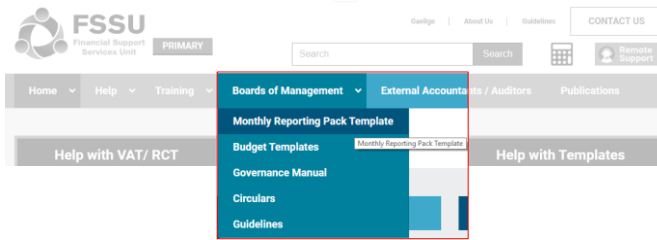


## Monthly Reporting Pack



- Download the Monthly Reporting Pack Template from [www.fssu.ie](http://www.fssu.ie)



- Save the file - **Enable Editing and Enable Content**

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

**SECURITY WARNING** Some active content has been disabled. Click for more details. [Enable Content](#)

**Click on Sheet 1 - Instructions Tab**

Instructions | Monthly Income & Exp. Reports | Bank Summary Page | September Bank Reports | October Bank Reports | November Bank Reports

- Input the School Name, Roll Number and Bank Names

**INSTRUCTIONS:**

**STEP 1: Input your school Name:** Scoil

**STEP 2: Input School Roll No:** 12345G

**STEP 3: Enter Bank Account Names:** BOI Main  
BOI Meals  
BOI Deposit  
Bank 4

- STEP 4:** Sheet 2 - Monthly Income and Expenditure Reports  
Report 2: Year to Date Actual Versus Budget - Input budget figures.
- STEP 5:** Sheet 2 - Monthly Income and Expenditure Reports  
Report 3: Year to Date Actual Versus Prior Year - Input prior year actual.
- STEP 6:** Go to monthly sheet e.g. 'September Bank Reports' and follow instructions to fill in payments, lodgements and bank reconciliation. Figures entered are linked to Income & Exp, Bank Summary and Cashflow
- STEP 7:** Bank Reports September - Input opening bank balance (This balance as recorded on the bank statement at the beginning of the month or previous bank reconciliation statement)



**Click - Bank Summary Tab**

Instructions | Monthly Income & Exp. Reports | Bank Summary Page | September Bank Reports | October Bank Reports | November Bank Reports

- This is an overall summary of all lodgements and payments that have been entered into each of the monthly reports. There is an optional analysis section which will allow you to record the balance of grants
- If known - the brought forward balances are entered in here

37					
38	Balance Brought Forward from previous year	105000			
39	Enter any amounts included in the above balance which are reserved for the expenses listed below				Balance Remaining - New Reserve
40		Reserve	Receipts	Payments	
41	Ancillary Services Grant	€30,000.00	€0.00	€0.00	€30,000.00
42	Capitation Grant	€20,000.00	€0.00	€5,245.97	€14,754.03
43	School Book Grant	€10,000.00	€6,000.00	€0.00	€6,000.00
44	DEIS Grant		€0.00	€0.00	€10,000.00
45	ICT Grant	€10,000.00	€0.00	€3,750.00	€1,250.00
46	Minor Works Grant - Non Capital	€5,000.00			
47	DSP Grants - School Meals Grant	€20,000.00	€5,050.00	€2,162.30	€22,887.70
48	Special Education Equipment	€5,000.00	€5,250.00	€0.00	€10,250.00
49	Standardised Testing Grant	€5,000.00	€3,500.00	€0.00	€8,500.00
50					€0.00
51					€0.00
52	Other/ Misc		€66,794.00	€975.00	€65,819.00
54	Totals	€105,000.00	€86,594.00	€12,133.27	€179,460.73

- Receipts and Payment for this Financial Year are populated automatically in grey cells



## • Click – September Bank Reports

Instructions | Monthly Income & Exp. Reports | Bank Summary Page | **September Bank Reports** | October Bank Reports | November Bank Reports

- Transactions can be recorded as they occur, such as when cheques are drafted or recorded at the end of each month - in that case you would take the figures directly from your bank statements.
- When entering in each lodgement or payment select the bank account the transaction is relating to from the drop-down list

Bank	Date	Description	Category	Lodgement Reference Number	
14					
15	BOI Main	September 2018	Escort Grant	Bus Escort Grant	EFT
	BOI Meals	September 2018	Book Rental	Book Rental Receipts	500111
	BOI Deposit	September 2018	6th Class Tour	School Tours	500112
	Bank 4	September 2018	Deis	DEIS Grant	EFT
19	BOI Meals	September 2018	Meals Grant	DSP Grants - School Meals	EFT
20					
21					

- Enter Date, Description and Lodgement/Payment Reference

Date	Description	Category	Lodgement Reference Number



## • Monthly Bank Reports

**September Bank Reports** | October Bank Reports | November Bank Reports | December Bank Reports | January Bank Reports | February Bank Reports

- Select the category from the drop-list – this is required for reporting and on selection the data input cell will automatically highlight

Description	Category	Lodgement Reference Number	Amount	July Provision Grant	Bus Escort Grant
Escort Grant	Bus Escort Grant	EFT	60,000.00		
Book Rental	Bus Escort Grant	500111	2,000.00		60,000.00
6th Class Tour	Department of Children and Youth Affairs	500112	500.00		
Deis	DSP Grants - School Meals Grant	EFT	6,000.00		
Meals Grant	Erasmus	EFT	5,050.00		
	HSE Funding	EFT			
	Other State Funding	EFT			
	Special Education Equipment	EFT			
	ICT Grant	EFT			

- If another Row is required – use the Add Row Button



## • Monthly Bank Reconciliations

September Bank Reports | October Bank Reports | November Bank Reports | December Bank Reports | January Bank Reports | February Bank Reports

- After entering all lodgements and payments for the relevant month - a bank reconciliation is required to ensure all transactions have been entered correctly
- 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

Bank Account:	BOI Man	BOI Meals	BOI Deposit	Bank 4
Bank Account Number:				
Opening Balance	(This balance as recorded on the bank statement at the beginning of the month or previous bank reconciliation statement)	105,000.00	100000	5000
	Cheques drafted and recorded in prior year and not cashed	500.00		
Lodgements				
Lodgements	(This figure is extracted from lodgements records above)	73,579.00		
Payments				
Bank Payments	(This figure is extracted from payments records above)	8,081.12		
Closing Balance	(This figure automatically is calculated)	169,987.88		
Bank Balance	(This figure is extracted from bank statement as at the end of the month)	170,687.88	161533.53	9154.35



## • Monthly Bank Reconciliations

September Bank Reports | October Bank Reports | November Bank Reports | December Bank Reports | January Bank Reports | February Bank Reports

- If cheques have been drafted and recorded in the prior year but have not yet been cashed – record the total amount in the space allocated and if still outstanding at the end of the month - record in the outstanding cheques section

Opening Balance	(This balance as recorded on the bank statement at the beginning of the month or previous bank reconciliation statement)	105,000.00
	Cheques drafted and recorded in prior year and not cashed	500.00

- Cheques that have been drafted and recorded but haven't been cashed are also recorded in the outstanding cheque section – delete as cashed or carry forward to the next month if uncashed
- If another Row is required – click on the last cell with no data in the yellow section and then click the Add Row Button

Outstanding Cheques		(These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)	
Description	Cheque no.	Amount	
Drafted Aug '18 JD Repairs	12344	500.00	
6th Class Tour Bus Deposit	12351	50.00	
6th Class Tour Trip Deposit	12352	150.00	
			-700.00

**ADD ROW to Outstanding Cheques**

## • Monthly Bank Reconciliations

September Bank Reports | October Bank Reports | November Bank Reports | December Bank Reports | January Bank Reports | February Bank Reports

- If all entries are in correctly the unreconciled difference will remain 0.00 – if this is not the case, figures entered will need to be cross checked to ensure they match the bank statement
- When fully reconciled to 0.00 – follow the same process for each of the following months apart from entering the opening bank balance.

	Description	Cheque no.	Amount	
ADD ROW to Outstanding Cheques	Drafted Aug '18 JD Repairs	12344	500.00	
	6th Class Tour Bus Deposit	12351	50.00	
	6th Class Tour Trip Deposit	12352	150.00	
				-700.00
Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)			169,987.88
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)			0.00



## • Reports

Instructions | Monthly Income & Exp. Reports | Bank Summary Page | September Bank Reports | October Bank Reports | November Bank Reports

- Select Monthly Income and Expenditure Tab and click on buttons to print
  - REPORT 1: MONTHLY SCHOOL INCOME AND EXPENDITURE
  - REPORT 2: YEAR TO DATE ACTUAL VERSUS BUDGET
  - REPORT 3: YEAR TO DATE ACTUAL VERSUS PRIOR YEAR ACTUAL

Scoll

Management Information Board of Management Only

REPORT 1 PRINT
REPORT 2 PRINT
REPORT 3 PRINT

REPORT 1: MONTHLY SCHOOL INCOME AND EXPENDITURE REPORT					
	September	October	November	December	January
SCHOOL INCOME					
Department of Education & Skills Income					
Ancillary Services Grant	-	-	-	-	-
Capitation Grant	-	-	-	-	-
DEIS Grant	6,000	-	-	-	-
Minor Works Grant - Non Capital	-	-	-	-	-
Other Non Capital DES Grants	-	-	-	-	-
School Book Grant	-	-	-	-	-
Standardised Testing Grant	-	-	3,500	-	-
Department of Education - Capital Grant *	-	-	-	-	-



**• Reports**

March Bank Reports
April Bank Reports
May Bank Reports
June Bank Reports
July Bank Reports
August Bank Reports
Cashflow

- **Bank Reconciliation Reports – located in each of the monthly reports**

Scoil Management Information Board of Management Only  
 If your school operates more than one current bank account please contact the FSSU Primary section on 01-9104020  
 Month of September Bank Reconciliation Statement - (including Bank Lodgements and Payments)

Instructions for Bank Lodgements

- 1). Do not delete or change grey coloured cells as these cells contain formulas.
- 2). Input information as recorded in Schools Main Bank Statement.
- 3). Column F populates automatically from lodgement analysis columns.
- 4). Ensure all lodgement figures agree with Bank Statement figures accuracy is required for Bank Reconciliation Statement to reconcile.

Bank Lodgements


**Print Bank Reconciliation September**

- **Select Cashflow Tab – to print the Yearly Cashflow**

Scoil Management Information Board of Management Only  
 Sample Monthly Cashflow Budget for the year ended 31 August 20XX.

	September	October	November
SCHOOL INCOME - CASH INFLOW			
Department of Education & Skills Income			
School Tours	500	-	500
School Swimming	-	-	-

**PRINT YEARLY CASHFLOW**



**• Reports**

Receipts Report
Receipt Transactions
Payments Report
Payment Transactions

- **Select Receipts/Payments Transactions Tab for advanced filtering and reporting on all transactions by Bank, Dates, Description and Category**

Bank	Start Date	Finish Date	Description	Category
------	------------	-------------	-------------	----------

- **Reporting by Bank – select required Bank from the drop-down list**

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

- **Filter the required data – click on the Filter Button**

Filter Data
Clear Data
Report

- **Report on the selected criteria – click on the Report Button**

Filter Data
Clear Data
Report



• **Reports**

Receipts Report   Receipt Transactions   Payments Report   Payment Transactions

- Receipts/Payments Report Tab will open with extracted data shown

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

- To Print – click on the Print Report Button

Receipts Report			Print Report
Category	Date	Description	Sum of Amount
Assistive Technology Grant	20 October 2018	Assistive Tech	1215
<b>Assistive Technology Grant Total</b>			<b>1215</b>



• **Reports**

Receipts Report   Receipt Transactions   Payments Report   Payment Transactions

- Filtering and reporting between specific dates- enter start and finish date

Bank	Start Date	Finish Date	Description	Category
	01/10/2018	30/11/2018		

- Filter the required Data – Click on the Filter Button

<b>Filter Data</b>	Clear Data	Report
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- Report on the selected criteria – Click on the Report Button

Filter Data	Clear Data	<b>Report</b>
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- Filtering and reporting by Description – enables subcategory reporting on specific data entries that are consistent

Bank	Start Date	Finish Date	Description	Category
			6th Class	
Bank	Date	Description	Category	Lodgement Reference Num
BOI Main	26 September 2018	6th Class Tour	School Tours	500112
BOI Main	29 November 2018	6th Class Tour	School Tours	500117



• **Reports**

Receipts Report
Receipt Transactions
Payments Report
Payment Transactions

- **Filtering and reporting by Category- select from the drop-down list**

Bank	Start Date	Finish Date	Description	Category
				School Book Grant
				School Book Grant
				Standardised Testing Grant
				Department of Education - Capital
				Assistive Technology Grant

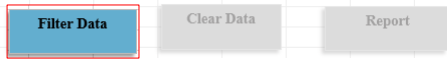
- **Filtering by more than one Criteria – select and input required criteria**

Bank	Start Date	Finish Date	Description	Category
BOI Main	01/09/2018	30/09/2018		Book Rental Receipts

Bank	Date	Description	Category	Lodgement Reference Num
BOI Main	07 September 2018	Book Rental	Book Rental Receipts	500111

- **Filter the required Data – click on the Filter Button**



- **Report on the selected criteria – click on the Report Button**



## Contact Us



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 Open 9am to 7pm



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**primary@fssu.ie**

