

Board of Management Monthly Reporting

PRESENTER: BRED A MURPHY




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Board of Management reporting

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Agenda

Focus on Generating & reviewing monthly reports from BrightBooks

1. Monthly reporting for 24/25 – An overview
2. What is new for FY 24/25?
3. Generating monthly reports to Dec 2024
4. Reviewing monthly reports to Dec 2024
5. Summary of Key Learning points



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FSSU Website resources

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FSSU > Post-Primary > Topics > BrightBooks (formerly Surf Accounts) > Guide on Preparing Month End Reports PRINT

All Topics

- BrightBooks (formerly Surf Accounts) ▾
- Chart of Accounts – C&C
- Webinar Training on BrightBooks (Surf Accounts)
- Webinar Recordings on BrightBooks
- Manual for Surf Accounts
- Guide on Preparing Month End Reports
- Budget in BrightBooks

Guide on Preparing Month End Reports

Preparing for the Finance Subcommittee Meeting
Guidance on preparing reports and documentation for the Finance Subcommittee Meeting.

- [Guide on Preparing Month End Reports & Supporting Documents](#)
- [Guide on Generating monthly/finance subcommittee/board of management reports](#)

Templates

- Sample template for the manual reports
- Template to assist with reporting on Capital Projects
- [Monthly Reporting Checklist](#)

[Guide on Preparing Month End Reports for Accounts Personnel in Community & Comprehensive Schools](#)

FSSU > Post-Primary > Training > New A/cs. Personnel Training Resources



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1. Monthly Reporting for 24/25

An Overview

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 28 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"

The objectives of the monthly reports:

- An opportunity to review records and monitoring of spending of school funds
- Provides financial information which assists with planning and decision making
- Critical element of the oversight of basic financial controls.
- Gives assurance that records are accurate

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The Foundations of effective BOM Monthly reporting

Guide on Preparing Month End Reports & Supporting Documents

BOM Monthly reporting pack

Accurate Complete

Draft month end reports

Generate reports

Review Reports

Strong Foundation

Supporting Paperwork

Regular updating

Nominal ledger review

BrightBooks accounts software Integrated & robust

- Update BrightBooks regularly
- Spend time gathering the supporting paperwork
- Using the latest FSSU COA select codes carefully
- Key to accuracy –
 - All Banks reconciled
 - Maintain Accurate Suppliers ledger
 - Review key BB reports regularly
- Run Nominal Only recalculation regularly and check TB balances

Month end reports	Comments	From
Run the Simple TB to ensure the totals match the debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Check
If for any reason the totals do not agree	Run the Nominal Only Recalculation under settings / Data heading	Let it know
Re-run the Simple TB and check that the totals match	If there is still a problem, contact the BrightBooks support team for a resolution	

After running the Simple TB for accuracy check on Data Run the BOM Monthly reporting pack Follow the guidance points below on cross checking of reports

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The Foundations of effective BOM Monthly reporting

Housekeeping for first quarter of Financial Year

- The closing balances in BB at 31.8.2024 must be the Accountants balances as per the audited accounts
- Liaise with accountant to get breakdown of key balances
- Journal Adjustments @ 1.9.2024
 - Grants Due - NTPG
 - Grants in advance
 - Junior cycle book grant & related expenses
- Important to run Year end in BrightBooks as soon as year end adjustments are recorded @ 31.8.2024
- Never forget the standard practice of checking that the Trial Balance balances before running the BOM reports

BOM Monthly Reports from BrightBooks Final accuracy checklist

Month end reports	Comments	From
Run the Simple TB to ensure the totals match the debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Check
If for any reason the totals do not agree	Run the Nominal Only Recalculation under settings / Data heading	Let the BB know also
Re-run the Simple TB and check that the totals match	If there is still a problem, contact the BrightBooks support team for a resolution	

After running the Simple TB for accuracy check on Data Run the BOM Monthly reporting pack Follow the guidance points below on cross checking of reports

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BOM Tasks & needs	BOM Questions	BrightBoots	Reviewing Accounts
Monitor DE Grants	<ul style="list-style-type: none"> Monthly Reports are a snapshot of the school's financial performance. Have all DE grants been received? Have grants received for specific purposes spent appropriately? Monitor trends in school generated income Does specific school generated income cover the cost for the purpose it was collected for? 	answer pertinent questions	Identify areas of misposting consistently throughout the year
Monitor Expenses	<ul style="list-style-type: none"> Monthly reports can highlight areas of concern that require immediate attention. Compared with Budget Compared with FY Monitor payroll costs Monitor capital projects Revenue compliance 		Identify overspends IME Comparative FY
Make Informed Decisions	<ul style="list-style-type: none"> Capital overspends Available funds to invest in additional education resources 		Knowledge Calculating implemented grant School Income x cost figure
Assurance that records are accurate	<ul style="list-style-type: none"> Monthly reports are timely, accurate, appear reasonable, consistent with budget and FY. 	review time to start	

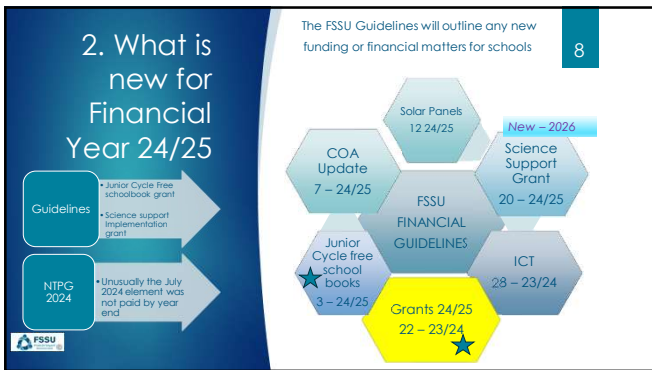
Monthly financial reports help in comparing actual financial results against budgeted figures. This aids in identifying any variances and taking corrective actions to ensure financial goals are met.

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Building confidence in reviewing monthly reports

Focus on BOM information needs

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Guideline	Topic	Overview
20 – 2024/2025	Science Implementation Grant	2150
	For 25/26 School Year	1720
12 – 2024/2025	Solar Panels	3900
		3940
03 – 2024/2025	Junior Cycle Free School Books scheme Grant	3151/3152
		4731/4113

5. Reference
This guideline is based on Department of Education guideline 'Science Implementation Support Grant Guidelines for post-primary schools'.

Crucially departments in 88 for reporting on implemented grants

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Chart of Accounts – noteworthy codes

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Changes to the Chart of Accounts

Code	Description	Type	Category	Comment
3511	Bus Hire Other Income	Income	School Generated Income	3511 is to be used for income collected for buses except from the games/sports buses. Existing code 3510 Bus Income is retained to Bus Hire for Games Income.
4929	Other State Funding Expense	Expenditure	Education Other Expenditure	To be used to account for the expenditure of income received from other state bodies and accounted for in code 3280 Other State Funding.
2173	Other Capital/financed Grants/Income Unspent	Current Liability	Accruals	To be used to account for unspent capital grants or other income, for example building grants, furniture grants unspent, fundraising for a building project.

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BrightBooks for C&C Schools Quick Reference Guide Accounting for Grants Received in Advance

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Tranche due in July paid in Sept 24 in the new Fin Year

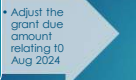
What are Grants received in advance? This is a grant received in the current accounting period that belongs to a future accounting year e.g. grants received between now and the 31st of August for the next school year. Below is a list of the most common grants received in advance:

Grant	Received in	For the period	Element in advance
Non-Pay Grant	July	July/August/September	1/3
Non-Teaching Pay Grant	Quarter 3 Premises upgrad	July/August/September	-
Book Grant	June	Next School Year September/August	100%
SSSF Grant	June	July/August/September/October	50%
DESY Grant	June	Next School Year September/August	100%

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME	EXPENDITURE	Surplus/Deficit
	NOMINAL CODE AMOUNT	NOMINAL CODE AMOUNT	£
Non-Teacher Pay Grant	3030 21500		
NTPG - Clerical officers salaries		NTPG - Clerical officers salaries 5000	21270
NTPG - Caretakers salaries		NTPG - Caretakers salaries 6000	4200
NTPG - Cleaners salaries		NTPG - Cleaners salaries 5500	7800
NTPG - Pensioners salaries		NTPG - Pensioners salaries 7500	2500
Non-Teacher Pay Grant Balance			-4770 370

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Adjust the grant due amount relating to Aug 2024

Applying this worksheet to the school accounts		Journal @ 1.9.24	Notes
		Dr	Cr
DE Grants Code 3010	1. Check September Budget Budget Grant figure 1/3 received in advance in July Journal @ 1.9.24 General ledger activity code 2030	2150	3010
Code 3030	2. Check NTPG figure in September Amount received in Sept covered July Aug & Sept Reverse the NTPG Grant @ 1.9.2024	3030	1730

Code	Date	Doc No.	Type	Details	Debit	Credit	Balance	All other departments
3030-Non Teachers Pay Budget								
3030	17/08/2024	1735	RCPT	NTP Non Teacher Pay 3rd instalment	-	54,909.61	-54,909.61	Non teacher pay grant
3030	30/10/2024	1926	RCPT	NTP Grant 4th tranche	-	66,490.79	-121,400.40	Non teacher pay grant
Totals:					-	€121,400.40	€-121,400.40	


Journal @ 1.9.2024 to adjust for Grant due for August 2024 Y/E
Dr : 3030 37,773
Cr: 1730 37,773

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Summary of key points (S1 & S2) 13
 Preparation & reviewing for accuracy is key to Reliable Monthly Reporting

- ▢ Update BrightBooks regularly
- ▢ Check inputting & reconcile the Bank Accounts
- ▢ Maintain an accurate Suppliers ledger
- ▢ Journal to adjust for the NTPG & any 24/25 Grants / Income received in advance
- ▢ Ensure that year end journal adjustments are recorded in BB at 31.8.2024

Generating Quarter 1 to Dec 24 month end reports & reviewing



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BrightBooks

Generating monthly reports to Dec 2024

What key reports should be printed from BrightBooks
 Where to find them in the software

Suggestions for effective checking of the draft reports

[Guide on Preparing Month End Reports for Accounts Department in Community & Comprehensive Schools](#)


Step 4: Generate and print/save final reports.
 Once you are satisfied with the reports information you can generate the final month end reports. These reports can either be printed or saved as PDF documents to a secure location.

The following reports should be generated for the monthly accounts file:

- i. List of balances on all bank and cash accounts
- ii. A bank reconciliation report for each bank account including outstanding payments/cheques
- iii. Payment listings for each bank/cash account including credit card and petty cash
- iv. Receipt listings for each bank/cash account including credit card and petty cash
- v. Income and Expenditure Account Report showing actual versus budgeted figures
- vi. Balance Sheet Report
- vii. General Ledger activity report
- viii. Aged creditors/Suppliers list
- ix. Trial balance report
- x. Capital income and expenditure account report

[Click here for information on generating reports in SaaS](#)

All supporting documentation should also be retained and filed.




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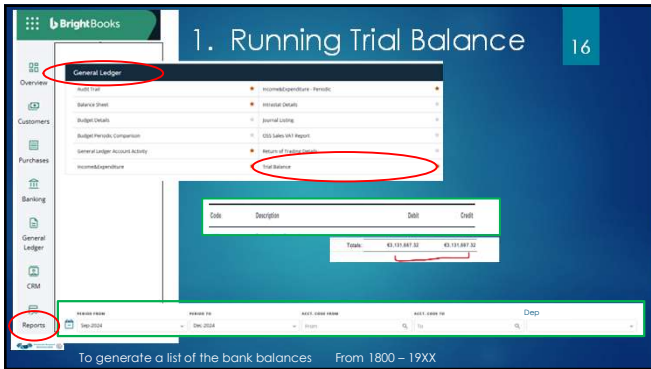
Monthly BOM Reporting 15

Key printouts from BrightBooks

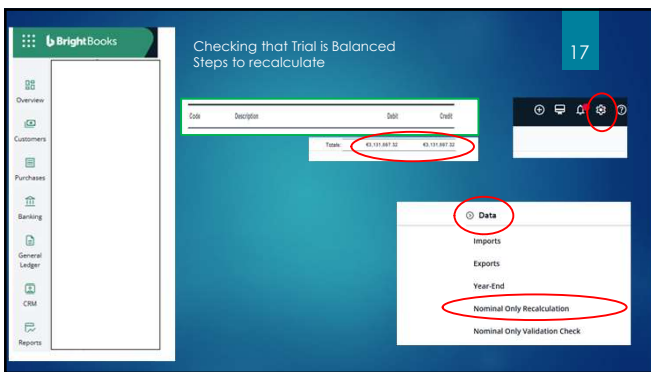
1. Trial Balance
2. Bank Reconciliation for all bank balances
3. BOM Income & Expenditure Account
4. BOM Balance sheet
5. General Ledger activity



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BrightBooks 3. Income & Expenditure 19

General Ledger

- Profit Loss
- Income/Expenditure - Periodic
- Balance Sheet
- Interest Details
- Budget Details
- Journal Listing
- Budget Periods Comparison
- OSG Sales VMT Report
- General Ledger Account Activity
- Return of Trading Details
- Income/Expenditure
- Trial Balance

PERIOD FROM: Sep-2024 PERIOD TO: Dec-2024 Dep

		2023				2024
Code	Description	Current Period	Budget	Variance	Comparative	
	Income and Expenditure Account	€	€	€	€	€

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BrightBooks 4. Balance Sheet 20

General Ledger

- Profit Loss
- Income/Expenditure - Periodic
- Balance Sheet
- Interest Details
- Budget Details
- Journal Listing
- Budget Periods Comparison
- OSG Sales VMT Report
- General Ledger Account Activity
- Return of Trading Details
- Income/Expenditure
- Trial Balance

PERIOD FROM: Sep-2024 PERIOD TO: Dec-2024 Dep

		2023		2024
Code	Description	Current	Comp. Balance	
Balance Sheet				
Fixed Assets				
Fixed Asset Fixed asset				
1600	Capital: Land and Buildings Cost B/F Paid	115,877.96	115,877.96	
1607	Capital: Land and Buildings Additions		1,600.00	

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BrightBooks 5. General ledger Activity 21

General Ledger

- Profit Loss
- Income/Expenditure - Periodic
- Balance Sheet
- Interest Details
- Budget Details
- Journal Listing
- Budget Periods Comparison
- OSG Sales VMT Report
- General Ledger Account Activity
- Return of Trading Details
- Income/Expenditure
- Trial Balance

PERIOD FROM: Sep-2024 PERIOD TO: Dec-2024

DEP - Blank - will give total figures
 DEP - ALL will give details by department

From to - Leave blank to list all nominal codes with movements
 From 3010 - 7800 for Income & Expenditure
 Just one code - e.g. From 2150 to 2150
 From 3010 - 3299 - Department Income

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General ledger Review : Department Income

Income posts as a credit
No netting allowed
Follow up any debit postings
There should be journal entries at 1.9.2024 in
 3010
 3030 Jnl will be a debit
 3050
 3151
 3152

Code	Date	Doc No	Type	Details	Debit	Credit	Balance	All other departments
3010-Capex/Non-Cap Budget								
3010	01/06/2024			Balance Forward	-	-	-	
3010	20/10/2024	1885	RCPY	NP Non-Pay Grant 05 Invoice	-	82,792.63	-82,792.63	
				Totals	-	82,792.63	-82,792.63	
3030-Non-Teacher Pay Budget								
3030	01/06/2024			Balance Forward	-	-	-	
3030	01/06/2024	1735	RCPY	NTP Non-Teacher Pay 2d Invoice	-	54,909.91	-54,909.91	
3030	30/10/2024	1626	RCPY	NTP Grant 06 Invoice	-	66,465.79	-121,405.60	
				Totals	-	121,405.60	-121,405.60	
3050-Admin/Support Services Grant								
3050	01/06/2024			Balance Forward	-	-	-	
3050	18/11/2024	2084	RCPY	SSDF Ad Travel 2024-2025	-	40,057.50	-40,057.50	
				Totals	-	40,057.50	-40,057.50	
3150-Book Grant Error Code								
3150	01/06/2024			Balance Forward	-	-	-	
3150	01/06/2024	188	NJNL	Book Grant	-	9,932.00	-9,932.00	
				Totals	-	9,932.00	-9,932.00	
3151-Free School Scheme Grants								
3151	01/06/2024			Balance Forward	-	-	-	
3151	01/06/2024	188	NJNL	Freebooks	-	186,147.00	-186,147.00	
				Totals	-	186,147.00	-186,147.00	
3152-Administration support book scheme grants								
3152	01/06/2024			Balance Forward	-	-	-	
3152	01/06/2024	188	NJNL	ADM Freebooks	-	2,318.68	-2,318.68	
				Totals	-	2,318.68	-2,318.68	

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4.Reviewing monthly reports to Dec 2024

Guide on Preparing Month End Reports for Accounts Personnel in Voluntary Secondary Schools
Revised version June 2023

Step 1: Accounts information processed in Bright Books
Step 2: Reviewed by Principal with accounts personnel
Step 3: Reviewed by the Finance Sub-Committee
Step 4: Presented to the board of management

Step 3: Review the financial reports for reasonableness and accuracy
Before printing any reports, review for reasonableness and accuracy. If you make a change to one area it could impact other reports. The reports to be reviewed are:
 1. Bank reconciliation report for each bank account
 2. Aged creditors analysis report
 3. Balance sheet report
 4. Income and Expenditure Account showing actual versus budget figures
 5. Nominal coding report

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Identifying errors & mispostings

What to look out for	Review report	How to fix?
➔ Duplicate Transactions	Bank Rec Report Supplier ledger report	In current month? Delete Previous month - Adjust
➔ Mis postings	No netting Nominal Activity	FSSU Guidelines Amend nominal code
➔ Capital v Day to day costs	Materiality level I+E Report review Nominal activity look up	Amend nominal code
➔ Adjusting prepayments	TB BF info NB Review Balance sheet	Adjust Open Bal Journal entries @ 1.9
➔ DE Grants - Timing	Review I+E Review Bal sheet	J/E @ 1.9.2024 Journal Entries
➔ Incomplete costs	VAT/RCT/ PAYE Review balance sheet	Journal entries for Revenue costs Agreeing balances due
➔ Monitor Ringfenced grants & SGI	Use spreadsheet to identify spend to date	Follow up any unusual variations

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Income & Expenditure Account review

7 Key things to check in the Draft I&E report



#	Guidance	Comments
1	An overview of the I&E	Do figures look reasonable compared with PY and Budget
2	School Income review	Verify Variances from PY and budget Review Nominal activity Have all relevant grants been received
3	School Expenditure review	Review Nominal activity Verify Variances with prior year & budget
4	Review of ringfenced grants	<i>How much of the grant is spent?</i>
5	Review of school generated income	<i>How does income compare with spend to date</i>
6	Bottom line ?	As expected?
7	Balance sheet review	Consistent with prior year? Any unexplained balances will have implications for the I&E report

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Income & Expenditure Report – Q1

Demo Data

Do figures look reasonable compared with PY and Budget

The devil is in the detail

Avoid Surprises with bottom line

Income & Expenditure					
Demo School					
Date Range: 1st Sep 2016 to 31st Oct 2016					
Code	Description	Current Period	Budget	Variance	Comparative
	Income Department Grants	561,362	676,701	-315,044	258,817
	Other State Income	21,698	-	21,698	0
	Income School Generated	301,895	302,000	-104	28,180
	Income Other Income	14,063	3,297	10,766	5,822
	TOTAL Income	998,018	981,998	-263,079	292,819
	Expenditure				
	Expenditure Education Salary	13,707	44,440	-26,643	7,189
	Expenditure Education Other	313,021	386,895	-73,874	16,795
	Expenditure Support, Maintenance and Establishments	665,425	295,000	370,425	60,706
	Expenditure Administration	91,308	249,810	-158,452	70,885
	Expenditure Financial	11,832	27,800	-15,968	6,619
	TOTAL Expenditure	1,115,293	995,945	119,348	254,094
	NET SURPLUS/DEFICIT	-117,275	-113,947	-52,031	39,495

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Review Department Income

Compare actual to PY comparatives

Monitor DE Grants

Have all DE grants been received?


Have grants received for specific purposes been expensed?

Monitor funds in school generated income

Check specific school generated income

Cover the cost for the purpose of work collection list?

- ▶ Non Teachers pay budget
- ✓ Look up nominal activity for code 3030
- ▶ Watch out for new grants
- ✓ JC Free books grant



		2015		2014	
Code	Description	Current Period	Budget	Variance	Comparative
Income and Expenditure Account					
Income					
Income Department Grants					
3010	Capital/Mat Pay Budget	82,792.83	289,177.27	-206,384.44	79,614.00
3030	New Teacher Pay Budget	521,400.00	138,202.00	383,198.00	36,971.00
3030	Academic/Non Academic Support Grants	40,000.00	121,215.00	-81,215.00	49,429.00
3140	Special Education Equipment Grants	-	2,400.00	-2,400.00	-
3160	Book Grant Senior Cycle	6,500.00	9,760.00	-3,260.00	-
3161	Free School Books Scheme Grant	980,141.00	980,141.00	-	-
3162	Administration Support Scheme Grant	2,278.88	2,278.87	0.01	-
3163	School Library Books Capital Grant	17,402.26	17,000.00	402.26	18,051.00
3200	Transition Year Grant	-	7,800.00	-7,800.00	-
3210	Learning Gap Support Grant	-	9,000.00	-9,000.00	-
3220	Grant for Teacher Students	1,000.00	213.00	787.00	1,281.00
3230	ITC Grant Non Capital	10,000.00	-	10,000.00	6,500.00
3240	Supervision/Restoration	4,404.32	13,801.00	-9,396.68	8,940.00
3245	Physics / Chemistry Grant	968.47	503.00	465.47	-
3250	State Exam Income	21,588.47	21,000.00	588.47	24,782.00
3270	Sports Grants	-	44,000.00	-44,000.00	-
3280	Check-Off Cost of Living Grant	54,160.00	-	54,160.00	51,800.00
3290	Other Non-Capital DE Grant Income	6,869.89	-	6,869.89	7,020.00
3295	Summer Provision Grant	1,000.00	1,500.00	-500.00	1,710.00
3300	Bus Travel Grant	1,000.00	4,000.00	-3,000.00	-
		6581,298.37	9379,790.08	-2,798,491.71	4,953,637.84

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Nominal activity review for Quarter 1 Department Income

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Code	Date	Doc No.	Type	Details	Debit	Credit	Balance	BS
2024 Education Pay Budget								
3010	01/09/2024			Balance Forward				
3010	22/10/2024	1688	ADPT	MP Non-Pay Grant 0% Fund		41,762.00	41,762.00	
				Totals		41,762.00	41,762.00	
2024 Education Pay Budget								
3030	01/09/2024			Balance Forward				
3030	01/09/2024	1778	ADPT	MP Non-Teaching Pay 5% Fund		54,058.81	54,058.81	
3030	30/10/2024	1626	ADPT	MP Grant 5% Tranche		66,496.76	120,555.57	
				Totals		121,011.43	121,011.43	
2024 Education Support Services Grant								
3030	01/09/2024			Balance Forward				
3030	19/11/2024	2064	ADPT	SSSF for Tranche 2024-2025		40,007.00	40,007.00	
				Totals		40,007.00	40,007.00	
2024 Education Book Grant								
3100	01/09/2024			Balance Forward				
3100	01/09/2024	168	NPLB	Book Grant		9,302.00	9,302.00	
				Totals		9,302.00	9,302.00	
2024 Free School Books Scheme Grant								
3101	01/09/2024			Balance Forward				
3101	01/09/2024	168	NPLB	Freebooks		186,147.00	186,147.00	
				Totals		186,147.00	186,147.00	

BASED ON: PERIOD FROM: PERIOD TO: ACCT. CODE FROM: ACCT. CODE TO:

Period: Sep-2024 Dec-2024 3010 7800

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Department grants received in advance

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BrightBooks for CAC 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 1st Sep and the 31st of August for the next school year). Below is a list of the major grants received in advance:

Grant	Received in Advance	For the period	Element in advance
Non-Pay Grant	July 1st/August/September	1/3	1/3
Non-Teaching Pay Grant	August 1st/September/October	1/3	1/3
Book Grant	Year 1/September/October	100%	100%
SSSF Grant	Year 1/September/October	50%	50%
Free Book Scheme Grant	Year 1/September/October	100%	100%

Calculation of Grants Received in Advance Template

School Name: Sample CAC school
School Roll Number: 12345A
Year Ended: 31st August 20XX

Grant Name	£ Amount Received	Element in Advance	£ Element in Advance	Brightbook Accounts Debit Code	Brightbook Accounts Credit Code
Non-Pay Grant	682,794.00	1/3	227,598.00	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

Date	Ref	Type	Note	Code	Item Line Note	Debit	Credit	Division
01/09/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	3010	Non-Pay Grant		275981 NPG	
01/09/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	2150	Grants Received in Advance		27598	NPG
01/09/20XX	YR END ADJ	Journal	Non-Teaching Pay Grant Element Received in Advance	3030	Non-Teaching Pay Grant		0	NTP
01/09/20XX	YR END ADJ	Journal	Non-Teaching Pay Grant Element Received in Advance	2150	Grants Received in Advance		0	DNTP
01/09/20XX	YR END ADJ	Journal	SSSF grant element received in advance	3050	SSSF Grant		19937	SSSF
01/09/20XX	YR END ADJ	Journal	SSSF grant element received in advance	2150	Grants Received in Advance		19937	SSSF

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Nominal activity review for Quarter 1 Department Income after Journal adjustments

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Journal @ 1.9.2024 to adjust for Grant due for adjust 2024 Y/E

Dr : 3030 37,773
Cr: 1730 37,773

Journal @ 1.9.2024 to adjust for grants received in advance

Dr : 2150 47,535
Cr: 3010 27,598
Cr: 3050 19,937

Income & Expenditure

Theme School: [Blank]

Date Range: 1st Sep 2024 To 31st Dec 2024

Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income Department Grants					
6010	Capitalisation/Non-Pay Budget	87,393	289,177	-201,784	79,093
6030	Non-Teaching Pay Budget	63,627	158,500	-94,873	76,743
6050	Junior/Infant/Support Services Grant	58,895	321,275	-262,380	46,422
6140	Special Education Equipment Grant	0	2,550	-2,550	0
6150	Book Grant Senior Cycle	9,302	9,308	-6	0
6151	Free School Books Scheme Grant	186,147	186,147	0	0
6152	Administration support book scheme grant	2,328	2,328	0	0
6155	School Library Books Capital Grant	17,463	17,000	463	18,000
6200	Transition Year Grant	0	7,600	-7,600	0
6210	Learning Cent Applied Grant	0	3,000	-3,000	0
6220	Grant For Traveller Students	1,068	218	850	1,281
6230	IT/Cloud/Network	30,000	0	30,000	8,240
6240	Supervision/Substitution	6,485	13,623	-7,138	8,743
6245	Physics / Chemistry Grant	985	530	455	0
6255	State Exam Income	21,669	23,000	-1,331	24,763
6270	Sports Complex	0	44,000	-44,000	0
6280	Once Off Cost of Living Grant	54,189	0	54,189	31,690
6290	Other Non-Capital DE Grant Income	3,820	0	3,820	7,000
6295	Summer Provision Grant	1,680	1,500	180	1,170
6298	Other Grant	3,811	0	3,811	0
6299	Bus Ecolint Grant	548,438	876,963	-328,525	289,487

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Review Educational costs

Code	Description	Current Period	Budget	Variance	Comparison
		£	£	£	£
4000	Ad	5,291.07	2,700.00	2,591.07	-
4070	HE Home Economics	901.67	2,200.00	-1,298.33	956.68
4000	Science	3,667.37	4,000.00	-432.63	2,455.30
4410	Non-Capital Computers / ICT Expense	11,522.60	-	11,522.60	7,522.60
4420	Computer Maintenance and Support Expense	723.91	3,000.00	-3,076.09	1,411.24
4400	Workshop Building Construction	4,526.93	3,000.00	1,526.93	47.50
4450	Metalswork / Engineering	16,628.24	4,200.00	12,428.24	11,547.71
4470	Technology	425.49	3,000.00	-2,574.51	-
4490	Other Subjects - Specify	1,348.08	100.00	1,248.08	452.44
4900	LCA Learning / Self Apprais	3,066.27	1,200.00	2,266.27	2,383.57
4900	TV Transition Year EXPE	10,363.20	33,200.00	-22,836.80	6,641.13
4610	Learning Support	-	1,100.00	-1,100.00	-
4620	Teacher Inservice and Training	3,245.00	1,000.00	2,245.00	-
4630	Career Guidance	331.12	2,200.00	-1,868.88	333.65
4640	Student Assembly Expense	1,574.71	900.00	674.71	247.41
4645	School Library Books Capital Grant Expense	499.25	17,000.00	-16,500.75	562.95
4650	Physical Education	2,152.95	2,400.00	-247.05	787.42
4670	Open and Health	3,711.08	1,700.00	2,011.08	1,600.41
4671	Bus Hire for Games Tour	5,321.30	4,000.00	1,321.30	1,265.00
4690	Bus Hire	1,060.60	400.00	660.60	1,475.00

Investigate any overspends

Check nominal activity for capital items

Discuss any overspend with finance team

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Review Maintenance Costs

Expenditure Repairs, Maintenance and Establishment					
Code	Description	Current Period	Budget	Variance	Comparison
		£	£	£	£
5010	Carpetcleaner/ Wages	34,166	60,100	-25,934	20,894
5110	Cleaners' Wages	58,132	74,500	-16,368	46,643
5170	Cleaning Materials	27,543	8,400	19,143	2,993
5175	Other Cleaning and Sanitation Expense	3,180	2,150	1,030	2,987
5310	Repairs-Buildings/Grounds	4,973	13,500	-8,527	1,499
5350	Repairs-Furniture, Fittings, Equipment	1,066	0	1,066	1,680
5400	Routine Security	3,368	5,300	-1,932	123
5450	General Insurance	3,000	0	3,000	-3,700
5510	Heating	14,240	25,500	-11,260	4,513
5550	Light and Power	9,109	26,500	-17,391	9,243
5610	Refuse Expense	3,388	6,400	-3,012	1,902
5700	licence Fee to Patron/Trustee Expense	0	50	50	0
5800	Other Repairs and Maintenance	5,201	4,200	1,001	926
		166,476	226,600	-60,124	89,704

Review Nominal activity

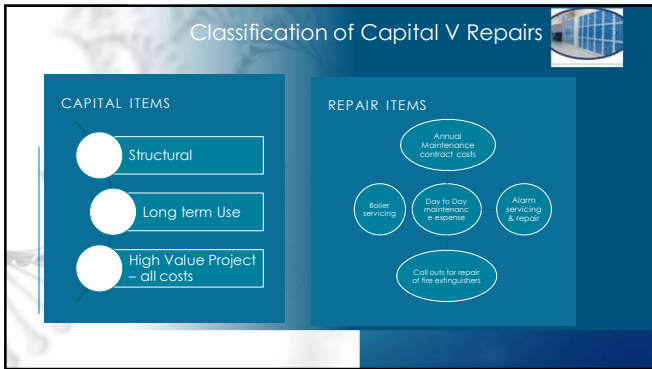
Supporting paperwork

Discuss overspends

Check for Capital expenditure and amend to balance sheet

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Capital Projects

See additional FSSU Resources

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FSSU > Post-Primary > Topics > Sage 50 Accounts > Training & Videos > Videos by Topic > Capital Projects

All Topics
Capital Projects

Accounting Procedures & Controls
Accounting for Capital Projects

Capital Projects

Accounting for Capital Projects

Items Covered
Paperwork Overview, Processing a Contract in ROS, Dealing with VAT & RCT, Recording Capital Items in Sage 50, Reporting on Capital Projects

Handouts
Presentation Slides
Capital Projects Checklist
Report to the BOM
VAT/RCT Worksheet
[New Shopping List on Forms](#)

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Expenditure Review Quarter 1 to Dec 2024 - Administration

6300	Printing and Stationery	5,440.07	8,000.00	-2,559.93	5,424.08
6310	Office Equipment	248.05	500.00	-251.95	383.37
6335	Non-ICT Grant Funded Office Computers Expense	16,494.38	24,000.00	-8,000.42	8,117.33
6400	Accounting / Auditing Fee	-	2,100.00	-2,100.00	3,481.40
6450	Other Professional Fees	63.00	100.00	-37.00	42.14
6500	Travel and Subsistence	3,365.63	3,200.00	165.63	2,812.56
6600	Principal's Expenses	-	60.00	-60.00	-
6650	Board of Management Expenses	2,476.23	5,000.00	-3,023.77	1,888.58
6651	Health and Safety	-	8,100.00	-8,100.00	3,680.16
6700	Annual Subscriptions	1,608.36	1,500.00	108.36	484.84
6730	In-School Administration System	-	13,500.00	-13,500.00	500.00
6731	Accounting Software / Fiscal Software Expense	539.13	2,000.00	-1,760.87	1,197.43
6750	Donations / Charity	1,428.34	3,000.00	-1,571.66	547.89
6755	Medical and First Aid	143.30	1,800.00	-1,706.70	520.00
6760	Staff Room Expenses	2,868.89	5,100.00	-2,231.11	1,799.56
6800	Hospitality	-	500.00	-500.00	-
6870	Sport Complex DE Grant Transfer	-	44,000.00	-44,000.00	-
6900	Other Administration Expenses	2,612.33	3,500.00	-887.67	704.72
		641,357.81	6248,810.89	-6,158,452.89	678,836.42

Nominal ledger activity review

Office computer expense

Review for capital items and amend to 1461

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Expenditure Review Quarter 1 to Dec 2024 - Administration

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General Ledger Account Activity			
Code	Details		PCV
	Balance Forward	24,725	
6355	Database Lic	2,047	
6355	Database Lic	1,845	
6355	Database-Non ICT Grant Funded Office Computers Expense	1,215	1,235
6355	Database-Non ICT Grant Funded Office Computers Expense	1,424	1,824
6355	ink cartridges	1,215	
6355	ink cartridges	1,215	
6355	Database-Non ICT Grant Funded Office Computers Expense	1,215	1,215
6355	Database-Non ICT Grant Funded Office Computers Expense	1,215	1,235
6355	ink cartridges	1,424	
6355	ink cartridges	1,424	
	Totals	16,494	6,385
	Totals	16,494	

Nominal ledger activity review

Amend capital items to 1461

Higher than previous year so needs to be monitored

FSSU	6355	Non ICT Grant Funded Office Computers Expense	16,494.38	24,500.00	-8,005.62	9,117.73
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Balance sheet Review

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Balance sheet balances impact the accuracy of the monthly reports

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Reviewing Balance Sheet An overview

Balances B/F

- The accountants figures

Movements for FY

- Look up General ledger activity checking for accuracy
- Supporting paperwork
- Journals @ 1.9.2024

Correct Closing Balance

- Does balance make sense?
- Follow up minus balances

Forming good review habits	Comments
1 Look up Fixed asset addition accounts	Invoices to support entries Are they all debit balances?
2 All other FA balances should be the correct opening balances	
3 Prepayments	Verify the movements on the account & be able to explain the balance
4 Bank	Bank Reconciliations
5 Suppliers	Accurate list agreed to suppliers statements
Accruals	Verify the movements on the account & be able to give a breakdown of the balance in the BOM reports
6 Reserves & contribution to fixed assets	Correct opening balances 3900/3940
7 Balance on the I&E	BOM report summary As per I&E issued to the Board

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Reliable Monthly Reporting

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Do the accounts look correct?

Regular reviewing of key BrightBooks reports

It is an ongoing monthly process

Regular reviewing of Brightbooks reports to pick up errors

Reviewing I&E – identify overspends and areas of concern

Review of General Ledger activity to check postings

Run BOM Reports after principal review

Cross checking reports before distribution to SFC

Builds Confidence that accounts can be relied upon

Anticipate questions – build on your ability to address key concerns

Make informed decisions	Capital overspends Available funds to invest in additional education resources	
Assurance that records are accurate	Monthly reports are timely, accurate, complete, reasonable, consistent with budget and FY	Review time is short

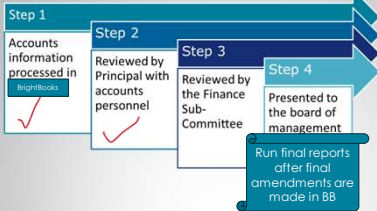


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Conclusion

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Monthly Reporting process

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Thank you for attending our webinar

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If you have any other questions, please call or email

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Q&A

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