELINE INFORMATION EFFECTIVELY

IMPLICATIONS FOR SAGE ACCOUNTS PACKAGE

There were a number of new grants in [2023/2024](#) and the accounting treatments are outlined in the guidelines detailed in the table below. It is important that these grants are recorded correctly in Sage 50 and that any unspent ringfenced grants are adjusted into the relevant balance sheet codes at the year end.

Guideline Reference	Topic	Overview
28 – 2023/2024	ICT Grant 2023/2024	Ringfenced
24 – 2023/2024	Junior Cert School Books scheme Grant	Paid in advance
11 – 2023/2024	Attendance Campaign Support Grant	Ringfenced
03 – 2023/2024	Return of unspent Covid Grant	Compliance

SETTING SAGE UP FOR EFFECTIVE & EFFICIENT REPORTING

1

- Ensure Nominal code is in Sage

2

- Create and use department function to facilitate reporting

NEW GRANTS 2023/2024 SUMMARY OF FSSU GUIDELINE POINTS

FSSU Guideline	What to watch out for	Sage 50 Accounts	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

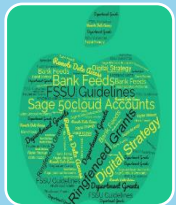
WHAT IS NEW FOR THE FINANCIAL YEAR 23/24



Attendance Support Grant



Guideline 11 – 23/24
Code 3290



Department
Calculate unspent amount
@31.8.2024 in 2171

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.

Date: 20/08/2024 Webinar 2 September 2024 Page: 1
 Time: 10:30:20

Nominal Activity - Excluding No Transactions

Date From: 01/09/2023 N/C From: 3290
 Date To: 31/08/2024 N/C To: 3290

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

N/C:	3290	Name:	Other Non Capital DE Grant Income	Account Balance:	11,565.50	CR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
26225	BR	17/10/2023	1800	OME	Attendance Campaign Support	14	T9	4,437.50		4,437.50	-	R
:											-	-
:											-	R
:											-	R
Totals:									500.00	12,065.50		
History Balance:										11,565.50		

Attendance support grant – Demo School Calculations & Department reports

Time: 19:11:15

Nominal Ledger Departmental Analysis

Nominal Code From: 99999999
Nominal Code To: 99999999
Tran No From: 1
Tran No To: 99,999,999
Tran Date From: 01/01/1980
Tran Date To: 31/12/2050
Dept No From: 14
Dept No To: 14

Department Number 14 **Department Name** Attendance support grant

N/C	N/C Name	Debits	Credits	Balance
1800	Current Account No 1	4,437.50		4,437.50
2100	Purchase Ledger Control		2,940.00	-2,940.00
3290	Other Non Capital DE Grant Income		4,437.50	-4,437.50
4635	Student Wellbeing	2,940.00		2,940.00
9997	Vat on Purchases (Do Not Use)			
9998	Vat On Sales (Do Not Use)			
Total for Dept. 14		<u>7,377.50</u>	<u>7,377.50</u>	
Grand Total:		<u>7,377.50</u>	<u>7,377.50</u>	

Unspent Attendance support grant

$$4438 - 2940 = 1,497.50$$

Balance in code 2171

Criteria for Nominal Ledger Departmental Analysis

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) and 99999999
Transaction Date Between (inclusive) 01/09/2023 and 31/08/2024
Transaction No Between (inclusive) 1 and 99999999
Department Between (inclusive) 14 and 14

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

Help OK Cancel

Date: 21/08/2024 Page: 1
 Time: 15:09:44

Webinar 2 September 2024

Nominal Ledger Departmental Analysis

Nominal Code From: 99999999
Nominal Code To: 99999999
Tran No From: 1
Tran No To: 99,999,999
Tran Date From: 01/09/2023
Tran Date To: 31/12/2050
Dept No From: 14
Dept No To: 14

Department Number 14 **Department Name** Attendance support grant

N/C	N/C Name	Debits	Credits	Balance
1800	Current Account No 1	4,437.50		4,437.50
2100	Purchase Ledger Control		2,940.00	-2,940.00
2171	Other ringfenced grants unspent		1,498.00	-1,498.00
3290	Other Non Capital DE Grant Income		2,939.50	-2,939.50
4635	Student Wellbeing	2,940.00		2,940.00
9997	Vat on Purchases (Do Not Use)			
9998	Vat On Sales (Do Not Use)			
Total for Dept. 14		<u>7,377.50</u>	<u>7,377.50</u>	
Grand Total:		<u>7,377.50</u>	<u>7,377.50</u>	

After journal adjustment for unspent amount

WHAT IS NEW FOR THE FINANCIAL YEAR 23/24



Junior Cycle schoolbooks grant

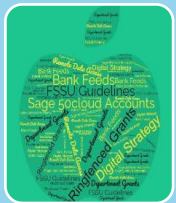
➤ The grant received in March 2024 must be recorded using

Nominal Code	Description
2151	Book grant received in advance

Guideline 24 – 23/24

➤ The expenditure incurred up to 31st August 2024 can be

Nominal Code	Description	Ty
1720	Prepayments	Curren



Ensure that all the relevant transactions are showing in Balance sheet at 31.8.2024

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*

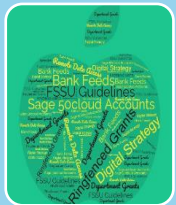
WHAT IS NEW FOR THE FINANCIAL YEAR 23/24



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

Schools will be invited to participate

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

Code grant to 2171
 Code costs to 3940

At year end

- ✓ Check value in 3940 for Solar Panels
- ✓ This will be the value of the journal entry to move spent grant from 2171 to 3900

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

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.

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.

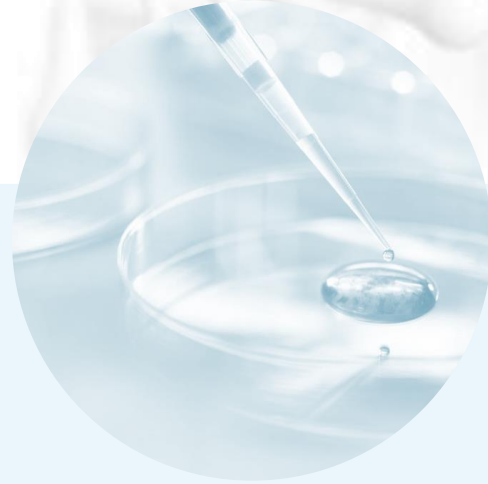
Minor enabling works such as connection modifications to the main electrical distribution board may also be funded.

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.



3. GRANTS RECEIVED IN ADVANCE

SHOULD BE ACCOUNTED FOR IN THE BALANCE SHEET

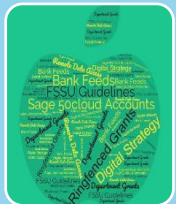
ACCOUNTING FOR GRANTS RECEIVED IN ADVANCE



DE Remittance advise



Reflected in Balance sheet



Review nominal activity for accuracy of postings

The following grants are received in advance.

Grant	Received in	For the period	Element received in advance	Balance Sheet Code
Book Grant	June	For the next school year	100%	2151
DEIS Grant (Only in DEIS schools)	June (Timing of this may vary)	For the next school year	100%	2152

Criteria for Nominal Activity - Excluding No Transactions

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) 2151 and 2152

Transaction Date: Between (inclusive) 01/09/2023 and 31/08/2024

Transaction No: Between (inclusive) 1 and 9999999

Inc B/Fwd Tran:

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

Buttons: Help, OK, Cancel

Date: 21/08/2024
Time: 14:51:31

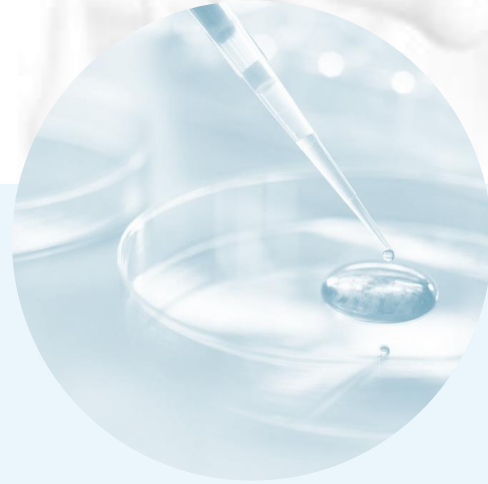
Webinar 2 September 2024
Nominal Activity - Excluding No Transactions

Page: 1

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

N/C From: 2151
N/C To: 2152

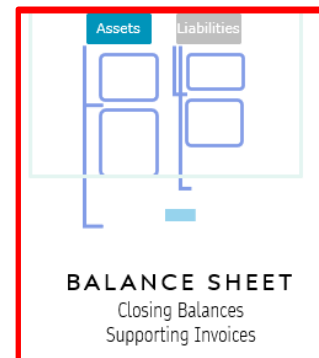
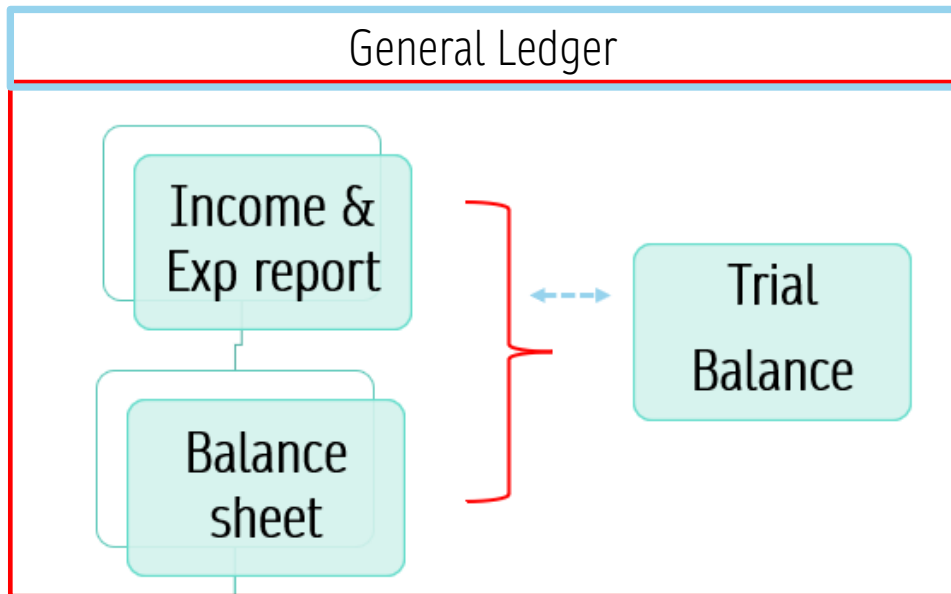
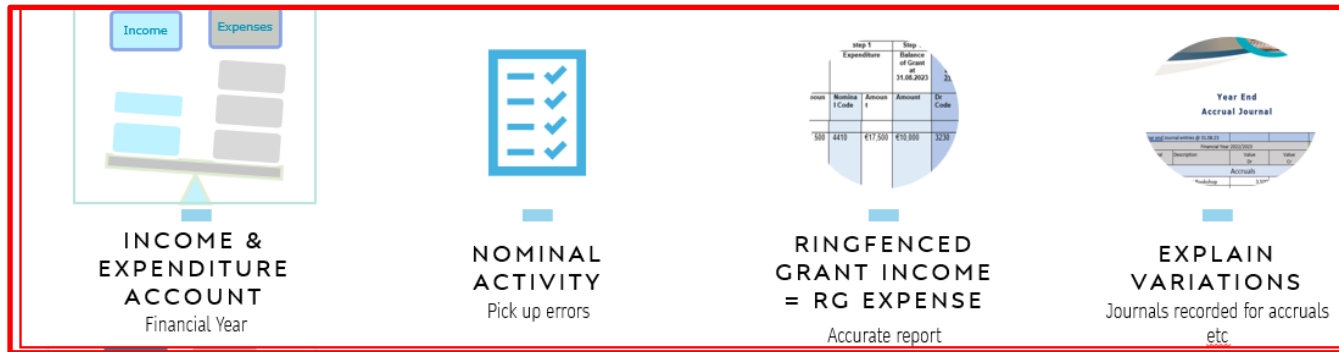
N/C:		2151		Name:		Book Grant received in advance		Account Balance:		105,455.68 CR	
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V B
28228	BR	20/03/2024	1800	DE JC BG	Junior Cert Books Grant	33	T9	95,481.00		95,481.00	- R
28873	BR	23/05/2024	1800	DE JC BAG	Book Admin Grant	33	T9	2,318.68		2,318.68	- R
29140	BR	20/06/2024	1800	DE	Book Grant 24/25	0	T9	7,656.00		7,656.00	- R
Totals:										105,455.68	



4. REVIEWING THE INCOME & EXPENDITURE REPORT

VITAL FOR THE ACCURACY OF THE YEAR END ACCOUNTS

YEAR END ACCOUNTS TERMINOLOGY



PREPARING FOR YEAR END

- Review the Income & Expenditure Account for accuracy
- Follow up on unusual variances
- Review the nominal activity for errors
- Prepare the schedule of ringfenced grants to quantify the value of unspent grants that will have to be moved to the Balance sheet for Year end

WEBINAR DEMO DATA INCOME & EXPENDITURE ACCOUNT- AN OVERVIEW

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:	500,490	501,134	-643	565,284
Total School Generated Income:	282,522	232,925	49,597	234,671
Total Other Income:	157,648	152,132	5,516	142,718
TOTAL Income:	940,661	886,191	54,470	942,673
Expenditure				
Total Education Salaries:	57,872	65,874	-8,002	65,149
Total Education Other:	278,727	274,488	4,239	306,693
Total Repairs Maintenance & Establishment:	414,541	346,659	67,882	431,729
Total Administration:	154,413	121,300	33,113	171,514
Total Financial:	2,323	36,500	-34,177	3,013
TOTAL Expenditure:	907,875	844,821	63,054	978,097
NET PROFIT/(LOSS)	32,786	41,370	-8,584	-35,424

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?
School Gen Income	5. Identify trends in school generated income
	6. 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	
Monitor	7. Education costs
Expenses	8. Maintenance
Compared with Budget	9. Admin
PY	10. Finance
	Total expenditure



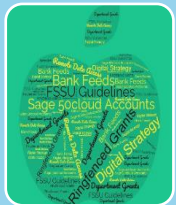
SCHOOL GRANTS



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

Date: 20/08/2024

Time: 09:32:25

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Page: 1

BOM Income and Expenditure Account

From: Month 1, September 2023

To: Month 12, August 2024

Chart of Accounts: FSSU

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Income					
Department Income					
3010	Capitation/Non Pay Budget	198,447.99	201,292.00	(2,844.01)	197,500.00
3050	Ancillary/School Support Services Grant	140,985.99	143,007.00	(2,021.01)	140,312.49
3100	Secretarial Grant	23,275.02	23,275.00	0.02	23,275.02
3130	Caretaker Grant	19,075.01	19,075.02	(0.01)	19,075.01
3150	Book Grant Income	17,318.68	15,000.00	2,318.68	15,000.00
3200	Transition Year Grant	10,450.00	9,975.00	475.00	10,070.00
3220	Grant for Traveller Students	213.50	214.00	(0.50)	640.50
3240	Supervision and Substitution Grant	15,823.90	20,874.00	(5,050.10)	22,948.53
3245	Physics/Chemistry Grant	975.00	780.00	195.00	1,547.00
3255	State Exam Income	4,000.00	0.00	4,000.00	9,854.84
3277	COVID Minor Works Grant	11,313.57	11,313.57	0.00	42,599.06
3288	Covid Capitation for Cleaning & PPE Income	0.00	0.00	0.00	24,180.42
3289	Once Off Cost of Living Grant	47,046.00	47,046.00	0.00	50,801.00
3290	Other Non Capital DE Grant Income	11,565.50	9,282.00	2,283.50	7,480.00
Total Department Income:		<u>500,490.16</u>	<u>501,133.59</u>	<u>(643.43)</u>	<u>565,283.87</u>

WHAT ARE THE LIKELY QUESTIONS?



Tasks	Likely questions	12 month Review Actual 000	Budget 000	PY 000
Monitor	Reports are a snapshot of the school's financial performance, they answer pertinent questions			
	1. Bottom Line Overview	33	41	-35
DE Grants	2. Overall Dept Income figures	941	886	943
	3. Have all DE grants been received?			

SUMMARY OF GRANTS PAYABLE 2024/2025						
No	Grant Description	Rate per Pupil	Instalments	Provisional Timing of Payments	Notes	Nominal Code in FSSU Chart of Accounts
1	Capitation Standard Rate	€345	3	Sept/Jan/Apr		<3010>
2	DEIS Grant DEIS (Delivering Equality Of Opportunity In Schools)		1	Date to be confirmed	Payable only to schools classified as DEIS.	<3020>
3	Support Services Grant *1	€224.50	3	Sept/Jan/Apr	Minimum for 2024 - €44,900	<3050>
4	Secretary *1	€40	3	Sept/Jan/Apr	Schools not in 1978 scheme. Min. Enrolment - 200. Maximum for 2024 - €14,000	<3100>
5	Secretary - School Services Support Fund (SSSF) *1	€26.50	3	Sept/Jan/Apr	Schools not in 1978 Scheme. Minimum for 2024 - €5,300 Maximum for 2025 - €9,275	<3100>

*1 Note: Where a school secretary has moved to the Department Payroll: These schools will have the ancillary grant due reduced to reflect the fact that schools are no longer paying these staff directly.
Grant: Basic Secretary Grant, SSSF Secretarial Grant and the Support Services Grant (SSSF) Grant
Less: Annual grant funded salary plus Employers PRSI

All reports | Nominal code reports

Criteria for Nominal Activity - Excluding No Transactions

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) 3010 and 3299

Transaction Date: Between (inclusive) 01/09/2023 and 31/08/2024

Transaction No: Between (inclusive) 1 and 99999999

Inc B/Fwd Tran:

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

Buttons: Help, OK, Cancel

REVIEW NOMINAL ACTIVITY FOR ALL DE GRANT CODES

Nominal 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

All reports | Nominal code reports

Criteria for Nominal Activity - Excluding No Transactions

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) 3010 and 3299

Transaction Date: Between (inclusive) 01/09/2023 and 31/08/2024

Transaction No: Between (inclusive) 1 and 99999999

Inc B/Fwd Tran:

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

Buttons: Help, OK, Cancel

No	Grant Description	Rate per Pupil	Instalments	Provisional Timing of Payments	Notes	Nominal Code in FSSU Chart Account
1	Capitation Standard Rate	€345	3	Sept/Jan/Apr		<3010:
2	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)		1	Date to be confirmed	Payable only to schools classified as DEIS.	<3020:
3	Support Services Grant *1	€224.50	3	Sept/Jan/Apr	Minimum for 2024 - €44,900	<3050:

Date: 21/08/2024

Webinar 2 September 2024

Page: 1

Time: 12:56:32

Nominal Activity - Excluding No Transactions

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

N/C From: 3010
N/C To: 3299

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

N/C: 3010 Name: Capitation/Non Pay Budget Account Balance: 198,447.99 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
26012	BR	18/09/2023	1800	DoES	1st Installment	0	T9	65,833.33		65,833.33	-	R
27634	BR	22/01/2024	1800	DoES	2nd Installment	0	T9	65,833.33		65,833.33	-	R
28366	BR	08/04/2024	1800	DoE	Installment 3	0	T9	66,781.33		66,781.33	-	R
Totals:										198,447.99		
History Balance:										198,447.99		

N/C: 3050 Name: Ancillary/School Support Services Grant Account Balance: 140,985.99 CR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
27066	BR	06/12/2023	1800	DoES	1st Installment	0	T9	46,770.83		46,770.83	-	R
28604	BR	29/04/2024	1800	DES	2nd Installment	0	T9	46,770.83		46,770.83	-	R
28897	BR	22/05/2024	1800	DE	Instalment 3	0	T9	47,444.33		47,444.33	-	R
Totals:										140,985.99		
History Balance:										140,985.99		



Helpful suggestion - Ringfenced Grants

- Distribute the relevant reports to the project co-ordinators & principal
- Reviewing the Nominal activity and the department report for the activity will facilitate identifying any errors or omissions
- Agree the figures in the relevant department report with the person responsible for the expenditure. They are then aware of how much of the grant is left to spend

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT		
Book Grant	3150	17319	Book Grant Expenses	4730	3914	13405	
Book rental income	3330		Book rental scheme expense	4740		0	
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641		0	
Supervision & Substitution Grant	3240	15824	Supervision & Substitution Expense	4150	11063	4761	
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	4438	Wellbeing	4635	2940	1498	
						0	
ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410	4042	-4042	
ICT Grant - Capital	3921		Capital: ICT	1460		0	

Instructions:

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

Expenditure: Review the expenditure nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the expenditure out of the grant for the current year in column F

Balance of Grant unspent: A formula has been entered here to automatically calculate the amount of the unspent grant.

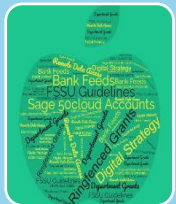
SCHOOL INCOME



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

School Generated Income					
3310	Transition Year Income	40,554.00	29,925.00	10,629.00	34,801.00
3350	Hire of Facilities Rental Income	23,770.00	15,000.00	8,770.00	21,755.88
3450	Religion/Ethos Income	2,730.00	3,000.00	(270.00)	2,395.00
3455	Kairos Income	16,320.00	17,000.00	(680.00)	14,843.60
3490	After School Study/Club Income	67,418.50	50,000.00	17,418.50	55,012.00
3495	Mock Exam Income	27,490.00	22,000.00	5,490.00	22,320.00
3500	Games Income	9,787.73	10,000.00	(212.27)	31,340.81
3510	Bus Income	18,116.50	17,000.00	1,116.50	17,487.50
3520	School Musical/Drama Income	35,498.50	40,000.00	(4,501.50)	18,685.00
3530	School Tours Income	8,750.00	9,000.00	(250.00)	0.00
3570	Other School Generated Income	32,086.78	20,000.00	12,086.78	16,030.63
Total School Generated Income:		<u>282,522.01</u>	<u>232,925.00</u>	<u>49,597.01</u>	<u>234,671.42</u>
Other Income					
3650	Voluntary Contributions	120,240.00	127,132.00	(6,892.00)	118,006.00
3770	Insurance Claim Income	9,458.16	0.00	9,458.16	0.00
3850	Other Income	27,950.27	25,000.00	2,950.27	24,711.90
Total Other Income:		<u>157,648.43</u>	<u>152,132.00</u>	<u>5,516.43</u>	<u>142,717.90</u>
TOTAL Income:		<u>940,660.60</u>	<u>886,190.59</u>	<u>54,470.01</u>	<u>942,673.19</u>



REVIEW THE POSTINGS
FOR EACH CODE
ANTICIPATE QUESTIONS

REVIEW NOMINAL ACTIVITY

Page: 1

Webinar 2 September 2024

Nominal Activity - Excluding No Transactions

N/C From: 3570
N/C To: 3570

Other School Generated Income **Account Balance:** 32,086.78 CR

t	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B	
	RevComXXX	CHY 3 Cert Rebate 2022	0	T9	274.06		274.06	-	R	
	RevComXXX	CHY 3 Cert tax rebate	0	T9	1,729.72		1,729.72	-	R	
	RevCom050	CHY 3 Cert Tax Rebate	0	T9	3,347.11		3,347.11	-	R	
	DoES	CHY 3 Cert Tax Rebate	0	T9	9,035.92		9,035.92	-	R	
	RevCom050	CHY 3 Cert Tax Rebate	0	T9	5,180.14		5,180.14	-	R	
	RevCom050	CHY Tax Rebate	0	T9	112.32		112.32	-	R	
	ATM	Oireachtas Essay	0	T9	250.00		250.00	-	R	
	RevCom050	CHY 3 Cert 2023 Tax Rebate	0	T9	11,438.67		11,438.67	-	R	
	RevCom050	CHY 3 Cert 2023 claim	0	T9	718.84		718.84	-	R	
Totals:								32,086.78		
History Balance:								32,086.78		

School Generated Income					
3310	Transition Year Income	40,554.00	29,925.00	10,629.00	34,801.00
3350	Hire of Facilities Rental Income	23,770.00	15,000.00	8,770.00	21,755.88
3450	Religion/Ethos Income	2,730.00	3,000.00	(270.00)	2,395.00
3455	Kairos Income	16,320.00	17,000.00	(680.00)	14,843.60
3490	After School Study/Club Income	67,418.50	50,000.00	17,418.50	55,012.00
3495	Mock Exam Income	27,490.00	22,000.00	5,490.00	22,320.00
3500	Games Income	9,787.73	10,000.00	(212.27)	31,340.81
3510	Bus Income	18,116.50	17,000.00	1,116.50	17,487.50
3520	School Musical/Drama Income	35,498.50	40,000.00	(4,501.50)	18,685.00
3530	School Tours Income	8,750.00	9,000.00	(250.00)	0.00
3570	Other School Generated Income	32,086.78	20,000.00	12,086.78	16,030.63
Total School Generated Income:		282,522.01	232,925.00	49,597.01	234,671.42
Other Income					
3650	Voluntary Contributions	120,240.00	127,132.00	(6,892.00)	118,006.00
3770	Insurance Claim Income	9,458.16	0.00	9,458.16	0.00
3850	Other Income	27,950.27	25,000.00	2,950.27	24,711.90
Total Other Income:		157,648.43	152,132.00	5,516.43	142,717.90
TOTAL Income:		940,660.60	886,190.59	54,470.01	942,673.19

Did the school musical generate a profit?

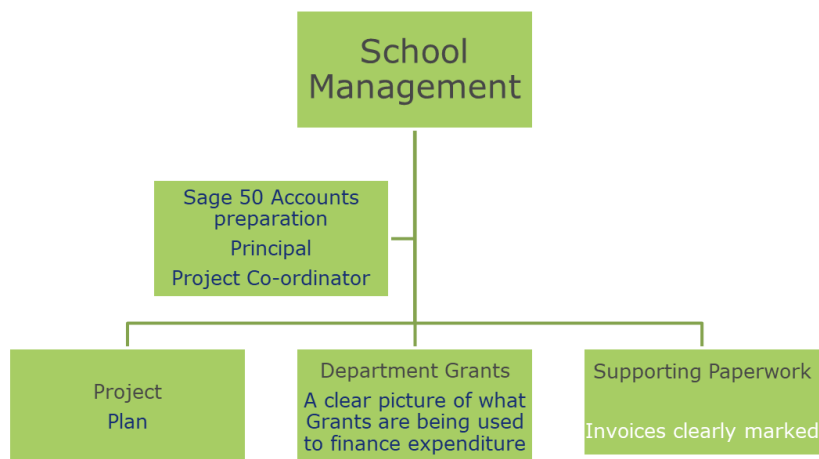
What is posted to code 3570?

Did TY income cover the TY cost?



Review of school generated income

Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Surplus/Deficit €	Comment
3310	Transition Year Income	40554	4590	Transition Year Expense	43484	-2930	TY Grant = 10,450
3495	Mock Exam Income	27490	4750	Mock Exam Expense	25290	2200	On target
3490	After School Study Income	67419	4190	After School Study Expense	32624	34795	Ensure cost is complete Good school funding
3520	School Musical Income	35499	4720	School Musical Expense	42270	-6771	Need to look at costs for next year
3530	School Tours Income	8750	4710	School Tour Expense	1426	7324	Check costs for completeness

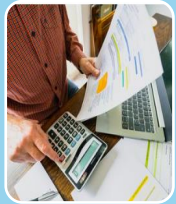


Discuss the figures with the co-ordinators & principal

Share and review the Nominal activity for the code 3520/4720 for accuracy and completeness.

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

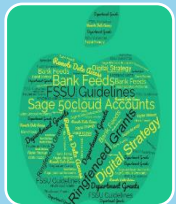
REVIEWING SCHOOL EXPENDITURE



If less than budget or PY check accuracy



If greater than Budget or PY – Analyse the overspends



Review nominal 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:		500,490	501,134	-643	565,284
Total School Generated Income:		282,522	232,925	49,597	234,671
Total Other Income:		157,648	152,132	5,516	142,718
TOTAL Income:		940,661	886,191	54,470	942,673
Expenditure					
Total Education Salaries:		57,872	65,874	-8,002	65,149
Total Education Other:		278,727	274,488	4,239	306,693
Total Repairs Maintenance & Establishment:		414,541	346,659	67,882	431,729
Total Administration:		154,413	121,300	33,113	171,514
Total Financial:		2,323	36,500	-34,177	3,013
TOTAL Expenditure:		907,875	844,821	63,054	978,097
NET PROFIT/(LOSS)		32,786	41,370	-8,584	-35,424

REVIEW EDUCATIONAL SALARIES

Nominal ledger

- Review each code for completeness & accuracy

Review

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

Expenditure			
Education Salaries			
4113	Free Schoolbook Admin Salaries Expense	1,000.00	0.00
4150	Supervision and Substitution Salaries Expense	11,062.53	20,874.00
4155	State Exam Salaries Expense	13,185.81	0.00
4190	After School Study/Club Salaries Expense	32,623.33	45,000.00
Total Education Salaries:		57,871.67	65,874.00

5.2 Recording of the Administration Support Grant and Expenditure

The grant which will be received in May 2024 is for the next school year 2024/2025. Therefore, this grant must be accounted for as a grant received in advance. Any expenditure of this grant before the end of the 2023/2024 school year, must be recorded as a prepayment.

Instructions regarding accounting for the grant for the school year 2024/2025 will be issued to schools at the commencement of the academic year.

➤ The grant which will be received in May 2024 must be recorded using the following nominal code.

Nominal Code	Description	Type	Category
2151	Book grant received in advance	Current Liability	Accruals

➤ The expenditure incurred up to 31st August 2024 can be recorded to the following nominal code.

Nominal Code	Description	Type	Category
1720	Prepayments	Current Asset	Debtors & Prepayments



REVIEW EDUCATIONAL COSTS



If less than budget or PY check accuracy



If greater than Budget or PY – Analyse the overspends



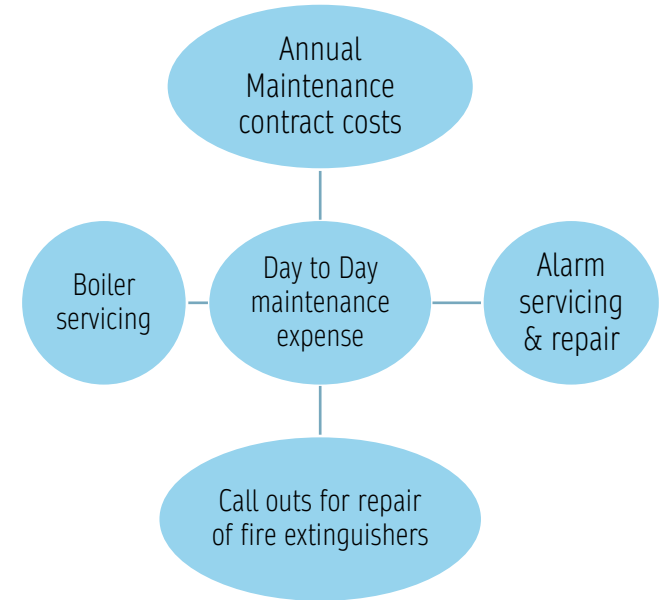
Review nominal activity for accuracy of postings

Expenditure		Period	Budget	Difference	Prior Year
Education Other					
4330	Religion	1,653.50	4,500.00	(2,846.50)	4,601.00
4340	School tour	15,193.25	15,500.00	(306.75)	14,733.67
4350	Art Expense	978.31	750.00	228.31	1,311.45
4370	Home Economics Expense	528.30	500.00	28.30	327.18
4390	Science Expense	3,484.52	4,000.00	(515.48)	3,748.62
4410	ICT Grant Non-Capital Expense	4,041.87	5,000.00	(958.13)	0.00
4420	Computer Maintenance & Support Expense	15,591.39	11,000.00	4,591.39	13,150.12
4430	DCG Expense	100.00	300.00	(200.00)	110.50
4490	Other Subjects Expense	2,864.47	2,000.00	864.47	246.20
4493	Debating	929.26	500.00	429.26	607.08
4550	Music	807.99	500.00	307.99	842.96
4570	Staff CPD	1,881.82	2,000.00	(118.18)	0.00
4590	Transition Year Expense	43,483.55	39,999.96	3,483.59	59,031.69
4610	Learning Support Expense	0.00	1,000.00	(1,000.00)	175.00
4620	Teacher Inservice and Training Expense	350.00	5,000.00	(4,650.00)	300.00
4630	Career Guidance Expense	733.00	4,000.00	(3,267.00)	4,333.66
4635	Student Wellbeing	8,110.00	0.00	8,110.00	0.00
4650	School Bus repairs & Diesel Expense	26,471.36	15,000.00	11,471.36	14,298.80
4670	Games (excl. travel) Expense	45,518.94	40,000.00	5,518.94	67,293.59
4690	Bus Hire Expenses	16,682.47	17,000.00	(317.53)	10,585.00
4710	School Tours Expense	1,426.07	0.00	1,426.07	0.00
4720	School Musical/Drama Expense	42,270.24	45,000.00	(2,729.76)	21,887.99
4730	Book Grant Expense	3,914.31	15,288.00	(11,373.69)	14,563.03

How does Income collected cover costs they were collected to cover?

Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Surplus/Deficit €	Comment
3310	Transition Year Income	40554	4590	Transition Year Expense	43484	-2930	TY Grant = 10,450
3495	Mock Exam Income	27490	4750	Mock Exam Expense	25290	2200	On target
3490	After School Study Income	67419	4190	After School Study Expense	32624	34795	Ensure cost is complete Good school funding
3520	School Musical Income	35499	4720	School Musical Expense	42270	-6771	Need to look at costs for next year
3530	School Tours Income	8750	4710	School Tour Expense	1426	7324	Check costs for completeness

REVIEW REPAIRS MAINTENANCE & EQUIPMENT COSTS



Expenditure		Period	Budget	Difference	Prior Year
Repairs Maintenance & Establishment					
5010	Caretaker Wages Expense	36,510.23	39,999.96	(3,489.73)	39,634.92
5030	Caretaker Pension Expense	4,221.08	4,050.00	171.08	4,030.82
5110	Cleaners Wages Expense	55,263.13	60,000.00	(4,736.87)	56,076.58
5150	Contract Cleaners Expense	3,909.49	3,492.00	417.49	4,087.55
5170	Cleaning Materials Expense	8,237.33	6,999.96	1,237.37	1,301.34
5310	Repairs to Buildings and Grounds Expense	81,220.71	60,000.00	21,220.71	110,919.13
5316	COVID Minor Works Grant Expense	11,313.57	11,313.57	0.00	45,323.06
5350	Repairs to Furniture, Fittings and Equipment Expense	73,707.92	45,000.00	28,707.92	44,084.29
5370	Refuse	0.00	0.00	0.00	3,264.47
5400	Routine Security Expense	2,078.70	2,000.00	78.70	686.34
5450	General Insurance Expense	50,580.68	45,000.00	5,580.68	45,492.04
5510	Heating Expense	22,199.32	24,999.63	(2,800.31)	19,998.10
5550	Light and Power Expense	29,285.40	24,999.96	4,285.44	19,862.52
5610	Refuse Expense	8,103.50	3,504.00	4,599.50	833.78
5611	Water rates	128.15	1,000.00	(871.85)	0.00
5700	Licence Fee to Patron/Trustee Expense	6,260.00	6,300.00	(40.00)	6,260.00
5800	Other Repairs and Maintenance Expense	21,521.93	8,000.00	13,521.93	5,693.46
5806	COVID Capitation for Cleaning (Non-Wages) and PPE Grant Expe	0.00	0.00	0.00	24,180.42
Total Repairs Maintenance & Establishment:		414,541.14	346,659.08	67,882.06	431,728.82

-Midlend Electronic -Lift Maintenance	3604.76
-Irish Lifts Disputed Invoice s for 2021 yr Les Cr...	3458.46
-Parklawn Trees, Storm Damagmed tree remove...	3291.00
-Irish Lifts Maintenance 22/23	2315.33
-Irish Lifts New Shaft Board	1178.13
M/E.S. Service Call out for Alarm	694.00

CHECK REPAIR NOMINAL CODES FOR CAPITAL COSTS



CAPITAL ITEMS

Structural

Long term Use

High Value Project – all costs

REVIEW NOMINAL ACTIVITY

Criteria for Nominal Activity - Excluding No Transactions

Criteria Values
Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) 5310 and 5800

Transaction Date Between (inclusive) 01/09/2023 and 31/08/2024

Transaction No Between (inclusive) 1 and 99999999

Inc B/Fwd Tran

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

Help OK Cancel

0 Reception upgrade	19600.00
0 Reception repair	12040.00
0 Careys Inv 3875 Cert 3	8220.94
0 Painting Move Code	8000.00
0 176-Podium Basketball Backboards replaced	7575.62
0 469-Parklawn Rowing Club 8 Trees removed	6697.00
0 121-Liam Corcoran Painting	5800.00
0 305-Midland Electronics Fire Alarm essential repai...	5041.36
0 160 Precision Fire yearly inspection	1632.13

REVIEW ADMIN EXPENDITURE



Administration					
6010	Clerical Officers/Secretarial Wages Expense	46,922.95	49,999.96	(3,077.01)	40,444.38
6100	Recruitment Expense	1,931.10	0.00	1,931.10	369.00
6150	Advertising / Public Relations Expense	984.00	1,000.00	(16.00)	2,872.05
6210	Postage Expense	1,451.00	300.00	1,151.00	311.80
6250	Telephone Expense	4,355.51	3,500.00	855.51	3,858.93
6300	Printing and Stationery Expense	13,513.95	10,000.00	3,513.95	13,722.98
6305	Photocopying Expense	6,935.30	6,000.00	935.30	6,862.74
6350	Office Equipment (Non Capital) Expense	8,940.00	0.00	8,940.00	0.00
6400	do not use	0.00	0.00	0.00	35,483.16
6405	do not use	0.00	0.00	0.00	2,204.95
6410	Accountancy/Audit fee	5,412.00	5,000.00	412.00	5,043.00
6450	Other Professional Fees Expense	8,558.47	1,500.00	7,058.47	9,130.63
6600	Principals Expenses	5,701.40	4,999.92	701.48	6,530.15
6650	Board of Management Expense	9,875.93	3,000.00	6,875.93	9,763.16
6700	Annual Subscriptions Expense	5,793.46	5,000.00	793.46	5,936.60
6730	In School Administration System Expense	20,567.25	21,500.00	(932.75)	19,000.00
6755	Medical and First Aid Expense	0.00	500.00	(500.00)	0.00
6780	Staff Room Expenses	5,461.68	5,000.00	461.68	5,905.64
6800	Social Committee Expense	1,000.00	1,000.00	0.00	1,000.00
6900	Other Administration Expenses	7,008.83	3,000.00	4,008.83	3,074.69
Total Administration:		154,412.83	121,299.88	33,112.95	171,513.86

OVERSPENDS

- Printing
- Office equipment
- Other professional fees
- BOM Expenses
- Other admin

Use nominal activity report to highlight costs and analyse overspends

Highlight to Principal and co-ordinators

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



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	Looked reasonable	The devil is in the detail																																					
2	School Income review	Investigate Variances from PY and budget Review Nominal activity Have all relevant grants been received	Review school generated income	<p>School Generated Income</p> <table border="1"> <tr><td>3310</td><td>Transition Year Income</td><td>40,554.00</td></tr> <tr><td>3350</td><td>Hire of Facilities Rental Income</td><td>23,770.00</td></tr> <tr><td>3450</td><td>Religion/Ethos Income</td><td>2,730.00</td></tr> <tr><td>3455</td><td>Kairos Income</td><td>16,320.00</td></tr> <tr><td>3490</td><td>After School Study/Club Income</td><td>67,418.50</td></tr> <tr><td>3495</td><td>Mock Exam Income</td><td>27,490.00</td></tr> <tr><td>3500</td><td>Games Income</td><td>9,787.73</td></tr> <tr><td>3510</td><td>Bus Income</td><td>18,116.50</td></tr> <tr><td>3520</td><td>School Musical/Drama Income</td><td>35,498.50</td></tr> <tr><td>3530</td><td>School Tours Income</td><td>8,750.00</td></tr> <tr><td>3570</td><td>Other School Generated Income</td><td>32,086.78</td></tr> <tr><td colspan="2">Total School Generated Income:</td><td>282,522.01</td></tr> </table>	3310	Transition Year Income	40,554.00	3350	Hire of Facilities Rental Income	23,770.00	3450	Religion/Ethos Income	2,730.00	3455	Kairos Income	16,320.00	3490	After School Study/Club Income	67,418.50	3495	Mock Exam Income	27,490.00	3500	Games Income	9,787.73	3510	Bus Income	18,116.50	3520	School Musical/Drama Income	35,498.50	3530	School Tours Income	8,750.00	3570	Other School Generated Income	32,086.78	Total School Generated Income:		282,522.01	Check Receipt postings
3310	Transition Year Income	40,554.00																																							
3350	Hire of Facilities Rental Income	23,770.00																																							
3450	Religion/Ethos Income	2,730.00																																							
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3530	School Tours Income	8,750.00																																							
3570	Other School Generated Income	32,086.78																																							
Total School Generated Income:		282,522.01																																							
3	School Expenditure review	Review Nominal activity Follow up Variances with prior year & budget	Review repairs	<table border="1"> <tr><td>0</td><td>Reception upgrade</td><td>19600.00</td></tr> <tr><td>0</td><td>Reception repair</td><td>12040.00</td></tr> <tr><td>0</td><td>Careys Inv 3875 Cert 3</td><td>8220.94</td></tr> <tr><td>0</td><td>Painting Move Code</td><td>8000.00</td></tr> <tr><td>0</td><td>176-Podium Basketball Backboards replaced</td><td>7575.62</td></tr> <tr><td>0</td><td>469-Parklawn Rowing Club 8 Trees removed</td><td>6697.00</td></tr> <tr><td>0</td><td>121-Liam Corcoran Painting</td><td>5800.00</td></tr> <tr><td>0</td><td>305-Midland Electronics Fire Alarm essential repair...</td><td>5041.36</td></tr> <tr><td>0</td><td>160 Precision Fire yearly inspection</td><td>1632.13</td></tr> </table>	0	Reception upgrade	19600.00	0	Reception repair	12040.00	0	Careys Inv 3875 Cert 3	8220.94	0	Painting Move Code	8000.00	0	176-Podium Basketball Backboards replaced	7575.62	0	469-Parklawn Rowing Club 8 Trees removed	6697.00	0	121-Liam Corcoran Painting	5800.00	0	305-Midland Electronics Fire Alarm essential repair...	5041.36	0	160 Precision Fire yearly inspection	1632.13	amend capital items in I&E									
0	Reception upgrade	19600.00																																							
0	Reception repair	12040.00																																							
0	Careys Inv 3875 Cert 3	8220.94																																							
0	Painting Move Code	8000.00																																							
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0	305-Midland Electronics Fire Alarm essential repair...	5041.36																																							
0	160 Precision Fire yearly inspection	1632.13																																							
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>After school study showed a gain</i>	<i>School musical showed a deficit, follow up</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:	500,490	501,134	-643	565,284
Total School Generated Income:	282,522	232,925	49,597	234,671
Total Other Income:	157,648	152,132	5,516	142,718
TOTAL Income:	940,661	886,191	54,470	942,673
Expenditure				
Total Education Salaries:	57,872	65,874	-8,002	65,149
Total Education Other:	278,727	274,488	4,239	306,693
Total Repairs Maintenance & Establishment:	414,541	346,659	67,882	431,729
Total Administration:	154,413	121,300	33,113	171,514
Total Financial:	2,323	36,500	-34,177	3,013
TOTAL Expenditure:	907,875	844,821	63,054	978,097
NET PROFIT/(LOSS)	32,786	41,370	-8,584	-35,424

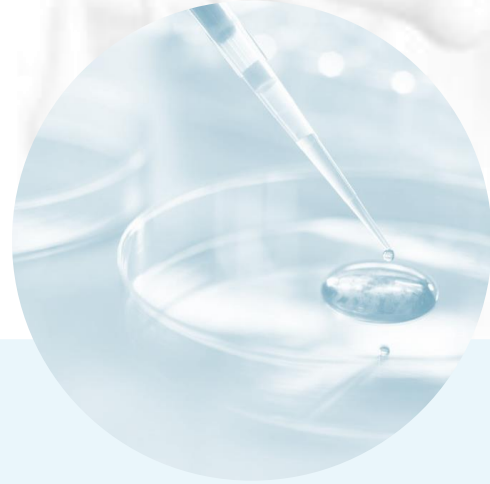
Key review steps summary

- ✓ 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

- ❖ Adjust for unspent ringfenced grants
- ❖ Review Balance Sheet





5. PROCESSING YEAR END ADJUSTMENTS FOR UNSPENT GRANTS

JOURNAL ADJUSTMENTS AT 31.8.2024



Demo School Data – Ringfenced Grants

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT		
Book Grant	3150	17319	Book Grant Expenses	4730	3914	13405	
Book rental income	3330		Book rental scheme expense	4740		0	
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641		0	
Supervision & Substitution Grant	3240	15824	Supervision & Substitution Expense	4150	11063	4761	
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	4438	Wellbeing	4635	2940	1498	
						0	
ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410	4042	-4042	
ICT Grant - Capital	3921		Capital: ICT	1460		0	

Instructions:

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

Expenditure: Review the expenditure nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the expenditure out of the grant for the current year in column F

Balance of Grant unspent: A formula has been entered here to automatically calculate the amount of the unspent grant.

JOURNAL ENTRY TO ADJUST FOR UNSPENT ICT GRANT – DEMO DATA

DATED 31.8.2024

Date: 20/08/2024
Time: 15:18:30

Webinar 2 September 2024

Nominal Departmental Analysis (Detailed)

N/C From	Tran Date From	Tran No From		
N/C To 99999999	01/01/1980	1		
	31/12/2050	99,999,999		

Dept Number	Dept		
35	ICT 23/24		

N/C	Name		
1461	Capital, ICT Additions		

Tran Number	Type	Date	Details	Debit	Credit
28756	PI	15/04/2024	Datapac, Docking Station HP PRo	1,706.22	
29041	PI	30/05/2024	Datapac 30 HP Probook	14,998.37	
Account Totals				16,704.59	

N/C	Name		
1800	Current Account No 1		

Tran Number	Type	Date	Details	Debit	Credit
28579	BR	23/04/2024	ICT Grant 23/24	31,800.00	
Account Totals				31,800.00	

N/C	Name		
2100	Purchase Ledger Control		

Tran Number	Type	Date	Details	Debit	Credit
28756	PI	15/04/2024	Datapac, Docking Station HP PRo	1,706.22	
29041	PI	30/05/2024	Datapac 30 HP Probook	14,998.37	
29042	PI	30/05/2024	Computex OVS Licences	4,041.87	
Account Totals				20,746.46	

N/C	Name		
3921	DE ICT Capital Grant Income		

Tran Number	Type	Date	Details	Debit	Credit
28579	BR	23/04/2024	ICT Grant 23/24	31,800.00	
Account Totals				31,800.00	

N/C	Name		
4410	ICT Grant Non-Capital Expense		

Tran Number	Type	Date	Details	Debit	Credit
29042	PI	30/05/2024	Computex OVS Licences	4,041.87	
Account Totals				4,041.87	

Department	Debit	Credit
	52,546.46	52,546.46
Grand Totals	52,546.46	52,546.46

Unspent calculation

- 1 31,800
- 2 -4042
- 3 -16,705
- 4 11,053

Journal Entry

Reference: Posting Date: 31/08/2024 Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
3230	ICT Grant Non Capital	JN 1	35	Non capital grant	T9	0.00	4042.00
3921	DE ICT Capital Grant Income		35	Transfer non capital element	T9	4042.00	0.00
3921	DE ICT Capital Grant Income		35	Unspent amount	T9	11053.00	0.00
2165	ICT Grant unspent		35	ICT Grant 23/24 unspent	T9	0.00	11053.00

Reverse Journals Reversing Date: 21/08/2024

15095.00 15095.00

Save Close


Remember to match non capital income with NC Expenses – JN 1

Grant in 3921 will equal the value of the ICT capital cost in 1461 = 16,704

RINGFENCED GRANTS SUMMARY AFTER JOURNAL ADJUSTMENTS

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit		Balance Sheet
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€		Balances
Book Grant	3150	3914	Book Grant Expenses	4730	3914	0	2160	13,405
Book rental income	3330		Book rental scheme expense	4740		0		
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641		0		
Supervision & Substitution Grant	3240	11063	Supervision & Substitution Expense	4150	11063	0	2170	4,761
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	2940	Wellbeing	4635	2940	0	2171	1,498
						0		
ICT Grant - Non capital	3230	4042	ICT Grant Non-Capital Expense	4410	4042	0		
ICT Grant - Capital	3921	16705	Capital: ICT	1461	16705	0	2165	11053



FSSU Financial Guideline 2024/2025

Financial Support Services Unit


Voluntary Secondary Schools


Financial Year-End 2023/2024


JOURNAL ADJUSTMENTS FOR UNSPENT GRANTS

Table 1: Example of Accounting for unspent grant

Grant	Step 1		Step 1		Step 1	Step 2	
	Income		Expenditure		Balance of Grant at 31.08.2024	Journal Unspent amount at 31.08.2024	
	Nominal Code	Amount	Nominal Code	Amount	Amount	Dr Code	Cr Code
Book Grant	3150	€9,600	4730	€8,900	€700	3150	2160
Supervision & Substitution Grant	3240	€5,130	4150	€4,200	€930	3240	2170

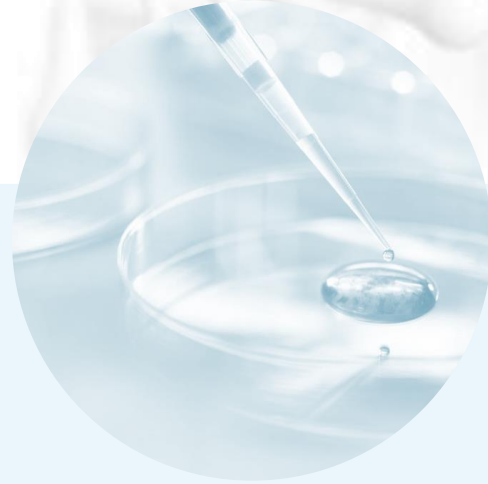
- 

The value of the book grant in the I&E should equal the cost incurred for the financial year
- 

The journal will debit or reduce the book grant code 3150 by 700
- 

And the credit will be recorded in code 2160 in the balance sheet





6. THE BALANCE SHEET REVIEW



VITAL FOR THE ACCURACY OF THE YEAR END ACCOUNTS

BALANCE SHEET TERMINOLOGY

Criteria for BOM Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period Between (inclusive) Brought forward 9: 2(and 12: August 2024

Chart of Accounts Is 2: FSSU

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

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



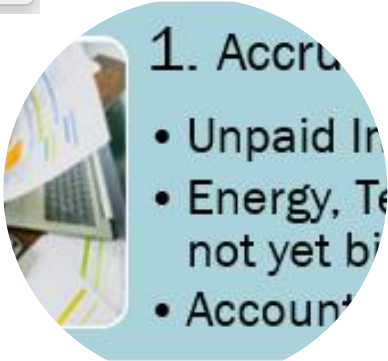
FIXED ASSETS

- Balances BF
- Additions
- Disposals
- Closing Balances



CURRENT ASSETS

- Grants Due
- Prepayments
- 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 POINTS

- ❑ A list of Assets & liabilities @ 31.8.2024
- ✓ Supporting paperwork to support balances
- ✓ Supporting calculations
- ✓ Check postings in nominal activity
- ✓ Check opening balances were adjusted out?
- ❑ *Grants received in advance* should be recorded as a liability in the Balance sheet
- ❑ *Income received in advance* should be recorded as a liability in the Balance Sheet at 31.8.2024
- ❑ *Costs relating to FY 24/25* should be recorded as prepayments in the Balance Sheet at 31.8.2024
- ❑ Capital grants and related costs should be reflected in the 3900 nominal code range in the Balance sheet

FSSU Guideline	What to watch out for Grants new to 23/24	Income + Expenditure report	Balance sheet
28 – 2023/2024	ICT Grant 2023/2024	3230 4410	1461 3921 2165
24 – 2023/2024	Junior Cycle Books		2151 1720
11 – 2023/2024	Attendance support	3290 4635 4770	1421 2171 Unspent
03 – 2023/2024	Covid Grants		Nil balances Covid MWG may have an unspent amount
Guidance on website	Funding for Solar Panels		2171 3900 3940

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	Nominal 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	Nominal 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	Correct opening balances 3900/3940 Department reports	Crucial to have correct opening balance		All capital grants Capital expenditure	Nominal activity report Supporting paperwork including BOM capital report
7	Balance on the I&E showing at end of Balance Sheet					



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

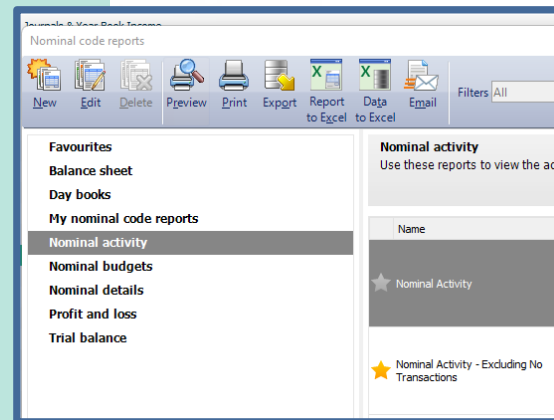
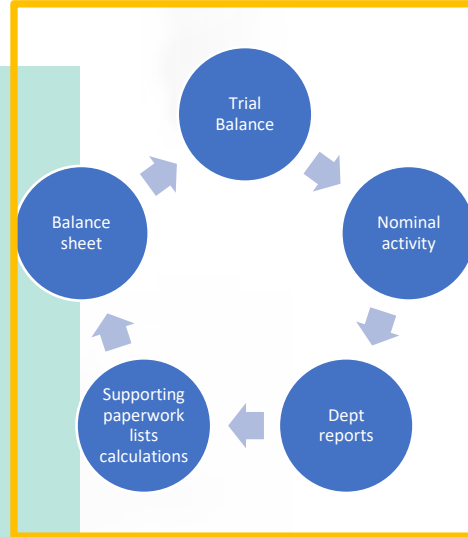
REVIEW OF FIXED ASSETS

Balances B/F

- The accountants figures

Additions

- Look up nominal activity
- Supporting paperwork



Fixed Assets

		Period	Prior Year
Brought Fwd - Aug 2024			
Fixed assets			
1400	Capital: Land & Buildings	0.00	11,685,729.32
1410	Capital Depr: Land and Buildings	0.00	(2,600,230.16)
1420	Capital: Furniture, Fitt	878,024.49	689,154.55
1430	Capital: Dept: Fixed Fittings & Eq	(619,532.17)	(624,126.54)
1440	Capital: Motor Vehicles	127,799.00	127,799.00
1450	Capital Depr: Motor Vehicles	(121,237.50)	(121,237.50)
1460	Capital: ICT	636,733.28	580,194.65
1461	Capital, ICT Additions	65,323.74	0.00
1470	Accumulated Depreciation:ICT	(471,771.39)	(471,771.39)
	Total Fixed assets:	495,339.45	9,265,511.93
TOTAL Fixed Assets:		495,339.45	9,265,511.93

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



ICT ADDITIONS CODE 1461

Activity

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

1461 Capital, ICT Additions

Show: This Financial Year

Date: 01/09/2023 to 31/08/2024

Type: All

O/S Only

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit
29041	PI	30/05/2024	6700		35	Datapac 30 HP Probook	14998.37	14998.37
28756	PI	15/04/2024	6573		35	Datapac, Docking Station HP PRO	1706.22	1706.22
29087	PI	11/06/2024	6769		10	Datapac 48 HP Pro & hardware	48619.15	48619.15

Date: 20/08/2024
Time: 12:52:31

Webinar 2 September 2024

Nominal Departmental Analysis (Detailed)

N/C From	Tran Date From	Tran No From	Dept	Dept
99999999	01/09/2023	1	ICT 23/24	Dept
N/C To	Tran Date To	Tran No To	Name	Dept
99999999	31/08/2024	99,999,999	Capital, ICT Additions	Dept

Dept Number	Dept	Name	Tran Number	Type	Date	Details	Debit	Credit
35	ICT 23/24	Capital, ICT Additions	28756	PI	15/04/2024	Datapac, Docking Station HP PRO	1,706.22	
			29041	PI	30/05/2024	Datapac 30 HP Probook	14,998.37	
Account Totals							16,704.59	

N/C	Name	Tran Number	Type	Date	Details	Debit	Credit
1800	Current Account No 1	28579	BR	23/04/2024	ICT Grant 23/24	31,800.00	
Account Totals						31,800.00	

N/C	Name	Tran Number	Type	Date	Details	Debit	Credit
2100	Purchase Ledger Control	28756	PI	15/04/2024	Datapac, Docking Station HP PRO	1,706.22	
		29041	PI	30/05/2024	Datapac 30 HP Probook	14,998.37	
Account Totals						16,704.59	

N/C	Name	Tran Number	Type	Date	Details	Debit	Credit
3921	DE ICT Capital Grant Income	28579	BR	23/04/2024	ICT Grant 23/24	31,800.00	
Account Totals						31,800.00	

- Purchase Invoices
- Dept Report for Digital Divide items
- Dept report for ICT funded items

Review of current assets

Sage 50 & year end reporting

THE BANK SECTION

- ✓ 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

A/C	Name	Balance
1800	Current Account	79231.47
1810	AIB Deposit Account	40639.37
1815	AIB NO 2 ACCOUNT	49083.53
1850	Visa Account	-1230.00
1900	Petty Cash Account	158.31
1950	Cash Account	0.00

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.

PREPAYMENTS



Amount paid in advanced (Prepayment)



1. Prepayments (1720)
 - Deposit for school trips
 - Insurance paid in advance
- Junior cycle books 24/25



GRANTS DUE



3. Grants due to school (1730)
 - State exam aide Grant

Date: 20/08/2024
Time: 16:15:44

Webinar 2 September 2024

Page: 1

Nominal Activity - Excluding No Transactions

Date From: 01/09/2023 N/C From: 1720
Date To: 31/08/2024 N/C To: 1720
Transaction From: 1
Transaction To: 99,999,999

N/C:	1720	Name:	Prepayments	Account Balance:	65,626.80	DR						
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2023			Brought Forward			42,462.45	42,462.45			
27053	JC	01/09/2023	1720	Move	Move Prepayments 31/08/2023	0	T9	42,462.45		42,462.45	-	-
28649	BP	02/05/2024	1800	EFT	Property insurance 7 Months	0	T9	30,227.65	30,227.65		-	R
29475	JD	19/08/2024	1720		Books 24/25	33	T9	35,399.15	35,399.15		-	-
Totals:									136,224.58	70,597.78		
History Balance:									65,626.80			

OPENING BALANCES

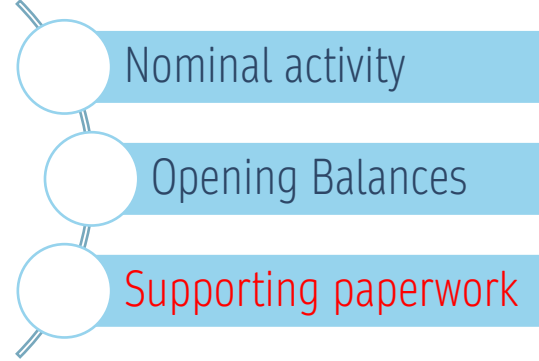
COPY INVOICES

Current Assets

Debtors and Prepayments


1701	Debtors	0.00
1703	Other Receivables	0.00
1720	Prepayments	65,626.80
Total Debtors and Prepayments:		65,626.80

SCHOOL LIABILITIES





Suppliers ledger list

- Supplier reconciliations
- Accountancy fee may have to be accrued



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

Date: 21/08/2024 Webinar 2 September 2024 Page: 1
 Time: 14:00:24 Period Trial Balance

To Period: Month 12, August 2024

N/C	Name	Debit	Credit
1420	Capital: Furniture, Fitt	878,024.49	
1430	Capital: Dept: Fixed Fittings & Eq		619,532.17
1440	Capital: Motor Vehicles	127,799.00	
1450	Capital Depr: Motor Vehicles		121,237.50
1460	Capital: ICT	636,733.28	
1461	Capital, ICT Additions	65,323.74	
1470	Accumulated Depreciation:ICT		471,771.39
1720	Prepayments	66,626.80	
1800	Current Account No 1	111,391.27	
1810	Current Ac No 2	97,135.03	
1825	Parents Association	7,100.00	
1900	Petty Cash Account	54.87	
1950	PayPal Ac	6.65	
2100	Purchase Ledger Control		19,430.69
2105	School Income Received in Advance		78,330.35
2150	Grant Received in Advance		67,726.00
2151	Book Grant received in advance		105,455.68
2160	Book Grant Unspent		32,368.39
2161	School Library Books Capital Grant		13,125.00
2170	S&S Unspent		4,761.00
2171	Other ringfenced grants unspent		1,498.00
2202	VAT Liability		1,464.64
2230	ASC Control Account		440.16
2250	PAYE/PRSI Control		2,473.22
2440	Accruals		6,909.07

Bank Reconciliations

Supporting Paperwork

Revenue returns

Date: 20/08/2024
Time: 16:22:27

Webinar 2 September 2024

Page: 2

BOM Balance Sheet

Chart of Accounts: FSSU

		Period	Prior Year
		Brought Fwd - Aug 2024	p 2022 - Aug 2023
Accruals			
2105	School Income Received in Advance	78,330.35	134,626.86
2150	Grant Received in Advance	67,726.00	0.00
2151	Book Grant received in advance	103,137.00	0.00
2159	Unspent DES Building Grant	0.00	10,567.00
2160	Book Grant Unspent	32,368.39	18,963.39
2161	School Library Books Capital Grant	13,125.00	13,125.00
2169	COVID Minor Works Grant Unspent	0.00	11,313.57
2170	S&S Unspent	4,761.00	0.00
2171	Other ringfenced grants unspent	1,498.00	0.00
2182	COVID Capitation for PPE Grant Unspent	0.00	25,294.28
2200	Net Wages Control	0.00	610.87
2202	VAT Liability	1,464.64	5,064.89
2230	ASC Control Account	440.16	446.36
2250	PAYE/PRSI Control	2,473.22	2,587.21
2440	Accruals	6,909.07	6,909.07



Trial Balance

2100	Purchase Ledger Control	19,430.69
2105	School Income Received in Advance	78,330.35
2150	Grant Received in Advance	67,726.00
2151	Book Grant received in advance	103,137.00
2160	Book Grant Unspent	32,368.39
2161	School Library Books Capital Grant	13,125.00
2170	S&S Unspent	4,761.00
2171	Other ringfenced grants unspent	1,498.00
2202	VAT Liability	1,464.64
2230	ASC Control Account	440.16
2250	PAYE/PRSI Control	2,473.22

Surplus/Deficit	Balance Sheet Balances	
€		
0	2160	13,405
0		
0		
0	2170	4,761
0		
0		
0		
0	2171	1,498
0		



ACCRUALS

Date: 20/08/2024
Time: 16:32:11

Webinar 2 September 2024

Page: 1

Nominal Ledger Departmental Analysis

Nominal Code From: 2105
Nominal Code To: 2105

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

Tran Date From: 01/09/2023
Tran Date To: 31/12/2050

Dept No From: 6
Dept No To: 8

Department Number 6 Department Name Income in advance - TY

N/C	N/C Name	Debits	Credits	Balance
2105	School Income Received in Advance		4,508.25	-4,508.25
	Total for Dept. 6		4,508.25	-4,508.25

Department Number 7 Department Name Income in advance - Admin fees

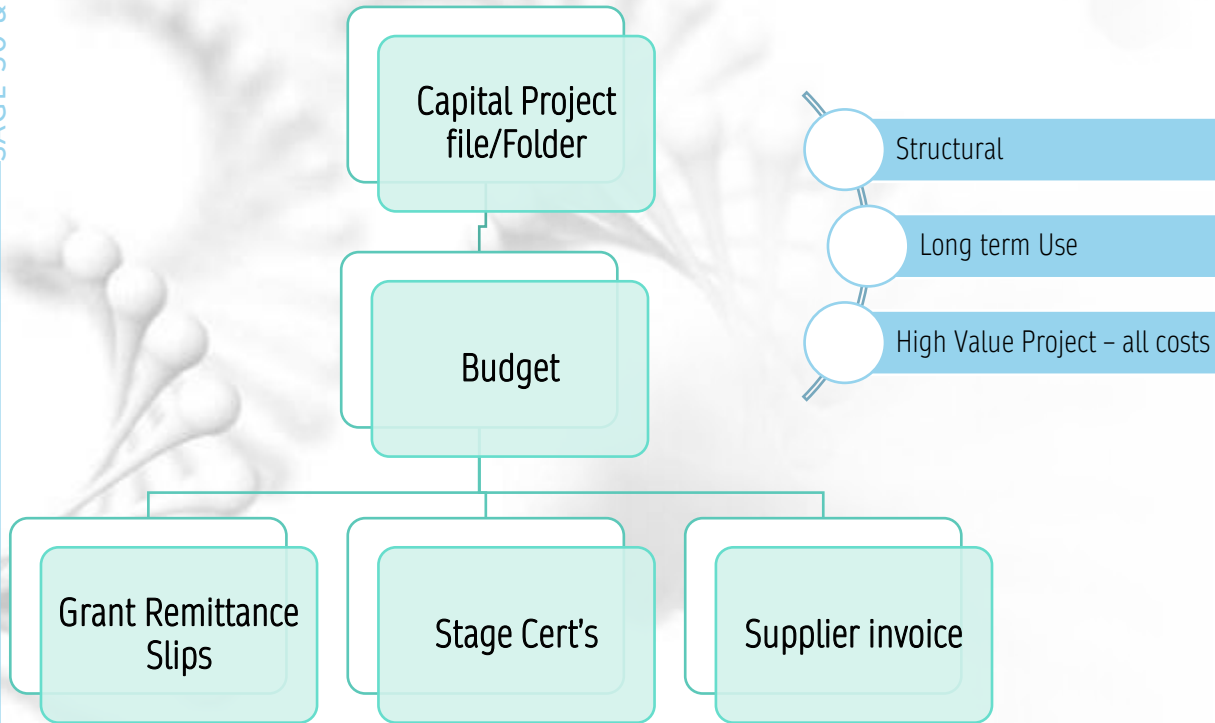
N/C	N/C Name	Debits	Credits	Balance
2105	School Income Received in Advance		73,822.10	-73,822.10
	Total for Dept. 7		73,822.10	-73,822.10


Grand Total: 78,330.35 Credits -78,330.35 Balance

N/C:	2151	Name:	Book Grant received in advance	Account Balance:	103,137.00 CR							
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
28228	BR	20/03/2024	1800	DE JC BG	Junior Cert Books Grant	33	T9	95,481.00		95,481.00	-	R
29140	BR	20/06/2024	1800	DE	Book Grant 24/25	0	T9	7,656.00		7,656.00	-	R
Totals:										103,137.00		
History Balance:										103,137.00		

DE Remittances

CONTRIBUTION TO FIXED ASSETS SECTION





An Roinn Oideachais
Department of Education

Duillin Íocaíochta / Remittance Advice

Focal / Payee:

Uimhir na hÍocaíochta / Payment Number:

Dáta na hÍocaíochta / Payment Date:

Ainm an Chuntais / Account Name:

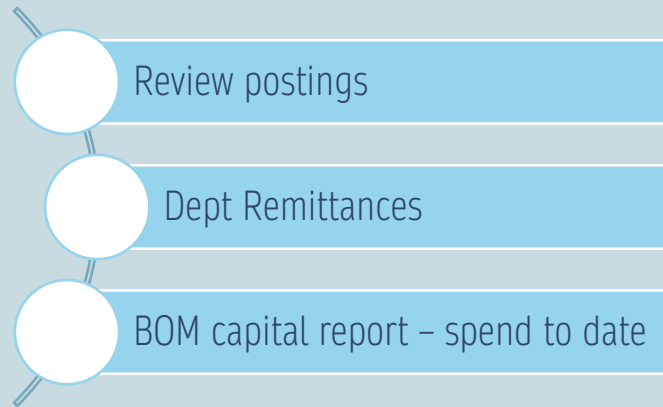
Uimhir an Chuntais / Account Number:

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

DE FIXTURES, FITTINGS & EQUIPMENT GRANT INCOME

CODE 3920

Sage 50 & Year end Reporting



FF&E Grant

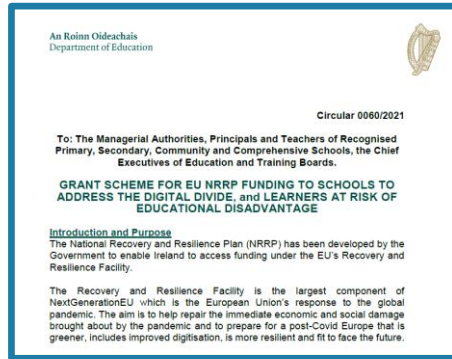
Code 3920
DE Fixtures, Fittings & Equipment Grant Income

Expenditure

Code 1421
Capital Fixtures, Fittings & Equipment Additions

3900	DE Capital Building Grant Income	Capital & Reserves	Contribution Fixed Assets
3901	Capital Projects Fundraising Income	Capital & Reserves	Contribution Fixed Assets
3902	Parents Contribution to Capital Projects Income	Capital & Reserves	Contribution Fixed Assets
3903	Patron/Trustee Contribution to Capital Projects Income	Capital & Reserves	Contribution Fixed Assets
3904	Other State Capital Projects Income	Capital & Reserves	Contribution Fixed Assets
3905	COVID Minor Works Capital Grant Income	Capital & Reserves	Contribution Fixed Assets
3906	Accumulated Amortisation of Capital Building Income	Capital & Reserves	Contribution Fixed Assets
3907	Capital Donations Income	Capital & Reserves	Contribution Fixed Assets
3920	DE Fixtures, Fittings & Equipment Grant Income	Capital & Reserves	Contribution Fixed Assets
3921	DE ICT Grant Capital Income	Capital & Reserves	Contribution Fixed Assets

DE ICT GRANT CODE 3921



ICT Grant

Expenditure

Code 3921
DE ICT Grant
Capital
Income

Code 1461
Capital ICT
2165/2179

Date: 21/08/2024
Time: 14:33:35

Webinar 2 September 2024
Nominal Ledger Departmental Analysis

Nominal Code From: 99999999
Nominal Code To: 99999999

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

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

Dept No From: 35
Dept No To: 35

Department Number 35 Department Name ICT 23/24

N/C	N/C Name	Debits	Credits
1461	Capital, ICT Additions	16,704.59	
1800	Current Account No 1	31,800.00	
2100	Purchase Ledger Control		20,746.46
2165	ICT Grant unspent		11,053.00
3230	ICT Grant Non Capital		4,042.00
3921	DE ICT Capital Grant Income		16,705.00
4410	ICT Grant Non-Capital Expense	4,041.87	
9997	Vat on Purchases (Do Not Use)		
9998	Vat On Sales (Do Not Use)		
Total for Dept. 35		52,546.46	52,546.46
Grand Total:		52,546.46	52,546.46



- Purchase Invoices
- Dept Report for ICT
- DE Remittance

Criteria for Nominal Ledger Departmental Analysis

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code: Between (inclusive) [] and 99999999

Transaction Date: Between (inclusive) 01/09/2023 and 31/08/2024

Transaction No: Between (inclusive) 1 and 99999999

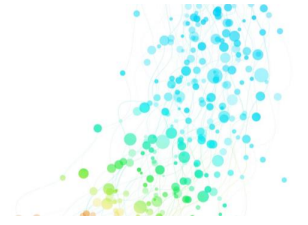
Department: Between (inclusive) 35 and 35

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

Help OK Cancel

SAGE 50 ACCOUNTS REPORTING

GUIDANCE ON WORKING EFFECTIVELY WITH SAGE 50 ACCOUNTS REPORTING



Examples of Key accounts queries for the Financial Year ending August 2024

- Are school finances on budget?
- How do the school finances compare with prior year?
- Reports for specific Ringfenced DE Grants
- Reporting on the Book Grants
- Report for: Income received in advance in the 23/24 Capital Projects

From:	Month 1, September 2023	To:	Month 12, August 2024			
After adjusting for unspent grants						
		Period	Budget	Difference	Prior Year	
Income						
Total Department Income:		480,826	501,134	-20,308	565,284	
Total School Generated Income:		282,522	232,925	49,597	234,671	
Total Other Income:		157,648	152,132	5,516	142,718	
TOTAL Income:		920,996	886,191	34,806	942,673	
Expenditure						
Total Education Salaries:		56,872	65,874	-9,002	65,149	
Total Education Other:		278,727	274,488	4,239	306,693	
Total Repairs Maintenance & Establishme		414,541	346,659	67,882	431,729	
Total Administration:		154,413	121,300	33,113	171,514	
Total Financial:		2,323	36,500	-34,177	3,013	
TOTAL Expenditure:		906,875	844,821	62,054	978,097	
NET PROFIT/(LOSS)		14,121	41,370	-27,248	-35,424	

RINGFENCED GRANTS SUMMARY AFTER JOURNAL ADJUSTMENTS

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit		Balance Sheet Balances
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT			
Book Grant	3150	3914	Book Grant Expenses	4730	3914	0	2160	13,405
Book rental income	3330		Book rental scheme expense	4740		0		
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641		0		
Supervision & Substitution Grant	3240	11063	Supervision & Substitution Expense	4150	11063	0	2170	4,761
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	2940	Wellbeing	4635	2940	0	2171	1,498
						0		
ICT Grant - Non capital	3230	4042	ICT Grant Non-Capital Expense	4410	4042	0		
ICT Grant - Capital	3921	16705	Capital: ICT	1461	16705	0	2165	11053

Reminder – JCBG already showing in Balance sheet - no year end journal adjustment required

Junior Cycle Book Grant

- Coded to 2151 in BS

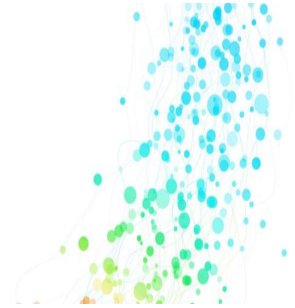
Related Book costs

- Coded to 1720

Junior cycle book grant										At 31.8.2024
Admin support grant										Code 2151
2024/2025										
Related Books cost 24/25										Code 1720

SAGE 50 ACCOUNTS REPORTING

GUIDANCE ON WORKING EFFECTIVELY WITH SAGE 50 ACCOUI



Key accounts queries for the Financial Year ending August 2024

- Are school finances on budget?
- How do the school finances compare with prior year?
- Reports for specific Ringfenced DE Grants
- Reporting on the Book Grants
- Report for: Income received in advance in the 23/24 Capital Projects

Date: 20/08/2024
Time: 17:12:57

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Webinar 2 September 2024

Nominal Departmental Analysis (Detailed)

N/C From	Tran Date From	Tran No From	Department From
N/C To 99999999	01/09/2023	1	33
	Tran Date To 31/08/2024	Tran No To 99,999,999	Department To 33

Dept Number	Dept	Name	Debit	Credit	Balance	
33	JC School Books Grant	Prepayments				
N/C 1720						
Tran Number	Type	Date	Details	Debit	Credit	Balance
29124	BP	17/06/2024	book grant admin	1,000.00		1,000.00
29475	JD	19/08/2024	Books 24/25	35,399.15		35,399.15
Account Totals				<u>36,399.15</u>		<u>36,399.15</u>

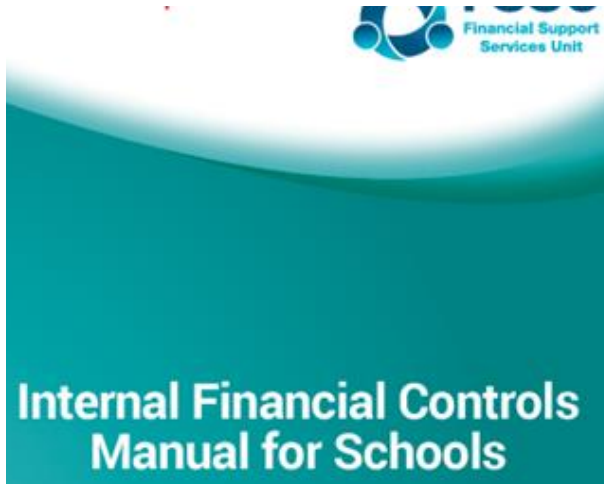
N/C	Name	Debit	Credit	Balance		
1800	Current Account No 1					
Tran Number	Type	Date	Details	Debit	Credit	Balance
28228	BR	20/03/2024	Junior Cert Books Grant	95,481.00		95,481.00
28873	BR	23/05/2024	Book Admin Grant	2,318.68		2,318.68
29124	BP	17/06/2024	book grant admin		1,000.00	-1,000.00
Account Totals				<u>97,799.68</u>	<u>1,000.00</u>	<u>96,799.68</u>

N/C	Name	Debit	Credit	Balance		
2151	Book Grant received in advance					
Tran Number	Type	Date	Details	Debit	Credit	Balance
28228	BR	20/03/2024	Junior Cert Books Grant		95,481.00	-95,481.00
28873	BR	23/05/2024	Book Admin Grant		2,318.68	-2,318.68
Account Totals					<u>97,799.68</u>	<u>-97,799.68</u>

Department	Debit	Credit	Balance
	<u>134,198.83</u>	<u>98,799.68</u>	<u>35,399.15</u>
Grand Totals	<u>134,198.83</u>	<u>98,799.68</u>	<u>35,399.15</u>

61,401 left to spend

RESOURCES ON THE FSSU WEBSITE



New

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

FSSU Guide on preparing ME reports



Year end
Guideline



FSSU
Guidelines 23/24

CONCLUSION

SEP

Sage is date driven

Keep Sage up to date

Journals 1.9.2024



Final accuracy check prior to printing reports

OCT

September Accounts

Reports using Brought forward

Accountant's journals

Run Year end

Import Budget

NOV

BOM reporting is vital

Final accuracy check prior to printing reports

FSSU Webinar Training for Sage 50 Accounts

Year end reporting 23/24

Webinar 2

Sept 11th 2024

Processing Year end adjustments & reviewing reports
(Key issues for the August 2024 accounts)

Accounting for Grants in advance, unspent grants as well as reviewing the general ledger and reports

Webinar 3

Sept 26th 2024

New Financial Year

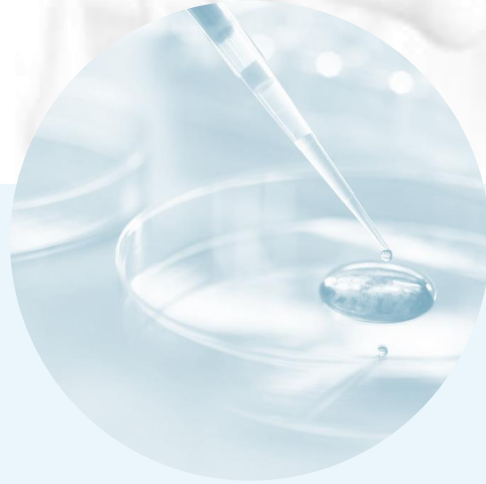
An overview of the new Financial Year including BOM reporting and updating the Chart of Accounts

Webinar 4

Oct 23rd 2024

Preparation and processing of the Year end in Sage 50 Accounts

Working with the accountant to finalise the Year end



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