

# **Monthly Reporting Template Training Manual**

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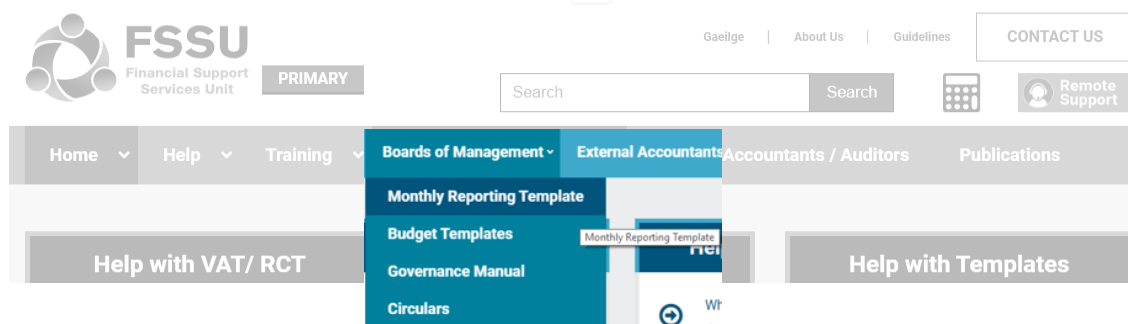
## 1.1 Download Monthly Report Template



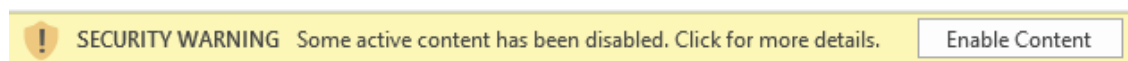
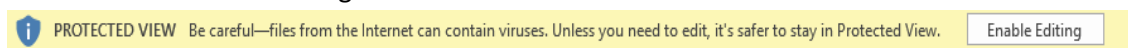
Before you start Excel 2010 or newer is required to run these templates.

1. Download your copy of Monthly Reporting Template (MRT) from [www.fssu.ie](http://www.fssu.ie)

There are 3 files available: Standard 4 bank file, 6 bank file and the Irish version



2. Save the file – Enable editing and enable content



3. If you get a Microsoft security message the file will have to be renamed, save, closed and reopened in order to clear the message.



Remember not to open the file in Google Sheets – this corrupts the file

## 1.2 Main Menu Review

1. Main Menu worksheet is used for quick navigation across the workbook.



### Main Menu

Click the links below for Quick Navigation

[Instructions](#)

[COA](#)

[Monthly Income & Exp. Reports](#)

[Bank Summary Page](#)

	Income	Payments	Bank Rec
September	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
October	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
November	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
December	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
January	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
February	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
March	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
April	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
May	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
June	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
July	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>
August	<a href="#">click</a>	<a href="#">click</a>	<a href="#">click</a>

[Cashflow](#)

[Receipts Report](#)

[Receipt Transactions](#)

[Payments Report](#)

[Payment Transactions](#)

2. Click on the navigation links to quickly navigate to various worksheets
3. Within each worksheet there are navigation link back to the Main Menu
4. All payment sheets have a link to the bank reconciliation for the relevant month being reconciled.

**September Payments**

[Main Menu](#)

[Sept Bank Rec](#)

**Monthly Income & Exp. Reports**

[Report 1](#)

[Report 2](#)

[Report 3](#)

[Report 4](#)

**Bank Summary Page**

[Grant Analysis](#)

[Income Analysis](#)

[Expenditure Analysis](#)

## 1.3 Inputting School Details

1. In the Instruction worksheet enter the school name, roll number
2. Enter the names of your bank – try to keep this brief, just enough information to distinguish

<b>STEP 1: Input your school Name:</b>	<b>Scoil</b>
<b>STEP 2: Input School Roll No:</b>	<b>12345G</b>
<b>STEP 3: Enter Bank Account Names:</b>	<b>BOI Main</b> <b>BOI Meals</b> <b>BOI Deposit</b> <b>Bank 4</b>

3. Follow step 4 to step 7 navigation links to complete the full set up of the file.

<b>STEP 4:</b>	<b>Sheet - COA</b> Examine the list to determine which 'Nominal Code Descriptions' are relevant to your school Codes that are not relevant should be changed to "N" in column E Review your changes to ensure items changed to "N" are accurate Click on "Update Hidden Columns" which will show/hide these items from necessary sheets Search for individual categories using the search box as indicated	<b>Go To:</b> <a href="#">STEP 4</a>
<b>STEP 5:</b>	<b>Sheet - Actual v Budget</b> Budget Reports: Year to Date Actual Versus Budget - Import/Input budget figures. The import option will populate the Budget and the Prior Year.	<b>Go To:</b> <a href="#">STEP 5</a>
<b>STEP 6:</b>	<b>Sheets - September Payments to August Payments</b> September Bank Reconciliation - Input opening bank balance figure which is extracted from your bank statement as of the 1st September (The opening bank balance is required for September only, the closing bank balance is required for all months.) If applicable, enter cheques drafted and recorded in prior year and not cashed per bank account	<b>Go To:</b> <a href="#">STEP 6</a>
<b>STEP 7:</b>	<b>Sheet - Bank Summary Page</b> Grant balances brought forward from prior year are entered into the Grant Analysis Section To update and generate reports select 'Year to date' or a relevant month from the dropdown as indicated	<b>Go To:</b> <a href="#">STEP 7</a>

4. The opening bank balances are taken directly from your bank statement as of Sept 1<sup>st</sup> and entered the September bank reconciliation. Opening bank balances are only entered once.

<b>STEP 6:</b>	<b>Sheets - September Payments to August Payments</b> September Bank Reconciliation - Input opening bank balance figure which is extracted from your bank statement as of the 1st September (The opening bank balance is required for September only, the closing bank balance is required for all months.) If applicable, enter cheques drafted and recorded in prior year and not cashed per bank account	<b>Go To:</b> <a href="#">STEP 6</a>
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5. If applicable, enter cheques drafted and recorded in prior year and not cashed per bank account. The cheques are totalled, the total amount is recorded under the relevant bank.
6. If the prior year cheques are not cashed in September, they will form part of your outstanding cheque listing until they are presented at the bank.
7. Closing bank balances are entered directly from your bank statement as of the last day of the month that you are reconciling. Closing bank balances are entered every month for a monthly bank reconciliation.

## 1.4 Reviewing the Chart of Accounts (COA)

1. The Chart of Account (COA) is the structure of the Monthly Reporting Template because everything stems from the COA worksheet.
2. Review and familiarise yourself with different codes available in the COA. This will make data entry easier and remember to be consistent when categorising to a COA code.

## 1.5 Customising School Settings and Preferences

1. The full FSSU Primary Chart of Accounts can be viewed in the COA worksheet with a facility to hide items not relevant to your school.
2. The FSSU team have reviewed the codes and we have marked the codes with 'N' to hide codes not commonly used by Primary schools.
3. To customise the COA to your school, examine the list of descriptions to determine which codes are relevant to your school.

Main Menu

Update Hidden Columns

FSSU - Chart of Accounts Primary School Level

Nominal Code	Description	Type	Category	Include	Total	Notes
3010	Capitation/Non Pay Budget	Income	Department of Education & Skills Income	Y	0.00	
3020	DEIS Grant	Income	Department of Education & Skills Income	Y	0.00	
3050	Ancillary/School Support Services Grant	Income	Department of Education & Skills Income	Y	0.00	
3140	Special Education Equipment Grant	Income	Department of Education & Skills Income	Y	0.00	
3150	Book Grant Income	Income	Department of Education & Skills Income	Y	0.00	
3160	Book Rental Scheme Grant	Income	Department of Education & Skills Income	Y	0.00	
3190	JCSP Grant	Income	Department of Education & Skills Income	Y	0.00	

4. Change status of the code from 'Y' to 'N' if the item is not required
5. Hit 'Update Hidden Columns' to hide the display of these items from certain columns, rows, lists and reports. [Update Hidden Columns](#)
6. Change status of the code from 'N' to 'Y' if the item is subsequently required
7. Hit 'Update Hidden Columns' to show the display of these items in certain columns, rows, lists and reports. [Update Hidden Columns](#)
8. To reactivate the codes already hidden, change the 'N' to a 'Y' and run the 'Update Hidden Columns' routine.

## 2.1 Entering Opening Bank Balances

- To enter opening and closing bank balances for each bank account in the spaces allocated – these figures are taken directly from the bank statements
- The opening bank balance entry is required for September only - the closing balance is required to be entered every month.

September Bank Accounts Reconciliation Statement				
Bank Account:	BOI Main	BOI Meals	BOI Deposit	Petty Cash
Bank Account Number:				
<b>Enter Opening Bank Balances:</b>	100000.00	5000.00	0.00	0.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			105,000.00
	Cheques drafted and recorded in prior year and not cashed			500.00
Lodgements				
Lodgements	(This figure is the total of the lodgements extracted from monthly income worksheet)			74,379.00
Payments				
Bank Payments	(This figure is extracted from payments records above)			8,091.12
Closing Balance	(This figure automatically is calculated)			170,787.88
	BOI Main	BOI Meals	BOI Deposit	Petty Cash
<b>Enter Closing Bank Balances:</b>	162133.53	9154.35	0.00	0.00
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated automatically			171,287.88

## 2.2 Entering Uncleared Prior Year Cheques

- Cheques drafted and recorded in the prior year but have not yet been cashed. Record the total amount of the unpresented cheques under the relevant bank.

September Bank Accounts Reconciliation Statement				
Bank Account No.:				
Bank Account:	BOI Main	BOI Meals	BOI Deposit	Petty Cash
<b>Enter Opening Bank Balances:</b>	100000.00	5000.00	0.00	0.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			105,000.00
<b>Total Prior Year Cheques Per Bank</b>	300.00	200.00	0.00	0.00
	Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year cheques)			500.00

- If cheques are still outstanding at the end of the month - record separately in the outstanding cheques section.

Outstanding Cheqs (These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)			
Bank	Description	Cheque no.	Amount
BOI Main	Drafted in August	12341	300.00
BOI Main	BOI Meals	BOI Deposit	Petty Cash
300.00	0.00	0.00	0.00



## 2.2 Entering Monthly Closing Bank Balances

1. Every month requires a closing bank balance, taken directly from the bank statement, in order to do a monthly reconciliation.
2. Enter closing bank balances under the relevant bank as per your bank statement.

	BOI Main	BOI Meals	BOI Deposit	Petty Cash
<b>Enter Closing Bank Balances:</b>	124474.57	10148.70	573.00	189.28
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated automatically			135,385.55

## 2.3 Breakdown Reserve Brought Forward

1. There is an option to breakdown the reserve brought forward to allow grant balance analysis per default department.
2. Reserve of grants brought forward from prior year are entered in the yellow cells
3. Breakdown the ringfenced grant initially and then look at the general funding reserves.
4. A balancing figure can be entered under Capitation because this money will be used in the running costs and both the reserve amount and the grand total should match to get an accurate reflection of grant balances.
5. Receipts, payments and balances for this Financial Year are populated automatically

HIDE DETAILED ANALYSIS		UNHIDE DETAILED ANALYSIS		Analysis	
				Select Mth or YTD from dropdown to refresh reports	
Balance Brought Forward from previous year	104,500.00			Year to date	
Breakdown amounts included in the above balance over the departments listed below	Reserve	Receipts	Payments	Balance Remaining - New Reserve	Isolate Reserve Balance
General Funding					Right Click to tick ✓
Capitation and Deis	36,500.00	20,407.95	6,007.30	50,900.65	50,900.65 ✓
Ancillary	30,000.00	0.00	1,887.50	28,112.50	28,112.50 ✓
Other Sch Generated Inc/Exp		4,545.00	1,146.00	3,399.00	3,399.00 ✓
School Activities		5,504.50	490.00	5,014.50	5,014.50 ✓
Designated Reimburse Inc/Exp		0.00	0.00	0.00	0.00 ✓
Fundraising	1,000.00	2,843.00	0.00	3,843.00	3,843.00 ✓
<b>Total General Funding</b>	<b>67,500.00</b>	<b>33,300.45</b>	<b>9,530.80</b>	<b>91,269.65</b>	<b>91,269.65</b>
Ringfenced Grants					
Book Grants	2,500.00	0.00	301.00	2,199.00	
Bus Escort	4,500.00	0.00	1,399.22	3,100.78	
ICT Grant	10,000.00	2,680.00	3,657.00	9,023.00	
Minor Works	5,000.00	0.00	3,750.00	1,250.00	
Other DE Grants		0.00	0.00	0.00	
Other State Funding		0.00	0.00	0.00	
School Meals	9,500.00	6,786.00	2,703.95	13,582.05	
Special Edu Equip	5,000.00	10,275.00	0.00	15,275.00	
Standardised Testing	500.00	0.00	0.00	500.00	
Summer Programmes		0.00	0.00	0.00	
Capital Inc/Exp		28,472.00	0.00	28,472.00	
<b>Total Ringfenced Grants</b>	<b>37,000.00</b>	<b>48,213.00</b>	<b>11,811.17</b>	<b>73,401.83</b>	<b>0.00</b>
Other					
Bank Transfers		500.00	500.00	0.00	
Misc		0.00	0.00	0.00	
<b>Grand Total</b>	<b>104,500.00</b>	<b>82,013.45</b>	<b>21,841.97</b>	<b>164,671.48</b>	<b>91,269.65</b>
		O/S Cheques			
		Bank Balance		<b>164,671.48</b>	

### 3.1 Income and Payments Overview

1. Receipts and payments are entered in the relevant Income and 'Payment' worksheets
2. Receipts are usually taken directly from the bank statement and recorded in the 'Receipts' worksheets for the relevant month.
3. Payments can be recorded as they occur, such as when cheques are drafted.
4. Generally, record the transactions such as transfer, standing orders and bank fees directly from your bank statements.

### 3.2 Entering Income Transactions

1. When entering in each lodgement or receipt select the bank account the transaction is relating to from the drop-down list in column B.
2. Enter a date in the correct format: DD/MM/YY or DD/MM/YYYY and it will automatically convert to the long version date: 01 September 20XX.
3. Always enter a description because this is required in order to generate reports.
4. Always select a category from the drop-down again, this is required in order to generate reports.
5. A reference entry is optional and is not required to be filled to generate the reports.
6. Always, select the category from the drop-list – this is required for reporting and upon selection the data input cell will automatically highlight
7. Double-click on the category cell to activate a searchable drop-down.
8. Select a category from the dropdown to activate the GO TO cell feature - the matching column title will highlight to enter a value. This will populate the amount column G.

Description	Category	Lodgement Reference Number	Amount	July 2015 Grant	Bus Escort Grant
Escort Grant	Bus Escort Grant	FT	60,000.00		60,000.00
Book Rental	Department of Children and Youth Affairs	0111	2,029.00		
6th Class Tour	DSP Grants - School Meals Grant	0112	500.00		
Deis	Erasmus	FT	6,000.00		
Meals Grant	HSE Funding	FT	5,050.00		
	Other State Funding				
	Special Education Equipment				
	ICT Grant				

### 3.3 Entering Payment Transactions

1. When entering in each cheque drafted or payment, select the bank account the transaction is relating to from the drop-down list in column B.
2. Enter a date in the correct format: DD/MM/YY or DD/MM/YYYY and it will automatically convert to the long version date: 01 September 20XX.
3. Always enter a description because this is required in order to generate reports.
4. Always select a category from the drop-down again, this is required in order to generate reports.
5. A reference entry is optional and is not required to be filled to generate the reports.
6. Always, select the category from the drop-list – this is required for reporting and upon selection the data input cell will automatically highlight
7. Double-click on the category cell to activate a searchable drop-down.
8. Select a category from the dropdown to activate the GO TO cell feature - the matching column title will highlight to enter a value. This will populate the amount column G.

Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount	Annual Subscriptions Expense
BOI Main	04 September 2023	IPPN	Annual Subscriptions Expense	SO	260.00	260.00
BOI Main	04 September 2023	Bus Escort	Bus Escort Salary Expense	EFT	215.00	
BOI Main	07 September 2023	Petty Cash	Transfer Out	EFT	200.00	
BOI Main	03 September 2023	Allianz Insurance	Student Insurance Expense	12345	320.00	

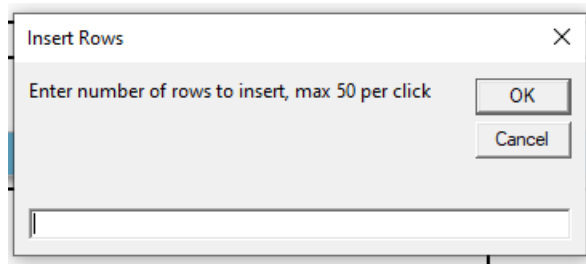
### 3.4 Adding and Deleting Rows

#### Add Row

1. If another row is required, use the 'Add Row' button located at the top of each of the monthly Income & Payment worksheets to add a row at the end of the data set.
2. Click the Add Row button. **ADD ROW**
3. A message will appear to enter the number of rows required. The maximum is 50 rows per routine. Click Ok to enter the rows needed.

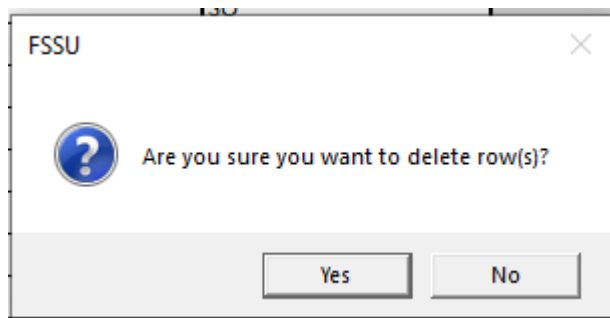
### Add Row Above

4. If another row is required above a row, use the 'Add Row Above' button located at the top of each of the monthly Income & Payment worksheets to add a row above a selected cell in column A8 to the last row above the total row.
5. Click the Add Row button. **ADD ROW ABOVE**
6. A message will appear to enter the number of rows required. The maximum is 50 rows per routine. Click Ok to enter the rows needed.



### Delete Row

7. To delete a row or rows, use the 'Delete Row' button located at the top of each of the monthly Income & Payment worksheets.
8. Select the row or rows to delete by selecting the cell or cells in column A8 to the last row above the total row to delete the entire row/s
9. Click the 'Delete Row' button. **DELETE ROW**
10. A message will appear asking are you sure.
11. Select Yes to delete or No to exit the routine



## 3.5 Hide and Unhide Rows

1. The facility to hide and unhide rows that have a zero value in the amount Column G.
2. To hide the rows with zero values, click the 'Hide Row' button

**HIDE ROWS**

3. To unhide the rows with zero values, click the 'Unhide Row' button

**UNHIDE ROWS**

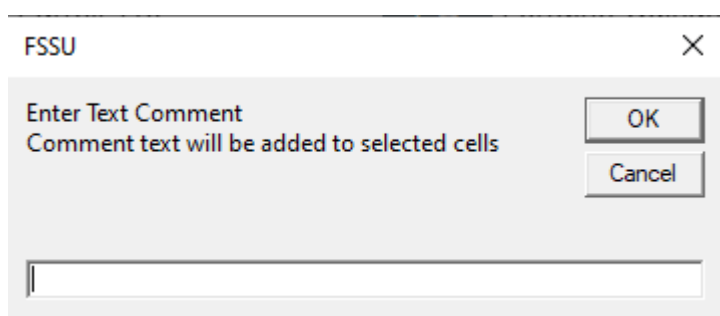
## 3.6 Adding and Deleting Comments

### Add Comment

1. The facility to add or delete a comment in a cell to available to allow additional context to be added to a description. A comment added will not show in the reports and will not expand the reports either.
2. To add a comment, click on a cell in Column D to insert a comment and click the 'Add Comment' button.

**ADD COMMENT**

3. A message box will appear to add a comment and then click OK.

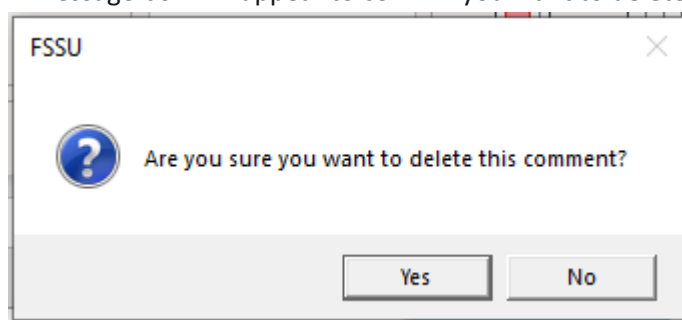


### Delete Comment

4. To delete the comment, select the cell that has the comment and click 'Delete Comment' button.

**DELETE COMMENT**

5. A message box will appear to confirm you want to delete the comment



## 3.7 Bank Reconciliation

1. A bank reconciliation is an important part of the process to ensure that your transactions in the Income and Payments worksheets match what has gone through the bank accounts. It is a monthly cross-checking exercise where you match your transactions in the Income and Payments worksheets to what are on the bank statement.

### To do a bank reconciliation:

2. Ideally, you should have a copy of your bank statements printed off for the month that you are reconciling.
3. You should ensure you have all the transactions in the relevant monthly income and payments worksheet, including lodgements, standing orders, direct debits and bank fees.
4. Cheques drafted for the month should be recorded and remember to include the cheque number as a reference.
5. Look at your bank statement, line by line, and tick each transaction on the bank statement to match the income and payment worksheet transaction.
6. To tick each transaction in the income and payment worksheet; right click in the cell in Column A to generate a tick, to match the transaction on the bank statement. **Right Click to Tick**
7. This will highlight the amount in green to enable you to clearly see what items are not matched.
8. Review your bank statement to see if you have any unticked items, these omitted unticked need to be included in your income and payments transaction.
9. Review your income and payments transactions, any unticked could be cheques that are not presented at the bank or items that are not on your bank statement.
10. Omission or wrong recording of a transaction will cause a difference between your income and payments to the bank statement transactions. Correction is required in order to reconcile.
11. Cheques that are not presented at the bank need to be included in the outstanding cheque listing section in the bank reconciliation. These cheques are carried to the next month until they have cleared the bank.
12. Once you have reconciled to the bank account your unreconciled balance should be 0.00
13. When all banks are reconciled you should get a tick in the bank reconciliation to indicate that the reconciliation is complete.

	0.00
All Banks Reconciled	✓

### 3.8 Move Outstanding Cheques

1. There is a facility to move the uncashed cheques to the outstanding cheque section by clicking the 'Move Unticked to Outstanding Cheques Section'
2. Once all transactions have matched and the only unticked items are the cheques that have been drafted that month but haven't cleared in the bank.
3. Click 'Move Unticked to Outstanding Cheques Section' button.
4. A message will appear indicating the number of cheques to move and if you are sure you want to move them to the outstanding cheque section. Click 'Yes' to move or 'No' to exit the routine.
5. If you make a mistake, just delete the cheques in the outstanding cheque listing and start again.

#### MOVE UNTICKED TO OUTSTANDING CHEQUES SECTION

### 3.9 Amend Transactions-Edit/Delete/Refund

1. Everyone can make mistakes, that's why you have the option to amend transactions after you've entered them. If you make a mistake on a transaction or you enter a transaction in error, within the income and payment worksheets, locate the transaction to correct or delete.

#### To delete a transaction:

2. To delete, select the single category in Column E and hit your delete key. This will clear also clear the amounts in the category row. Select any other data to delete and hit the delete key.

#### To amend a transaction:

3. Reselect from the dropdown and the cell will go the correct column to enter a value. If a transaction does not have a category selected it will not show in the reports.

#### To enter a refund:

4. Record them as a negative (minus) payment against the original category used when paying revenue. e.g. Overpayment of PRSI/PAYE on secretarial wages, post a negative amount in payments tab, selecting secretarial wages category

Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount	Caretaker Wages Expense
BOI Main	31 August 2024	Revenue Refund PAYE/PRSI	Caretaker Wages Expense	DD	- 253.60	253.60

### 3.10 To Cancel Old Cheques

1. If an uncashed cheque is over 6 months old, or for some reason you have cancelled a cheque it should be written back. This just means putting in a negative expense. Select the relevant bank, date at which cheque is cancelled/written off, and in description put written off or cancelled cheque. Choose the same category as you originally chose for the cheque, e.g. teaching aids, art expense, book grant expense etc. then put a minus amount in the blue cell. This has the advantage of reducing the amount of the overall expense code. So, when you run a report on any of those categories it will include the negative amount and the total is reduced.

BOI Meals	31 October 2023	Check lost and canceled	DSP School Meals Food Costs	12362	- 560.00	560.00
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### 3.11 Obtain the Actual Balance of Funds

1. To obtain the balance of actual school funds available the school needs to consider timing differences for outstanding uncleared lodgements and outstanding uncleared payments. For instance, the school may receive monies but haven't lodged it to the bank or there is an outstanding invoice that is pending payment. You may want to factor in guaranteed income or frequent monthly payments to show the impact on the reconciled bank balance to obtain the balance of actual school funds available.
2. In each of the monthly payment worksheets, under the bank reconciliation there is a section where outstanding uncleared lodgements and outstanding uncleared payments can be entered.

To Obtain the Balance of Actual School Funds Available			
Total Reconciled Balance of All Bank Accounts			0.00
<b>Add</b>			
Monies received awaiting bank lodgement			①
Income due in and not yet received			①
Building Project - Balance of monies not yet received for the project			①
List of outstanding receipts	Amount		
		0.00	①
			0.00
<b>Deduct</b>			
Estimate of large expenses due but no invoice yet received			①
Outstanding Revenue payments			①
Building Project - Balance of monies not yet paid from Grant Received			①
List of invoices received not yet paid	Amount		
		0.00	①
			0.00
Balance of Actual School Funds Available			0.00

3. Enter the amounts in the yellow cells. If more rows are required, select the Add Row buttons:

**Add  
Row to  
Receipts  
List**

**Add  
Row to  
Invoice  
List**

A message will appear asking how many rows to insert. Enter the amount of and click 'OK' or 'Cancel' to exit the routine.

**Print  
Actual  
Balance  
Report**

4. To print the report, click the 'Print Actual Balance Report' button.

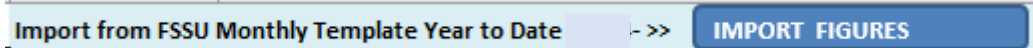


## 4.1 Budget File

1. A school budget assists the board in effective decision making to manage the school finances on a day to day basis. A budget assists with controlling the school's financial resources and maximising the use of available resources. It's an estimation of planned events expressed in monetary terms which enables financial planning to ensure efficient running of the school.
2. The FSSU budget template should be used when preparing the school budget and will allow the function to import the budget figures directly to the Monthly Reporting Template MRT/Actual v Budget worksheet. The 'FSSU-Primary-School-Budget-Template-20XX-20XX' is available on our website along with training videos on how to complete a school budget.

## 4.2 Importing the Budget into the MRT

1. On completion and approval of budget template, the next step is to import the budget into the MRT/ Actual v Budget worksheet. Importing the budget will allow the school to analysis their finances on an ongoing basis. The import is usually done in September when the MRT becomes available to download. However, it can be imported later, when the budget file is complete and approved or, you may want to overwrite an existing import to update the figures.
2. Within the budget template there is an option to import Year to Date figures from the previous year's MRT file. Make sure to update this import with the final year figures to enable complete 12-month comparative reporting. This is done when the previous year's MRT is reconciled to August or if a new import is needed to overwrite the existing figures.

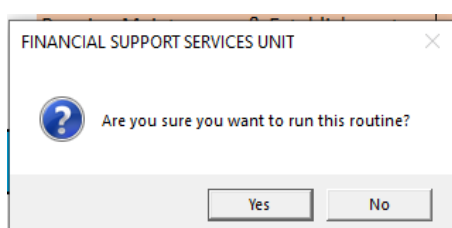


3. MRT/ Actual v Budget worksheet: the budget figures can be manually entered in Column D or there is an option to import from populated stand-alone budget template. The import is the best option because it will also import previous year figures to allow for period comparatives.

### To import the budget:

4. To import the budget, go to the 'Actual v Budget' worksheet in the MRT file and click the 'Import Budget' button.
5. A message will appear asking if you are sure you want to run the routine. Click 'Yes' to run or 'No' to exit the routine.

**Import  
Budget**



6. Browse to the budget template, select the file and click open.

7. A message will appear saying the budget has been imported successfully. The figures will import into budget column D and column I from row 6 down.

Nominal Code	YEAR TO DATE ACTUAL VERSUS BUDGET		Input/Import				Sep-24		PERIOD ACTUAL v PRIOR YR	
		Year to Date	Budget	Year to Date v Budget 2024/2025	Year to Date v Budget 2024/2025		Rolling Period	Period Prior Year 2023/2024	Period v Period Prior Yr	Period v Period Prior Yr
	SCHOOL INCOME	Actual	2024/2025	Difference	% Difference		Actual	Actual	Difference	% Difference
3010	Capitation/Non Pay Budget	15,000	-	15,000	0.00%		-	-	-	0.00%
3020	DEIS Grant	5,405	-	5,405	0.00%		5,405	-	5,405	0.00%
3050	Ancillary/School Support Services Grant	-	-	-	0.00%		-	-	-	0.00%

### 4.3 Review Actual v Budget reports

1. The Budget report is a comparison per category of year to date actual versus budget. The budget figures were estimated based on current information previous experience and plans for the year. The actual figures accumulate as income and expenses are entered.
2. The Period report is a comparison per category of the rolling period actual versus period prior year actual. Select a month or full year from the drop down to update the figures to compare the current year actual to the prior year actual to view the differences.

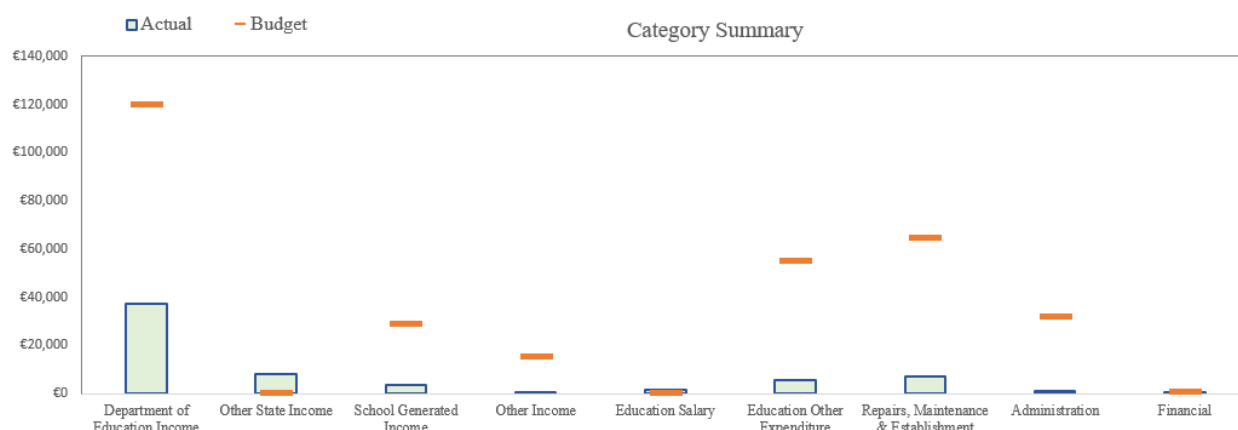
Jun-25	Jun-24
Rolling Period	Period Prior Year 2023/2024

### 4.4 Review Budget Summary and Graph

1. The budget summary is a comparison per category of year to date actual versus budget.
2. The orange section are the imported budget figures and green are the actual year to date amounts. These actual amounts will increase as you enter transactions into the income and payment sheets. The summary allows to track Actual v Budget differences and to easily gauge the differences between the two comparatives.

	SUMMARY: YEAR TO DATE ACTUAL VERSUS BUDGET		Year to Date v Budget 2023/2024	Year to Date v Budget 2023/2024			
Actual Income	Department of Education Income	37457	-82237	-69%	Budget Income	Department of Education Income	119694
	Other State Income	8001	8001	0%		Other State Income	0
	School Generated Income	3666	-25035	-87%		School Generated Income	28700
	Other Income	753	-14247	-95%		Other Income	15000
	Total Actual Income	49876	-113518	-69%		Total Budget Income	163394
Actual Expense	Education Salary	1399	-1399	0%	Budget Expenditure	Education Salary	0
	Education Other Expenditure	5579	49255	90%		Education Other Expenditure	54833
	Repairs, Maintenance & Establishment	7207	57424	89%		Repairs, Maintenance & Establishment	64631
	Administration	824	30916	97%		Administration	31740
	Financial	52	449	90%		Financial	500
	Total Actual Expense	15060	136645	90%		Total Budget Expenditure	151704
Actual Balance	(Actual income minus expenses)	34816	23126	198%	Budget Balance	(Projected income minus expenses)	11690
						Contingency Spend 5%	7585
Balance Difference	(Actual minus projected)	23126	Import Budget			Surplus/ (Deficit)	4105

3. In order to determine the difference or variance between the budgeted and actual value, we have a budget vs actual chart. With this target chart.



Actual figures are the green filled bars that you see in the chart and will grow as you enter data. Budget figures are represented by the horizontal orange target lines.

### 4.5 Budget Reports

1. To print reports, click on the buttons within the Actual v Budget worksheet.

[Print YTD v BUD](#)
[Print Period v Prior Yr](#)
[Print Budget Summary](#)

## 5.1 Entering Opening Reserve

1. Transferring reserve balances from one year to the next can be done once, the August bank reconciliation for the previous year's Monthly Reporting Template is complete.
2. The closing bank balances of the previous year's August reconciliation are the same as the opening bank balances for September 1st in the new financial year.
3. Cheques that were still not cashed in the previous year's August bank reconciliation, should be reviewed to determine if they need to be written off or cancelled. Make your accountant aware of these cheques because the accountant will do a yearend adjustment.
4. Cheques that are still valid need to be transferred to the new financial year.
5. The total amount of valid cheques is entered in the September bank reconciliation in the prior year cheque section under the relevant bank.

September Bank Accounts Reconciliation Statement				
Bank Account No.:				
Bank Account:	BOI Main	BOI Meals	BOI Deposit	Petty Cash
Enter Opening Bank Balances:	100000.00	5000.00	0.00	0.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			105,000.00
Total Prior Year Cheques Per Bank	300.00	200.00	0.00	0.00
Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year cheques)				500.00

6. The opening balances are entered in the September bank reconciliation and that total minus prior year cheques populates the balance brought forward from the previous year.

Balance Brought Forward from previous year	104,500.00
Breakdown amounts included in the above balance over the departments listed below	Reserve

7. The next step is to transfer the reserve from the previous year to this financial year.
8. Go to the 'Bank Summary' worksheet in the previous year and refresh the reports by selecting 'Year to date' in the dropdown. This will refresh all the reports in the bank summary worksheet.

Select Mth or YTD from dropdown to refresh reports			
	Year to date		
Payments	Balance Remaining - New Reserve	Isolate Reserve Balance	Right Click to tick ✓

9. Copy the balance remaining – new reserve figures from the previous year to the reserve in the new financial year. This can be manually entered or pasted into the yellow cells.

<b>Balance Remaining - New Reserve</b>		
€36,500.00		104,500.00
€30,000.00		Reserve
€0.00		
€0.00		€36,500.00
€0.00		€30,000.00
€1,000.00		€1,000.00
€67,500.00		€67,500.00
€2,500.00		€2,500.00
€4,500.00		€4,500.00
€0.00		
€10,000.00		€10,000.00
€5,000.00		€5,000.00
€0.00		
€0.00		
€9,500.00		€9,500.00
€5,000.00		€5,000.00
€500.00		€500.00
€0.00		
€0.00		
€37,000.00		€37,000.00
€0.00		
€0.00		
€104,500.00		€104,500.00

10. The closing reserve amount should be the same as your opening reserve amount which is the same as the opening bank balances minus prior year cheques.
11. If you are new to the Monthly Reporting Template, breakdown the ringfenced grant initially and then look at the general funding reserves.
12. A balancing figure can be entered under Capitation because this money will be used in the running costs and both the reserve amount and the grand total should match to get an accurate reflection of grant balances.
13. Receipts, payments and balances for this financial year are populated automatically.

Breakdown amounts included in the above balance over the departments listed below	Reserve	Receipts	Payments	Balance Remaining - New Reserve	Isolate Reserve Balance	Click to tick ✓
<b>General Funding</b>						
Capitation and Deis	€36,500.00	€5,407.95	€4,379.82	€37,528.13	€37,528.13	✓
Ancillary	€30,000.00	€0.00	€0.00	€30,000.00	€30,000.00	✓
Other Sch Generated Inc/Exp		€1,785.00	€1,615.00	€170.00	€170.00	✓
School Activities		€2,002.50	€440.00	€1,562.50	€1,562.50	✓
Designated Reimburse Inc/Exp		€0.00	€0.00	€0.00	€0.00	✓
Fundraising	€1,000.00	€628.00	€0.00	€1,628.00	€1,628.00	✓
<b>Total General Funding</b>	€67,500.00	€9,823.45	€6,434.82	€70,888.63	€70,888.63	
<b>Ringfenced Grants</b>						
Book Grants	€2,500.00	€0.00	€0.00	€2,500.00		
Bus Escort	€4,500.00	€23,472.00	€1,399.22	€26,572.78		
COVID		€0.00	€0.00	€0.00		
ICT Grant	€10,000.00	€2,680.00	€0.00	€12,680.00		
Minor Works	€5,000.00	€0.00	€3,962.00	€1,038.00		
Other DE Grants		€0.00	€0.00	€0.00		
Other State Funding		€1,215.00	€0.00	€1,215.00		
School Meals	€9,500.00	€6,786.00	€3,263.95	€13,022.05		
Special Edu Equip	€5,000.00	€5,275.00	€0.00	€10,275.00		
Standardised Testing	€500.00	€625.00	€0.00	€1,125.00		
Summer Programmes		€0.00	€0.00	€0.00		
Capital Inc/Exp		€5,000.00	€3,657.00	€1,343.00		
<b>Total Ringfenced Grants</b>	€37,000.00	€45,053.00	€12,282.17	€69,770.83	€0.00	

## 5.2 Departments

1. Default departments are pre-set in the grant analysis reports. Each category selection in the income and payments worksheets will default to a predetermined department. A list of these are displayed when you hover over each department.
2. The grant analysis is a condensed listing by department of the reserve, receipt, payments and balance.
3. The Income analysis is a more detailed report by department and by categories associated with each income entered.
4. The Expenditure analysis is a more detailed report by department and by categories associated with each payment entered.

Year to date				
Expenditure				
	0 BOI Main	BOI Meals	Petty Cash	Grand Total
<b>Capitation and DEIS</b>	<b>€4,276.11</b>		<b>€103.71</b>	<b>€4,379.82</b>
Annual Subscriptions Expense	€260.00			€260.00
Other Repairs and Maintenance Expense	€238.19		€35.99	€274.18
Light and Power Expense	€1,534.41			€1,534.41
Water Rates Expense	€435.00			€435.00
Telephone Expense / SMS Text	€89.97			€89.97
Bank Charges Expense	€51.50			€51.50
Heating Expense	€805.00			€805.00
Computer Maintenance & Support Expense	€260.00			€260.00
InSchool Administration System Expense	€100.84			€100.84
Other Cleaning and Sanitation Expense	€145.20			€145.20
Advertising / Public Relations Expense	€55.00			€55.00
Printing and Stationery Expense			€10.72	€10.72
Accounting Software/Payroll Software Expense	€250.00			€250.00
Staff Room Expenses			€37.00	€37.00
Board of Management Expense			€20.00	€20.00
Cleaning Materials Expense	€51.00			€51.00

## 5.3 Running and Rewinding Reports

1. There are three reports that update when the reports are refreshed.

Select Mth or YTD from dropdown to refresh reports		
	Year to date	

2. To update the reports, select a month in the dropdown or Year to date to report on all entries in the Income and payments worksheet to date.
3. The selection in the dropdown will activate a refresh of the reports.
4. To rewind to a specific monthly period, select the month on the dropdown and the reports will update from September to the month of selection.

## 5.4 Printing Reports

1. Select the print buttons to print the relevant report.

[Print Grant Analysis](#)
[Print Income Analysis](#)
[Print Expenditure Analysis](#)

## 6.1 Bank Reconciliation Statements

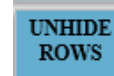
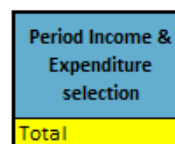
1. The bank reconciliation for each of the banks named in the Monthly Reporting Template must be reconciled each month.
2. The bank reconciliation reports must be included as part of the reports for the Board.
3. To print the bank reconciliation there is a print button on top of each of the payment worksheets.
4. The bank reconciliation statement should be signed by Treasurer and Chairperson. The Chairperson can nominate another board member in their absence.

**Print Bank  
Reconciliation  
September**

<b>Bank Account No.:</b>				
<b>Bank Account:</b>	BOI Main	BOI Meals	BOI Deposit	Petty Cash
<b>Enter Opening Bank Balances:</b>	100000.00	5000.00	0.00	0.00
<b>Opening Balance</b>	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			105,000.00
<b>Total Prior Year Cheques Per Bank</b>	300.00	200.00	0.00	0.00
	Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year cheques)			500.00
<b>Lodgements</b>				
<b>Lodgements</b>	(This figure is the total of the lodgements extracted from monthly income worksheet)			44,857.50
<b>Payments</b>				
<b>Bank Payments</b>	(This figure is extracted from payments records above)			14,471.95
<b>Closing Balance</b>	(This figure automatically is calculated)			134,885.55
<b>Enter Closing Bank Balances:</b>	124474.57	10148.70	573.00	189.28
<b>Bank Balance</b>	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated automatically			135,385.55
<b>Outstanding Cheqs</b> (These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank)				
<b>Bank</b>	<b>Description</b>	<b>Cheque no.</b>	<b>Amount</b>	
BOI Main	Drafted in August	12341	300.00	
BOI Main	Folens Book Shop	12345	150.00	
BOI Main	Stationary Supplier	12346	50.00	
BOI Main	BOI Meals	BOI Deposit	Petty Cash	-500.00
500.00	0.00	0.00	0.00	
<b>Reconciled Balance</b>	(This figure is relates to the bank balance less any outstanding cheques not cashed)			134,885.55
BOI Main	BOI Meals	BOI Deposit	Petty Cash	
0.00	0.00	0.00	0.00	
<b>Unreconciled Difference</b> (This figure should be reconciled to 0.00 before being presented to the BOM)				0.00
				All Banks Reconciled
				✓
<b>Reviewed By Treasurer of the Board of Management:</b>		<b>Reviewed By Chairperson of the Board of Management:</b>		
<b>Date:</b>		<b>Date:</b>		
<b>Signed:</b>		<b>Signed:</b>		

## 6.2 Income and Expenditure

- Go to 'Monthly Income & Exp. Reports' worksheet.
- The income and expenditure report summaries the school's activity for the year on a category and monthly basis. This report should be included as part of the reports for the board.
- To rewind the report to a specific period, select a month from dropdown and the report will condense to the month selected.
- To hide zero values in the total column to make the report more reader friendly, hit the 'HIDE ROWS' or 'UNHIDE ROWS' button to view all values.
- To print the income and expenditure report, click on the print button.



### Income and Expenditure Monthly Reports

- The monthly income and expenditure report summaries the school's activity for the period selected in the dropdowns.
- To isolate a period, select the specific month from the dropdown to get a single month compared to a year to date amount.
- The selection in the dropdown will populate a monthly report of income and expenditure and will also update the capital and reserves report to the month selected.



SCHOOL MONTHLY INCOME		September	Year to date
Capitation/Non Pay Budget		-	15,000
DEIS Grant		5,405	5,405
SCHOOL MONTHLY EXPENDITURE		September	Year to date
Substitute Teachers Expense		-	-
Privately Paid Teachers Expense		-	-
CAPITAL AND RESERVES REPORT			
CAPITAL MONTHLY INCOME		September	Year to date
DE Capital Building Grant Income		23,472	23,472
Capital Projects Fundraising Income		-	-

- To print the monthly income and expenditure report, click on the print buttons.



## 6.3 Capital and Reserves

- The capital and reserves report would be populated and printed the same way as the income and expenditure reports only if you have income and expenditure that is of a capital nature otherwise, these reports will be blank.





## 6.4 Actual v Budget

- Go to the 'Actual v Budget' worksheet.
- The Budget reports in the Monthly Reporting Template are laid out in line with the stand-alone Budget file and the Chart of Accounts, starting with Department of Education income.
- The budget figures can be manually entered in the cells or there is an option to import if the budget template has been completed and confirmed. These budget figures were estimated based on current information previous experience and plans for the year.
- To import the budget, click on the 'Import' button.
 

Import  
Budget
- A message will appear asking are you sure you want to run the routine.
- Click 'Yes' to continue or 'No' to exit the routine.
- Browse to budget template file and select 'Open'.
 

FINANCIAL SUPPORT SERVICES UNIT
×

The Excel file was imported successfully.
- A message appears saying the budget has been imported successfully.
- To generate accurate period comparisons, you must ensure that the full previous year's MRT has been imported into the budget file.
- The figures will import into Budget report column D from row 6 down. The import option will populate the Budget and the Prior Year columns.

YEAR TO DATE ACTUAL VERSUS BUDGET						Input/Import			
Nominal Code		Year to Date	Budget	Year to Date v Budget	Year to Date v Budget	Rolling Period	Period Prior Year	PERIOD ACTUAL v PRIOR YR	
		Actual	2024/2025	Difference	% Difference			Period v Prior Yr	Period v Prior Yr
	SCHOOL INCOME	Actual	2024/2025	Difference	% Difference	Actual	Actual	Difference	% Difference
3010	Capitation/Non Pay Budget	15,000	25,000	- 10,000	-40.00%	15,000	11,886	3,114	26.20%
3020	DEIS Grant	5,405	15,680	- 10,275	-65.53%	5,405	-	5,405	0.00%
3050	Ancillary/School Support Services Grant	-	5,625	- 5,625	-100.00%	-	4,009	- 4,009	-100.00%
3140	Special Education Equipment Grant	10,275	-	10,275	0.00%	10,275	4,326	5,949	137.52%
3151	Free Schoolbook Grant	-	10,000	- 10,000	-100.00%	-	5,040	- 5,040	-100.00%
3152	Free Schoolbook Admin Grant	-	892	- 892	-100.00%	-	535	- 535	-100.00%
3230	ICT Grant	2,680	6,966	- 4,286	-61.53%	2,680	4,424	- 1,744	-39.41%
3275	Minor Works Grant-Non Capital	-	7,813	- 7,813	-100.00%	-	6,666	- 6,666	-100.00%

- The budget summary and the graph are populated automatically, the values are grouped into income and expenses based on the Chart of Accounts.
- To print the budget reports, click on the buttons below:

Print YTD v BUD

Print Period v Prior Yr

Print Budget Summary



## 6.5 Bank Summary

1. The bank summary reports are very useful for tracking grant balances per department. The reports allow you to quickly see which areas are doing well against school grants and which areas aren't.
2. There are three reports that update when the reports are refreshed.
3. To update the reports, select a specific month in the dropdown or 'Year to date' to report on all entries in the Income and payments worksheet to date.

Select Mth or YTD from dropdown to refresh reports		
	Year to date	

4. The selection in the dropdown will activate a refresh of the reports.
5. To rewind to a specific monthly period, select the month on the dropdown and the reports will update from September to the month of selection.

Nov	
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6. To print the various reports, click on the buttons below:

[Print Grant Analysis](#)
[Print Income Analysis](#)
[Print Expenditure Analysis](#)

Balance Brought Forward from previous year	104,500.00			Nov		
Breakdown amounts included in the above balance over the departments listed below	Reserve	Receipts	Payments	Balance Remaining - New Reserve	Isolate Reserve Balance	Click to tick ✓
<b>General Funding</b>						
Capitation and Deis	€36,500.00	€5,407.95	€4,379.82	€37,528.13	€37,528.13	✓
Ancillary	€30,000.00	€0.00	€0.00	€30,000.00	€30,000.00	✓
Other Sch Generated Inc/Exp	€1,785.00	€1,615.00	€1,615.00	€170.00	€170.00	✓
School Activities	€2,002.50	€440.00	€440.00	€1,562.50	€1,562.50	✓
Designated Reimburse Inc/Exp	€0.00	€0.00	€0.00	€0.00	€0.00	✓
Fundraising	€1,000.00	€628.00	€0.00	€1,628.00	€1,628.00	✓
<b>Total General Funding</b>	<b>€67,500.00</b>	<b>€9,823.45</b>	<b>€6,434.82</b>	<b>€70,888.63</b>	<b>€70,888.63</b>	
<b>Ringfenced Grants</b>						
Book Grants	€2,500.00	€0.00	€0.00	€2,500.00		
Bus Escort	€4,500.00	€23,472.00	€1,399.22	€26,572.78		
COVID		€0.00	€0.00	€0.00		
ICT Grant	€10,000.00	€2,680.00	€0.00	€12,680.00		
Minor Works	€5,000.00	€0.00	€3,962.00	€1,038.00		
Other DE Grants		€0.00	€0.00	€0.00		
Other State Funding		€1,215.00	€0.00	€1,215.00		
School Meals	€9,500.00	€6,786.00	€3,263.95	€13,022.05		
Special Edu Equip	€5,000.00	€5,275.00	€0.00	€10,275.00		
Standardised Testing	€500.00	€625.00	€0.00	€1,125.00		
Summer Programmes		€0.00	€0.00	€0.00		
Capital Inc/Exp		€5,000.00	€3,657.00	€1,343.00		
<b>Total Ringfenced Grants</b>	<b>€37,000.00</b>	<b>€45,053.00</b>	<b>€12,282.17</b>	<b>€69,770.83</b>	<b>€0.00</b>	
<b>Other</b>						
Bank Transfers		€200.00	€200.00	€0.00		
Misc		€0.00	€0.00	€0.00		
<b>Grand Total</b>	<b>€104,500.00</b>	<b>€55,076.45</b>	<b>€18,916.99</b>	<b>€140,659.46</b>	<b>€70,888.63</b>	
			O/S Cheques			
			Bank Balance	€140,659.46		

Income	BOI Deposit	BOI Main	BOI Meals	Petty Cash	Grand Total
Capitation and DEIS	€2.95	€5,405.00			€5,407.95
DEIS Grant		€5,405.00			€5,405.00
Bank Interest Received	€2.95				€2.95
<b>Other School Generate Inc/Exp</b>		<b>€1,785.00</b>			<b>€1,785.00</b>
Student Insurance Income		€600.00			€600.00
Voluntary Contributions		€750.00			€750.00
Uniforms Income		€135.00			€135.00
Hire of Facilities Rental Income		€300.00			€300.00
<b>School Activities</b>		<b>€1,972.50</b>		<b>€30.00</b>	<b>€2,002.50</b>

Expenditure	BOI Main	BOI Meals	Petty Cash	Grand Total
Capitation and DEIS	€4,276.11		€103.71	€4,379.82
Annual Subscriptions Expense	€260.00			€260.00
Other Repairs and Maintenance Expense	€238.19		€35.99	€274.18
Light and Power Expense	€1,534.41			€1,534.41
Water Rates Expense	€435.00			€435.00
Telephone Expense / SMS Text	€89.97			€89.97
Bank Charges Expense	€51.50			€51.50
Heating Expense	€805.00			€805.00
Computer Maintenance & Support Expense	€260.00			€260.00

## 6.6 Cashflow

1. The cashflow statement tracks the inflow and outflow of cash during a monthly period.
2. To print the cashflow statement click on the button.

PRINT YEARLY  
CASHFLOW

## 6.7 Receipt Transactions

1. The 'Receipt Transaction' worksheet allow you to generate numerous reports by bank, date range, description and/or category. These reports are the most detailed per transaction.

### Bank Report

2. Reporting by 'Bank', select required bank from the drop-down list.

Bank	Start Date	Finish Date	Description	Category
BOI Main				
BOI Main				
BOI Meals				
BOI Deposit				
Bank 4				

3. To filter on the bank selection, click 'Filter Data' button.

Filter Data

4. To report on the filtered criteria, click 'Report' button.

Report

5. The worksheet will open to 'Receipts Report' to view the report that has been generated based on the criteria enter in the 'Receipt Transaction' worksheet.

Receipts Report				Print Report
Category	Date	Description	Sum of Amount	
Assistive Technology Grant	20 October 2018	Assistive Tech	1215	
Assistive Technology Grant Total			1215	
Book Rental Receipts	07 September 2018	Book Rental	2029	
	16 October 2018	Book Rental	680	
Book Rental Receipts Total			2709	
Bus Escort Grant	21 September 2018	Escort Grant	60000	
Bus Escort Grant Total			60000	
DEIS Grant	28 September 2018	Deis	6000	
DEIS Grant Total			6000	

Print Report

6. The print the report, click on the 'Print Report' button.

### Date range report

7. Filtering and reporting between specific dates, enter the date range in the start and finish cells.

Bank	Start Date	Finish Date	Description	Category
	01/09/2023	31/12/2023		

Filter Data

8. To filter on date range, click 'Filter Data' button.

9. To report on the filtered criteria, click 'Report' button to open the 'Receipt Report' worksheet with the extracted data shown in the report.

Report

### Description reporting

10. Filtering and reporting by description using the Asterix (\*) enables subcategory reporting on specific transactions that have consistent data entry. An example of this would be 'DEIS' report.
11. If 'DEIS' or your key word is consistently entered in the description, then enter your key word in the description cell with the Asterix (\*) at the beginning and end of the characters with no spaces.

<a href="#">Main Menu</a>						
Receipts	Bank	Start Date	Finish Date	Description	Category	Amount
				*DEIS*		
	Bank	Date	Description	Category	Lodgement Reference Number	Amount
	BOI Main	28/09/2023	DEIS	DEIS Grant	EFT	5405.00

12. To filter on the subcategory, click 'Filter Data' button.

Filter Data

13. To report on the filtered criteria, click 'Report' button.

Report

### Category reporting

14. Filtering and reporting by category, enter a couple of characters to activate the searchable dropdown and select the required category.

Filter Data

15. To filter by category, click 'Filter Data' button.

16. To report on the filtered criteria, click 'Report' button.

Report

17. Select one or more criteria to filter and report by multiple entries and follow the same sequence to filter and report:

<a href="#">Main Menu</a>						
Receipts	Bank	Start Date	Finish Date	Description	Category	Amount
	BOI Main	01/09/2023	31/12/2023		School Swimming Income	
	Bank	Date	Description	Category	Lodgement Reference Number	Amount
	BOI Main	07/09/2023	Pupils - Swim	School Swimming Income	500111	73.50
	BOI Main	16/10/2023	Pupils - Swimm	School Swimming Income	500114 815.00	680.00

Receipts Report				<a href="#">Main Menu</a>	<a href="#">Print Report</a>
Category	Date	Description	Sum of Amount		
School Swimming Income	07 September 2023	Pupils - Swim	73.50		
	16 October 2023	Pupils - Swimming	680.00		
School Swimming Income Total			753.50		
Grand Total			753.50		

Clear Selection

18. To clear the selection and start afresh. Click the 'Clear Selection' button.
19. To print the reports that have been filter. Click the 'Print Report' button in the 'Receipts Report' worksheet.

## 6.8 Payment Transactions

1. The 'Payment Transaction' worksheet allow you to generate numerous reports by bank, date range, description and/or category. These reports are the most detailed per transaction.

### Bank Report

2. Reporting by 'Bank', select required bank from the drop-down list.

Bank	Start Date	Finish Date	Description	Category
BOI Main				
BOI Main				
BOI Meals				
BOI Deposit				
Bank 4				

3. To filter on the bank selection, click 'Filter Data' button.

Filter Data

4. To report on the filtered criteria, click 'Report' button.

Report

5. The worksheet will open to 'Payments Report' to view the report that has been generated based on the criteria enter in the 'Payment Transaction' worksheet.

Payments Report			Main Menu	Print Report
Category	Date	Description	Sum of Amount	
Accounting Software/Payroll Software Expense	26 October 2023	Payroll Package	250.00	
Accounting Software/Payroll Software Expense Total			250.00	
Advertising / Public Relations Expense	30 September 2023	The Telegraph Teacher Ad	55.00	
Advertising / Public Relations Expense Total			55.00	
Annual Subscriptions Expense	04 September 2023	IPPN	260.00	
Annual Subscriptions Expense Total			260.00	
Bank Charges Expense	22 September 2023	Notitied Fees	26.50	
	31 October 2023	BOI BOL CHARGE	25.00	
Bank Charges Expense Total			51.50	

Print Report

6. The print the report, click on the 'Print Report' button.

### Date range report

7. Filtering and reporting between specific dates, enter the date range in the start and finish cells.

Bank	Start Date	Finish Date	Description	Category
	01/09/2023	31/12/2023		

Filter Data

8. To filter on date range, click 'Filter Data' button.

9. To report on the filtered criteria, click 'Report' button to open the 'Receipt Report' worksheet with the extracted data shown in the report.

Report

### Description reporting

10. Filtering and reporting by description using the Asterix (\*) enables subcategory reporting on specific transactions that have consistent data entry. An example of this would be 'DEIS' report.
11. If 'DEIS' or your key word is consistently entered in the description, then enter your key word in the description cell with the Asterix (\*) at the beginning and end of the characters with no spaces.

<a href="#">Main Menu</a>					
Payments Bank	Start Date	Finish Date	Description	Category	Amount
			*DEIS*		
Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount
BOI Main	03/09/2023	DEIS school jum	Uniform Expense	12347	350.00
Petty Cash	30/11/2023	DEIS Art supplie	School Arts and Crafts Expens	Cash	35.00

12. To filter on the subcategory, click 'Filter Data' button.

Filter Data

13. To report on the filtered criteria, click 'Report' button.

Report

### Category reporting

14. Filtering and reporting by category, enter a couple of characters to activate the searchable dropdown and select the required category.

15. To filter by category, click 'Filter Data' button.

Filter Data

16. To report on the filtered criteria, click 'Report' button.

Report

17. Select one or more criteria to filter and report by multiple entries and follow the same sequence to filter and report:

<a href="#">Main Menu</a>					
Payments Bank	Start Date	Finish Date	Description	Category	Amount
BOI Main	01/09/2023	31/12/2023		School Tours Expense	
Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount
BOI Main	26/09/2023	6th Class Tour B	School Tours Expense	12351	50.00
BOI Main	26/09/2023	6th Class Tour T	School Tours Expense	12352	150.00
BOI Main	26/10/2023	6th Class Tour A	School Tours Expense	12361	150.00

Payments Report				<a href="#">Main Menu</a>	<a href="#">Print Report</a>
Category	Date	Description	Sum of Amount		
School Tours Expense	26 September 2023	6th Class Tour Bus Deposit	50.00		
	26 September 2023	6th Class Tour Trip Deposit	150.00		
	26 October 2023	6th Class Tour Accommodation Deposit	150.00		
School Tours Expense Total			350.00		
Grand Total			350.00		

Clear Selection

18. To clear the selection and start afresh. Click the 'Clear Selection' button.
19. To print the reports that have been filter. Click the 'Print Report' button in the 'Payments Report' worksheet.

## 6.9 Multiple Report Selection

1. To launch the 'Multiple Report Selection' form click on the button and the window below appear:

2. To generate a report on multiple categories. Select the category from the dropdown and then click on 'Add to Selection', this will be added to the 'Category Selection' field.
3. Continue adding to selection until the categories required are listed in 'Category Selection' field.
4. To run and report on the selection, click 'Run Selection' and the 'Exit' to view the filtered data.
5. To report on the filtered criteria, click 'Report' button.
6. To print the Click the 'Print Report' button in the 'Receipts Report' worksheet.
7. To generate a report on multiple banks. Follow the same steps as above 1 – 6.
8. To generate an instant Capital report or an instant Non-Capital report.
9. Click on the buttons and then exit to view the filtered data.
10. To generate a report between values. Enter an amount from and an amount to
11. Exit to view the data and hit the report button to generate a printable report.



## 7.1 Checklist

Financial Reports	Actions
<b>Bank Balances</b>	<ul style="list-style-type: none"> <li>Check to see if bank accounts have been open or closed during the period</li> <li>If yes have proper procedures been followed?</li> <li>Are the bank balances within the limit set by the BOM?</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>Bank Reconciliations</b>	<ul style="list-style-type: none"> <li>Check the bank reconciliations to ensure there are no differences on the reconciliation report.</li> <li>Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period under review.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>Receipts and Payments / Income &amp; Expenditure</b>	<p>This report should show current periods figures, year to date figures, annual budgeted figures, previous year's figures.</p> <ul style="list-style-type: none"> <li>Examine this report in detail and check any unusual or large amounts.</li> <li>Assess that the school is on target to meet its budgetary plan.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>Balance Sheet</b>	<p>This report will show the year to date figures and the previous year's figures.</p> <ul style="list-style-type: none"> <li>Check that the balance sheet balances.</li> <li>Look for additions to fixed assets, changes in debtors and prepayments, changes to creditors and accruals.</li> <li>If there is any balance in the suspense account it should be examined.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>List of Creditors / Accruals</b>	<ul style="list-style-type: none"> <li>If the school is running the purchase ledger system examine the list of creditors to ensure that the school are paying their bills on time.</li> <li>The list of accruals/outstanding invoices should be totalled and check if the school has sufficient funds to pay its liabilities.</li> <li>If the school is currently undertaking any capital works ensure that you receive a list of the outstanding invoices.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>Income received in advance</b>	<ul style="list-style-type: none"> <li>As it has become common practice in many schools to collect the registration fee/voluntary contribution in advance of the next school year. A list should be prepared showing a summary of advance receipts and it is important that these funds are accounted for separately in the accounts.</li> <li>The school will on occasion receive grants for summer work schemes etc. in advance of the work being done therefore this income needs to be identified and accounted for separately.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>Prepayments</b>	<ul style="list-style-type: none"> <li>Examine the list of prepayments to ensure that they have been allocated to the correct period.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<b>Capital Income &amp; Expenditure Account</b>	<ul style="list-style-type: none"> <li>This report should be given when there is a capital project such as an extension, Summer Works Scheme or major refurbishment in progress.</li> <li>This report should be examined to ensure that the project is running within the budget.</li> </ul> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

## 9.1 Chart of Accounts

The FSSU have created a standardised Chart of Accounts (link to file below) that will be used as the basis for the submission of accounts.

[Chart of Accounts - FSSU](#)

## 9.2 Chart of Accounts Suggestions

There are several documents to assist with categorising items of income and expense, these are available on our website and a more detailed document can be email upon request.

[Suggested-use-of-COA-categories-for-schools.pdf \(fssu.ie\)](#)

## 9.3 Bank Summary Default Breakdown

The bank summary breakdown shows the department default list that each of the category default to upon selection. This is available upon request by email.

## 9.4 Petty Cash Template

This file is used on it's on or in conjunction with the Monthly Reporting Template. There are training videos and file available on our website.

[Recording Petty Cash - FSSU](#)

## 9.5 Budget Template

This file is used on it's on or in conjunction with the Monthly Reporting Template. There are training videos and file available on our website.

[School Budget Template - FSSU](#)