

Use of the Covid Minor Works Grant to Purchase Capital ICT Equipment

(Document last updated August 2025)

1. Introduction

Under the Covid Minor Works grant, there was scope to spend monies on Capital ICT equipment. This expenditure should be reflected as fixed assets in the balance sheet of a board's accounts and the grant should be transferred to Capital & Reserves.

2. Accounting Treatment

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.

2.1 When the grant income is received

| Action | DR/CR | Nominal Code | Description |
|---|-------|--------------|--|
| Covid Minor Works Grant Monies Received | DR | 1800 | Current Account 1 Current Asset |
| | CR | 2169 | COVID Minor Works Grant Unspent Current Liability |

2.2 When Covid Minor Works Grant used to purchase Capital Equipment:

| Action | DR/CR | Nominal Code | Description |
|---|-------|--------------|---|
| Recording Capital ICT Equipment Expenditure | DR | 1466 | Capital: Covid Minor Works ICT Additions Fixed Asset |
| | CR | 1800 | Current Account 1 Current Asset |

| Action | DR/CR | Nominal Code | Description |
|--|-------|--------------|--|
| Transfer Covid Minor works Grant to Capital & Reserves | DR | 2169 | COVID Minor Works Grant Unspent Current Liability |
| | CR | 3905 | COVID Minor Works Capital Grant Income Capital & Reserves |

3. Amortisation of Grants

Amortisation is an accounting technique used to periodically lower the book value of a grant over a set period of time.

The Covid Minor Works grant classified as a capital grant above, should be recognised in the Income and Expenditure Report on a systematic basis. It is recommended that the grant spent should be amortised over 3 years.

The amortisation of the grants would be done at the year-end by the school's external accountant/auditor.

| Action | DR/CR | Nominal Code | Description |
|---|-------|--------------|--|
| Amortisation of Covid Minor Works Grant | DR | 3926 | Accumulated Amortisation of ICT Grant Capital Income Capital & Reserves |
| | CR | 3226 | Amortisation of DE ICT Grants Income |

Note 1: Amortisation Policy - Grant amortised over 3 years

4. Depreciation of Covid Minor Works for Capital Equipment Expenditure

Deprecation is an accounting technique used to periodically lower the book value of a capital expense over a set period of time.

The capital expenditure of the Covid Minor Works grant shall be recognised in the Income

and Expenditure Report on a systematic basis. It is recommended that the grant spent should be depreciated over 3 years.

The depreciation of the ICT capital expenditure would be done at the year-end by the schools' external accountant/auditor.

| Action | DR/CR | Nominal Code | Description |
|---|-------|--------------|--|
| Depreciation of Covid Minor Work ICT Current Year | DR | 8060 | Annual Depreciation: ICT Expenditure |
| | CR | 1476 | Depreciation: Covid Minor Works ICT Current Year Fixed Asset |

Note 2: ICT Depreciation Policy - Items depreciated over 3 years

2.5 Account for the unspent grant balance

The Covid Minor Works grant is a ring-fenced grant and the balance unspent at the year-end must be reconciled and accounted for in nominal code 2169 Covid Minor Works Grant Unspent.