

Financial Guideline 2013/2014 - 17

ONLINE SUBMISSION OF FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2014

Introduction

The FSSU are responsible for collating and reviewing the annual financial accounts of schools on behalf of the Department of Education and Skills. We are currently developing a web based system that will facilitate online submission of school accounts by the school accountant.

In order for this automated system to work effectively it is essential that all member schools operate in so far as is possible within the codes listed in the **Revised Chart of Accounts** outlined below in **Appendix 1**. *The new codes are noted in red.*

Instructions on how to update to the new Chart of Accounts are attached in **Appendix 2** to this document and are also available on our website: <http://www.jmb.ie/tas>

NOTE: IN ORDER TO COMPLY WITH DES AND THE EDUCATION ACT 1998 REQUIREMENTS, A SIGNED HARD COPY OF ACCOUNTS WILL CONTINUE TO BE SUBMITTED BY FEBRUARY 28TH OF EACH YEAR, TO THE FSSU.

Overview

The current Chart of Accounts represents a set of nominal accounts suitable for schools where the codes are grouped together under appropriate income and expenditure categories. This chart is loaded into the schools accounts system during the initial installation of the TAS Books program thus enabling the school accounts to utilize the nominal codes necessary for their daily processing of receipts and payments.

In addition TAS generates a specific set of financial reports which analyses these nominal accounts in a defined format suitable for school management and Boards of Management.

Updated Chart of Accounts

In our planning for the online inputting of accounts we have reviewed the current chart of accounts and we have added in a number of new codes for income, expenditure and balance sheet accounts which we feel are necessary to enhance and improve the reporting function and to meet the changing needs of our schools.

We acknowledge that some schools use account codes additional to the Chart attached. The codes listed in the attached will be the only codes available to your accountant for inputting of the final financial accounts. Where other codes are used, the accountant will need to make adjustments when submitting online. In order to minimise adjustments, we encourage schools to align their codes to the updated Chart of Accounts. Accountants for schools using other accounting packages will need to align the year-end figures to the TAS codes on the submission form.

Use of the new codes should commence from 1st September 2014 as part of the new school years accounts.

This Guideline will also be circulated to all school accountants. An information and training session will be provided to school accountants in the coming months. For further information, please contact the FSSU.

Louise McNamara
Director, FSSU
June 2014

Appendix 1:

Revised Chart of Accounts

(New codes are in red.)

Account No	Group	Description	Type	D/C	Analysis
1400-100	CAPITAL	Capital: Land & Buildings	Fixed Asset	Debit	Fixed Assets
1410-100	CAPITAL	Capital: Depn: Land and Build.	Fixed Asset	Credit	Fixed Assets
1420-100	CAPITAL	Capital: Furniture, Fitt	Fixed Asset	Debit	Fixed Assets
1430-100	CAPITAL	Capital: Depn: Fixtures and Fitt.	Fixed Asset	Credit	Fixed Assets
1440-100	CAPITAL	Capital: Motor Vehicles	Fixed Asset	Debit	Fixed Assets
1450-100	CAPITAL	Capital: Depn: Motor Vehicles	Fixed Asset	Credit	Fixed Assets
1460-100	CAPITAL	Capital: Computer Equip	Fixed Asset	Debit	Fixed Assets
1470-100	CAPITAL	Capital: Depn: Computer Equip.	Fixed Asset	Credit	Fixed Assets
1480-100	CAPITAL	Capital: Other	Fixed Asset	Debit	Fixed Assets
1490-100	CAPITAL	Capital: Depn Other	Fixed Asset	Credit	Fixed Assets
1700-100	CUR ASSET	Sales Ledger Control	Current Asset	Debit	Debtors
1720-100	CUR ASSET	Prepayments	Current Asset	Debit	Other Cur. Assets
1800-100	CUR ASSET	Current Account	Current Asset	Debit	Cash
1810-100	CUR ASSET	Deposit Account	Current Asset	Debit	Cash
1900-100	CUR ASSET	Petty Cash A/c	Current Asset	Debit	Cash
1950-100	CUR ASSET	Cash Control Account	Current Asset	Debit	Cash
2100-100	LIABILITY	Purchase Ledger Control	Liability	Credit	Creditors
2105-100	LIABILITY	School Income Received in Advance	Liability	Credit	Oth. Cur. Liabilities
2150-100	LIABILITY	Grants Received in Advance	Liability	Credit	Oth. Cur. Liabilities
2200-100	LIABILITY	Net Wages Control	Liability	Credit	Oth. Cur. Liabilities
2230-100	LIABILITY	PRD Control	Liability	Credit	Oth. Cur. Liabilities
2250-100	LIABILITY	PAYE/PRSI Control	Liability	Credit	Oth. Cur. Liabilities
2260-100	LIABILITY	VAT Control Account	Liability	Credit	Oth. Cur. Liabilities
2270-100	LIABILITY	RCT Control Account	Liability	Credit	Oth. Cur. Liabilities
2300-100	LIABILITY	Creditors	Liability	Credit	Oth. Cur. Liabilities
2310-100	LIABILITY	Bank Loans	Liability	Credit	Oth. Cur. Liabilities
2320-100	LIABILITY	Loan	Liability	Credit	Oth. Cur. Liabilities
2330-100	LIABILITY	Leasing	Liability	Credit	Oth. Cur. Liabilities
2440-100	LIABILITY	Accruals	Liability	Credit	Oth. Cur. Liabilities
2500-100	LIABILITY	Suspense Account	Liability	Credit	Oth. Cur. Liabilities
2700-100	OWNER EQ	Retained Profit	Owners Equity	Credit	Owners Equity
2710-100	OWNER EQ	Profit Brought Forward	Owners Equity	Credit	Owners Equity
3010-100	DES	Capitation	Income	Credit	Income
3020-100	DES	DEIS Grant	Income	Credit	Income
3050-100	DES	Support Services Grant	Income	Credit	Income
3100-100	DES	Secretarial Grant	Income	Credit	Income
3130-100	DES	Caretaker Grant	Income	Credit	Income
3150-100	DES	Book Grant	Income	Credit	Income
3170-100	DES	Special Subject Grant	Income	Credit	Income
3190-100	DES	Home Economics Grant	Income	Credit	Income
3200-100	DES	Transition Year Grant	Income	Credit	Income
3210-100	DES	Leaving Cert Applied Grnt	Income	Credit	Income
3220-100	DES	Grant for Traveller Sts.	Income	Credit	Income
3230-100	DES	Computer / IT Grant	Income	Credit	Income
3240-100	DES	Supervision/Substitution	Income	Credit	Income
3250-100	DES	Substitute Teachers	Income	Credit	Income
3255-100	DES	SEC Exam Income	Income	Credit	Income
3270-100	DES	Home School Liaison Grant	Income	Credit	Income
3275-100	DES	DES Minor Works Grant- Non Capital	Income	Credit	Income
3290-100	DES	Other DES Grants - Specify	Income	Credit	Income

Account No	Group	Description	Type	D/C	Analysis
3300-100	SCH GEN	Fees (Fee Paying Schools)	Income	Credit	Income
3310-100	SCH GEN	Transition Year Students	Income	Credit	Income
3330-100	SCH GEN	Book Rental Receipts	Income	Credit	Income
3335-100	SCH GEN	Classroom Books	Income	Credit	Income
3350-100	SCH GEN	Hall Rental Income	Income	Credit	Income
3370-100	SCH GEN	Locker Receipts	Income	Credit	Income
3375-100	SCH GEN	Journals & Year Book Income	Income	Credit	Income
3390-100	SCH GEN	School Administration Charges	Income	Credit	Income
3410-100	SCH GEN	Adult Education Income	Income	Credit	Income
3420-100	SCH GEN	Canteen Income	Income	Credit	Income
3430-100	SCH GEN	Tuck Shop Income	Income	Credit	Income
3440-100	SCH GEN	Uniforms	Income	Credit	Income
3450-100	SCH GEN	Religion - Retreats etc	Income	Credit	Income
3490-100	SCH GEN	Study	Income	Credit	Income
3495-100	SCH GEN	Mock Exam Income	Income	Credit	Income
3500-100	SCH GEN	Games	Income	Credit	Income
3510-100	SCH GEN	Bus Income	Income	Credit	Income
3520-100	SCH GEN	School Musical/drama	Income	Credit	Income
3530-100	SCH GEN	School Tours	Income	Credit	Income
3535-100	SCH GEN	Student Insurance	Income	Credit	Income
3550-100	SCH GEN	Reimbursable Income	Income	Credit	Income
3570-100	SCH GEN	Other School Generated In	Income	Credit	Income
3650-100	OTHER	Vol. Subs / Registration	Income	Credit	Income
3700-100	OTHER	Parents Councils / Assoc.	Income	Credit	Income
3750-100	OTHER	Fund Raising	Income	Credit	Income
3770-100	OTHER	Insurance Claim	Income	Credit	Income
3800-100	OTHER	Bank Interest Received	Income	Credit	Income
3840-100	OTHER	Amortisation of Grants	Income	Credit	Income
3850-100	OTHER	Other Special Income	Income	Credit	Income
3900-100	OWNER EQ	DES Building Grant	Owners Equity	Credit	Owners Equity
3905-100	OWNER EQ	Acc. Amortisation Building Grant	Owners Equity	Debit	Owners Equity
3920-100	OWNER EQ	DES Equipment Grants	Owners Equity	Credit	Owners Equity
3925-100	OWNER EQ	Acc. Amortisation Equipment Grants	Owners Equity	Debit	Owners Equity
3940-100	OWNER EQ	DES Building Fees	Owners Equity	Credit	Owners Equity
3960-100	OWNER EQ	Fund Raising -Fixed Asset	Owners Equity	Credit	Owners Equity
3980-100	OWNER EQ	Parents Cont. Fixed Asset	Owners Equity	Credit	Owners Equity
4110-100	ED SAL	Substitute Teachers	Expense	Debit	Expenses
4111-100	ED SAL	Privately Paid Teachers	Expense	Debit	Expenses
4130-100	ED SAL	Teachers Salaries	Expense	Debit	Expenses
4150-100	ED SAL	Supervisors Salaries	Expense	Debit	Expenses
4155-100	ED SAL	State Exam Aides Salaries	Expense	Debit	Expenses
4170-100	ED SAL	Adult Education	Expense	Debit	Expenses
4190-100	ED SAL	Study	Expense	Debit	Expenses
4191-100	ED SAL	PAYE/PRSI Education Salaries	Expense	Debit	Expenses

Account No	Group	Description	Type	D/C	Analysis
4310-100	ED OTHER	Teaching Aids	Expense	Debit	Expenses
4330-100	ED OTHER	Religion	Expense	Debit	Expenses
4350-100	ED OTHER	Art	Expense	Debit	Expenses
4370-100	ED OTHER	Home Economics	Expense	Debit	Expenses
4390-100	ED OTHER	Science	Expense	Debit	Expenses
4410-100	ED OTHER	Computers / IT	Expense	Debit	Expenses
4430-100	ED OTHER	Woodwork / Building Cons	Expense	Debit	Expenses
4450-100	ED OTHER	Metalwork / Engineering	Expense	Debit	Expenses
4470-100	ED OTHER	Technology	Expense	Debit	Expenses
4490-100	ED OTHER	Other Subjects - Specify	Expense	Debit	Expenses
4550-100	ED OTHER	Leaving Cert Applied	Expense	Debit	Expenses
4570-100	ED OTHER	LCVP	Expense	Debit	Expenses
4590-100	ED OTHER	Transition Year	Expense	Debit	Expenses
4610-100	ED OTHER	Learning Support	Expense	Debit	Expenses
4620-100	ED OTHER	Teacher Inservice & Train	Expense	Debit	Expenses
4630-100	ED OTHER	Career Guidance	Expense	Debit	Expenses
4640-100	ED OTHER	Library	Expense	Debit	Expenses
4650-100	ED OTHER	Physical Education	Expense	Debit	Expenses
4670-100	ED OTHER	Games (excl. travel)	Expense	Debit	Expenses
4671-100	ED OTHER	Games Travel	Expense	Debit	Expenses
4690-100	ED OTHER	Bus Hire	Expense	Debit	Expenses
4710-100	ED OTHER	School Tours	Expense	Debit	Expenses
4720-100	ED OTHER	School Musical/Drama	Expense	Debit	Expenses
4730-100	ED OTHER	School Books	Expense	Debit	Expenses
4750-100	ED OTHER	Mock Examination Fees	Expense	Debit	Expenses
4770-100	ED OTHER	Trophies & Prizes	Expense	Debit	Expenses
4810-100	ED OTHER	Home / School / Liaison	Expense	Debit	Expenses
4850-100	ED OTHER	Student Council	Expense	Debit	Expenses
4910-100	ED OTHER	Other Educational Expense	Expense	Debit	Expenses
5010-100	RME	Caretaker(s): Wages	Expense	Debit	Expenses
5030-100	RME	Caretaker Pension (School	Expense	Debit	Expenses
5031-100	RME	Caretakers PAYE/PRSI	Expense	Debit	Expenses
5110-100	RME	Cleaners' Wages	Expense	Debit	Expenses
5111-100	RME	Cleaners PAYE/PRSI	Expense	Debit	Expenses
5150-100	RME	Contract Cleaners	Expense	Debit	Expenses
5170-100	RME	Cleaning Materials	Expense	Debit	Expenses
5310-100	RME	Repairs-Buildings/Grounds	Expense	Debit	Expenses
5315-100	RME	Grant Aided Minor Works	Expense	Debit	Expenses
5350-100	RME	Repairs-Furniture,Fitt,Equip.	Expense	Debit	Expenses
5400-100	RME	Security	Expense	Debit	Expenses
5450-100	RME	Insurance	Expense	Debit	Expenses
5510-100	RME	Heating	Expense	Debit	Expenses
5550-100	RME	Light and Power	Expense	Debit	Expenses
5610-100	RME	Rent and Rates	Expense	Debit	Expenses
5700-100	RME	Licence Fee to Trustees	Expense	Debit	Expenses
5800-100	RME	Other Repairs & Maint.	Expense	Debit	Expenses

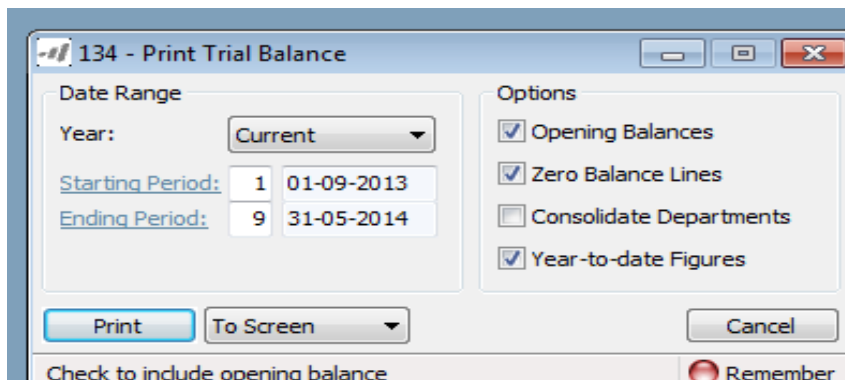
Account No	Group	Description	Type	D/C	Analysis
6010-100	ADMIN	Secretarial:Wages	Expense	Debit	Expenses
6050-100	ADMIN	Secretarial:Pension	Expense	Debit	Expenses
6051-100	ADMIN	Secretarial PAYE/PRSI	Expense	Debit	Expenses
6100-100	ADMIN	Staff Recruitment	Expense	Debit	Expenses
6150-100	ADMIN	Advertising / Public Rels	Expense	Debit	Expenses
6210-100	ADMIN	Postage	Expense	Debit	Expenses
6250-100	ADMIN	Telephone	Expense	Debit	Expenses
6300-100	ADMIN	Printing & Stationery	Expense	Debit	Expenses
6305-100	ADMIN	Photocopying Expenses	Expense	Debit	Expenses
6350-100	ADMIN	Office Equipment	Expense	Debit	Expenses
6400-100	ADMIN	Accounting / Auditing Fee	Expense	Debit	Expenses
6450-100	ADMIN	Other Professional Fees	Expense	Debit	Expenses
6500-100	ADMIN	Travel & Subsistence	Expense	Debit	Expenses
6600-100	ADMIN	Principal's Expenses	Expense	Debit	Expenses
6650-100	ADMIN	Board of Management Exps	Expense	Debit	Expenses
6700-100	ADMIN	Annual Subscriptions	Expense	Debit	Expenses
6730-100	ADMIN	In-School Administration Sys	Expense	Debit	Expenses
6750-100	ADMIN	Donations / Charity	Expense	Debit	Expenses
6755-100	ADMIN	Medical and 1st Aid	Expense	Debit	Expenses
6780-100	ADMIN	Staff Room Expenses	Expense	Debit	Expenses
6800-100	ADMIN	Hospitality	Expense	Debit	Expenses
6830-100	ADMIN	School Tuck-shop	Expense	Debit	Expenses
6860-100	ADMIN	School Canteen	Expense	Debit	Expenses
6900-100	ADMIN	Other Administration Exps	Expense	Debit	Expenses
7300-100	FIN	Leasing Inc Photocopier	Expense	Debit	Expenses
7320-100	FIN	Loan Charges	Expense	Debit	Expenses
7350-100	FIN	Fund Raising Expenses	Expense	Debit	Expenses
7400-100	FIN	Bank Interest Paid	Expense	Debit	Expenses
7450-100	FIN	Bank Charges	Expense	Debit	Expenses
7800-100	FIN	Reimbursable Expenses	Expense	Debit	Expenses
8000-100	DEPR	Annual Depr - Buildings	Expense	Debit	Expenses
8020-100	DEPR	Annual Depr Furniture Fit	Expense	Debit	Expenses
8040-100	DEPR	Annual Depr Motor Vehicle	Expense	Debit	Expenses
8060-100	DEPR	Annual Depr Computer Equip.	Expense	Debit	Expenses
8080-100	DEPR	Annual Depr - Other	Expense	Debit	Expenses
9999-100	LIABILITY	Opening Balance Control	Liability	Credit	Oth. Cur. Liabilities

Appendix 2: How to Update the Revised Chart of Accounts

The following information is a guide to the tasks that may be necessary to align your list of nominal codes to the updated chart of accounts.

Step 1: Run a trial balance showing all nominal codes

- Run program 134
- Ensure that the Zero Balance Lines is selected
- Select Print



Check this list off against the Revised Secretariat Chart of accounts and identify changes necessary to bring your chart of accounts more into line with the Secretariat Chart of accounts.

- How to create a nominal code is outlined in step 2
- Making a nominal account inactive is shown in step 3

Step 2: Creating a nominal ledger code

Example: Create code 4191-100 PAYE/PRSI Education Salaries

1. Run Program 111 - Maintain Chart of Accounts
2. Use F2 to bring up a full list of your existing codes
3. Check an existing code in the same range of the code you wish to create, make a note of the account type, nominal group and analysis category
4. Number & Dept. - Key in Code 4191-100
5. Description: Enter the description PAYE/PRSI Education Salaries
6. Account Type: Select Expense from drop down list
7. Nominal Group: Click Nominal Group to Drill down and Select ED SAL
8. Analysis Category: Select Expense from drop down list
9. Save
10. New Nominal code now created

111 - Maintain Chart of Accounts

Account Number & Name

Number & Dept: 4191 100

Description: PAYE/PRSI Education Salaries

General Budgets Documents

Account Reporting Type

Choose the account type, and whether the account has a Cr/Dr balance.

Account Type: Expense Dr or Cr: Debit A/c

Account Group

Nominal Account groups, allow you to combine accounts together for your own analysis purposes.

Nominal Group: ED SAL Education - Salaries

Business Analysis

This identifies the category for this account when calculating financial ratios to show the performance of your business. If you are unsure which category to use, ask your accountant for assistance.

Analysis Category: Expenses

Account Status

Inactive Account (no transactions can be posted to this account)

Save Delete Cancel

Enter the code of the Nominal Group that this account belongs to

Step 3: Making a Nominal Code inactive in TAS

Flagging an account in TAS as inactive will ensure that transactions cannot be posted to this account in the future.

1. Run Program 111 Maintain Chart of Account
2. Key in code 4355-100
3. Go to Account Status: Click the box for Inactive Account
4. Click Save

111 - Maintain Chart of Accounts

Account Number & Name

Number & Dept: 4355 100

Description: Music

General | Budgets | Documents

Account Reporting Type
Choose the account type, and whether the account has a Cr/Dr balance.

Account Type: Expense | Dr or Cr: Debit A/c

Account Group
Nominal Account groups, allow you to combine accounts together for your own analysis purposes.

Nominal Group: EXPENSE | Expenses

Business Analysis
This identifies the category for this account when calculating financial ratios to show the performance of your business. If you are unsure which category to use, ask your accountant for assistance.

Analysis Category: Expenses

Account Status

Inactive Account (no transactions can be posted to this account)

Save | Delete | Cancel

Is this Nominal Account still in use?