



FSSU
Financial Support
Services Unit

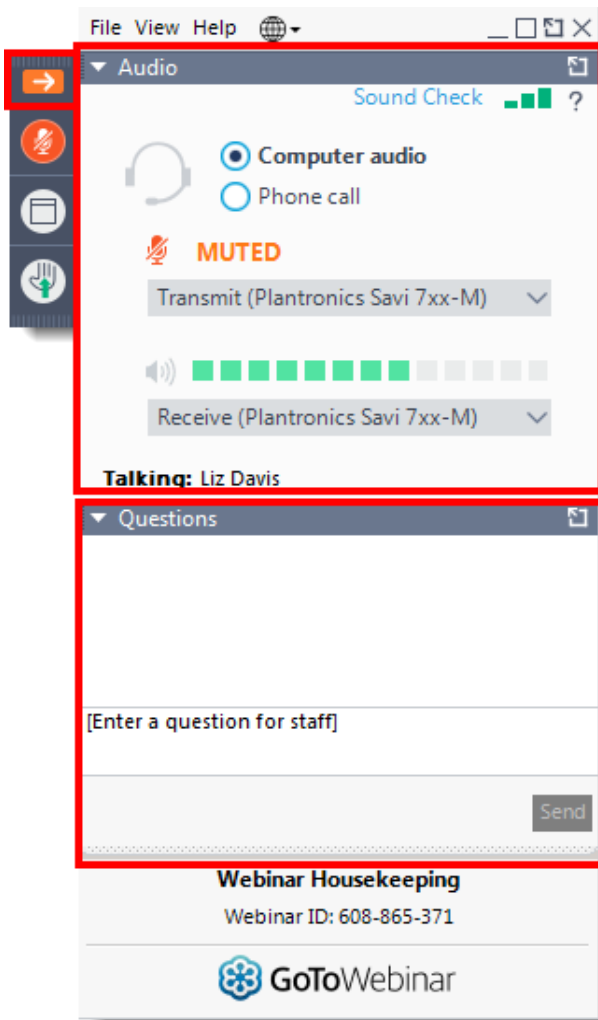
Sage 50 Webinar

Revised chart of accounts

Presenter: Breda Murphy – FSSU Sage 50 Support

Webinar Software – Overview for the Attendee

Control Panel



Open and close your control panel –
Arrow in or out

Join audio:

- Choose **Mic & Speakers** to use VoIP
- Choose **Telephone** and dial using the information provided

Submit questions and comments via the
Questions panel

Poll: View in window mode

Note: Today's presentation is being
recorded and will be provided within 48
hours.

Answers to questions asked in webinars
1 - 3

Welcome to the FSSU

Series of Sage 50 webinar training sessions

Keeping Sage 50 up to date during the
current pandemic

Housekeeping – Sage Drive

Building Confidence around BOM
reporting – Income in advance

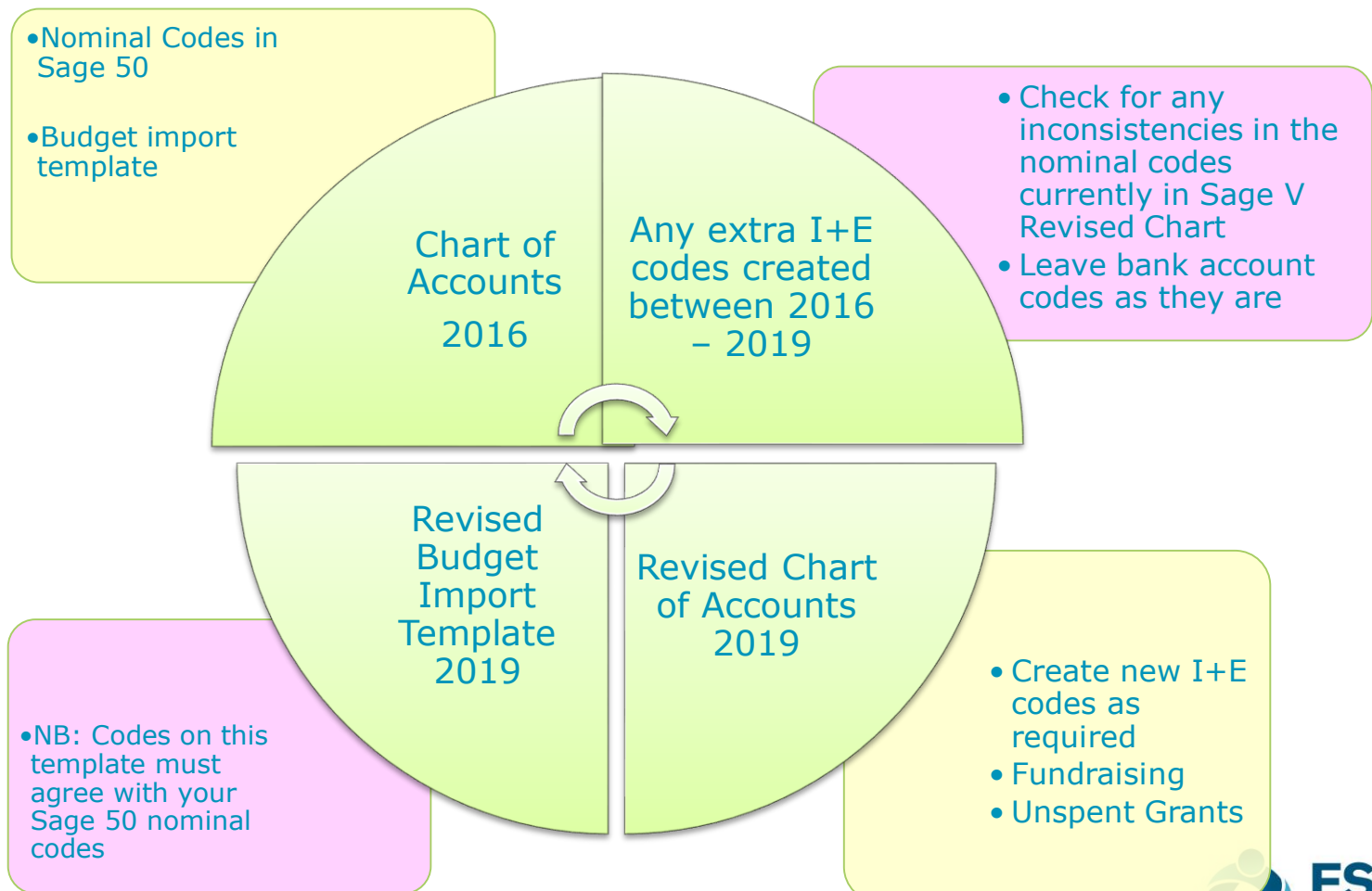
Practical webinar with focus on the chart
of accounts



Sage 50 & the revised Chart of Accounts

1. Sage 50 Current Chart of Account status
2. Income & Expenditure Account – Noteworthy changes
 - Recording payroll
 - New Fundraising codes
3. Practical examples of recording & making Chart of Account changes in Sage 50
4. Balance sheet – Noteworthy changes
 - Accounting for Unspent Grants
 - Accounting for ICT Grants & relevant expenditure
5. Summary & general overview

Standardising the Chart of Accounts in Sage 50



Sage 50 Chart of Accounts

Recording payroll costs in Sage 50

Sage 50 Nominal List / Old codes

Payroll cost codes in each cost category

Example below code net pay to

6010 – 416.32

5010 – 450.04

5110 - 150

PAYE/PRSI – Old Codes

6051 – 147.88

5031 – 155.76

5111 – 12.75

Revised COA 2019 – New Method

1. All payroll costs now coded to relevant payroll code

6010 = 416.32+147.88

5010 = 450.04+155.76

5110 = 150+12.75

2. Edit and make inactive

4191 / 6051 / 5031 / 5111

Payroll Cost Report						
DATE	PAYEE	Dept	NC		Net Pay	ROS
03.09.2019	Mary Allen	ADMIN	6010		145.38	23.88
03.09.2019	Teresa Mokler	ADMIN	6010		166.94	115.16
03.09.2019	Lisa Walsh	ADMIN	6010		104.00	8.84
03.09.2019	Peter Stone	CARETAKING	5010		450.04	155.76
03.09.2019	Josephine Byrne	CLEANING	5110		150.00	12.75
					1,016.36	316.39



FSSU

Financial Support
Services Unit

New codes / New Terminology

Charity Governance Code

“Annual accounts must adequately identify, distinguish and report upon unrestricted, restricted and designated income”

Charities Governance - Relevant excerpts

- “carry out all fundraising from the public in an open, transparent, honest, respectful and accountable manner”
- “Charities should be in a position to provide a full financial account of each individual fundraising event. This includes the gross amount of funds raised, the associated fundraising costs and to which charitable purpose or charitable fund the proceeds of the event have been allocated”
- “Where a charity is in receipt of funds restricted to certain purposes or projects and where the charity cannot realistically apply the funds within a reasonable timeframe to that purpose or project, the charity, in consultation with the Charities Regulator, must allocate those funds to a purpose as close as possible to the original intended purpose. Where practical, this change should be communicated to the specific donor(s);”

Classifying Fundraising Income for The Charities Regulator

Income and Expenditure Codes

A/C No	Description	Type	Category
3520	School Musical/Drama Income	Income	School Generated Income
3530	School Tours Income	Income	School Generated Income
3531	School Swimming Income	Income	School Generated Income
3535	Student Insurance Income	Income	School Generated Income
3540	Pre-School Income	Income	School Generated Income
3550	Reimbursable Income	Income	School Generated Income
3570	Other School Generated Income	Income	School Generated Income
3572	School Arts and Crafts Income	Income	School Generated Income
3573	School Irish Dance Income	Income	School Generated Income
3574	Restricted School Fundraising (Non Capital)	Income	School Generated Income
3575	Unrestricted School Fundraising (Non Capital)	Income	School Generated Income
3580	Discounts Given	Income	School Generated Income
3650	Voluntary Contributions	Income	Other Income
3700	Income from Parents Association	Income	Other Income
3770	Insurance Claim Income	Income	Other Income
3800	Bank Interest Received	Income	Other Income
3840	Amortisation of Grants	Income	Other Income
3850	Other Income	Income	Other Income
3851	Designated Income (Non Capital)	Income	Other Income
3852	Restricted External Fundraising (Non Capital)	Income	Other Income
3853	Unrestricted External Fundraising (Non Capital)	Income	Other Income

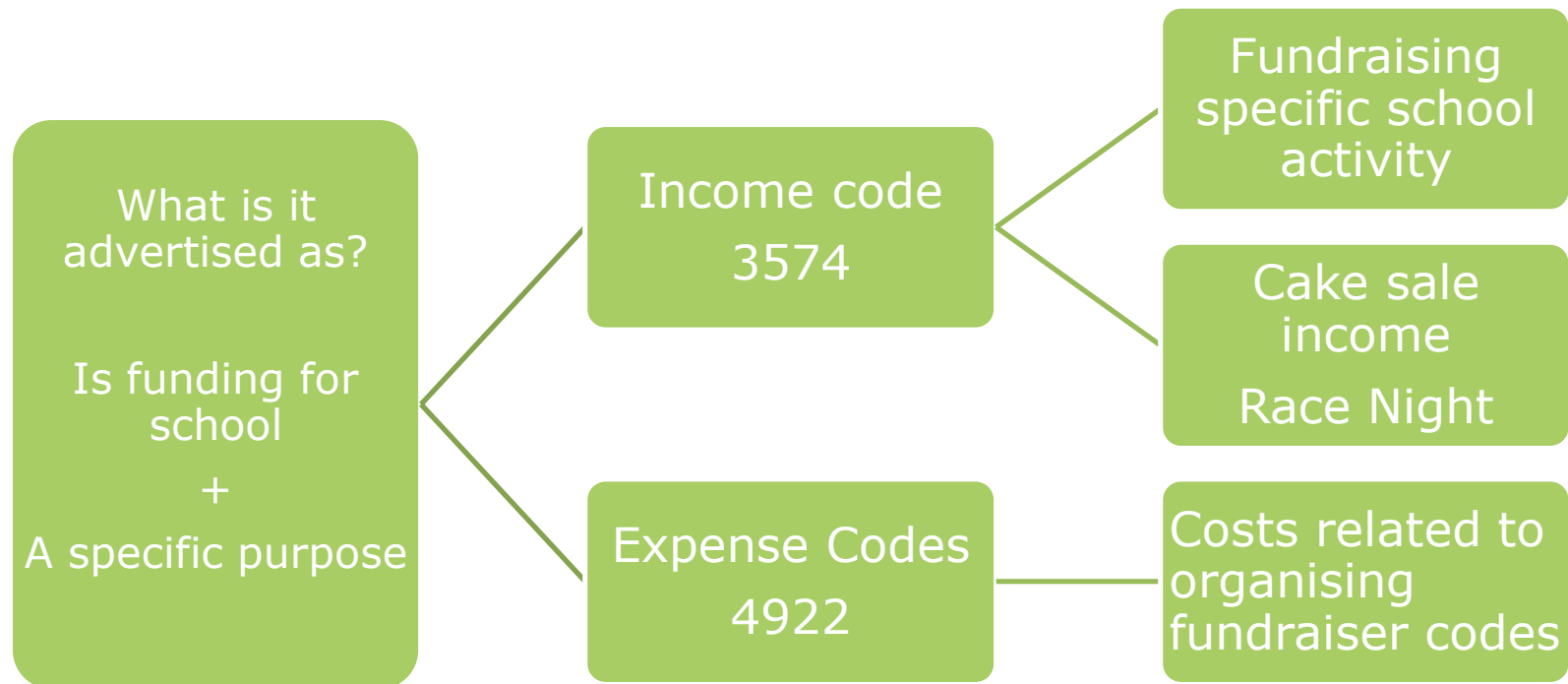
Classifying Fundraising expenses for The Charities Regulator

Income and Expenditure Codes

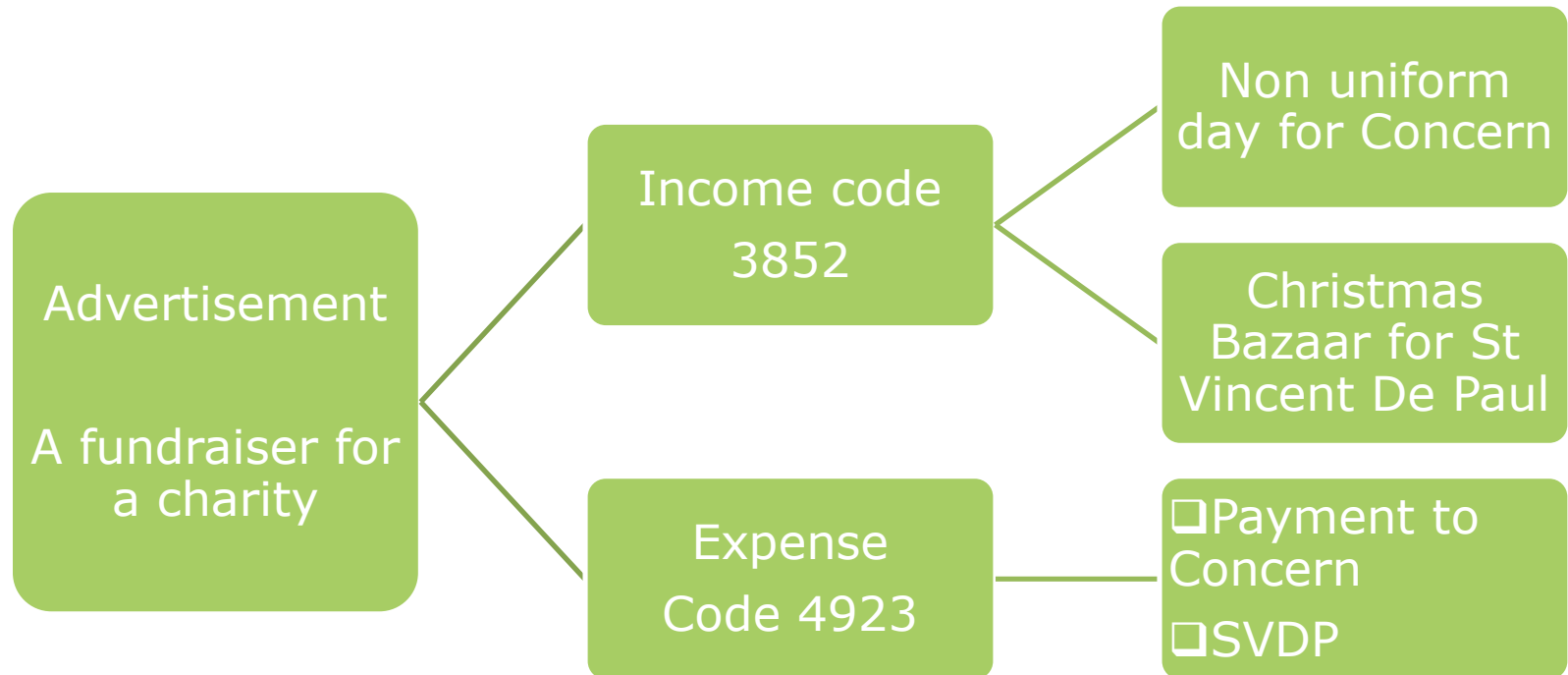
A/C No	Description	Type	Category
4740	Book Rental Scheme Expense	Expenditure	Education Other Expenditure
4750	Mock Examinations Expense	Expenditure	Education Other Expenditure
4760	School Yearbook/Journal Expense	Expenditure	Education Other Expenditure
4770	Trophies and Prizes Expense	Expenditure	Education Other Expenditure
4780	Uniform Expense	Expenditure	Education Other Expenditure
4810	Home School Liaison Expense	Expenditure	Education Other Expenditure
4815	School Excellence Fund- Step up Project Expense	Expenditure	Education Other Expenditure
4850	Student Council Expense	Expenditure	Education Other Expenditure
4910	Other Educational Expense	Expenditure	Education Other Expenditure
4911	Department of Children & Youth Affairs Activities Expense	Expenditure	Education Other Expenditure
4912	DEASP Grants - School Meals Grant Expense	Expenditure	Education Other Expenditure
4913	Erasmus Expense	Expenditure	Education Other Expenditure
4914	Other Non Capital DES Grants Expense	Expenditure	Education Other Expenditure
4916	Student Insurance Expense	Expenditure	Education Other Expenditure
4917	Standardised Testing Expense	Expenditure	Education Other Expenditure
4918	Designated Expenditure (Non Capital)	Expenditure	Education Other Expenditure
4919	Special Educational Equipment (Non Capital) Expense	Expenditure	Education Other Expenditure
4920	School Irish Dance Expense	Expenditure	Education Other Expenditure
4921	School Swimming Expense	Expenditure	Education Other Expenditure
4922	Restricted School Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4923	Restricted External Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4924	Unrestricted External Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4925	Unrestricted School Fundraising Expenses (Non Capital)	Expenditure	Education Other Expenditure
4926	Other Educational Wages Expense	Expenditure	Education Other Expenditure
4930	Pre-School Expense	Expenditure	Education Other Expenditure

Restricted School Fundraising – Non Capital

Restricted funds are funds held for a purpose as specified by the donor. These funds cannot be used for any other purpose

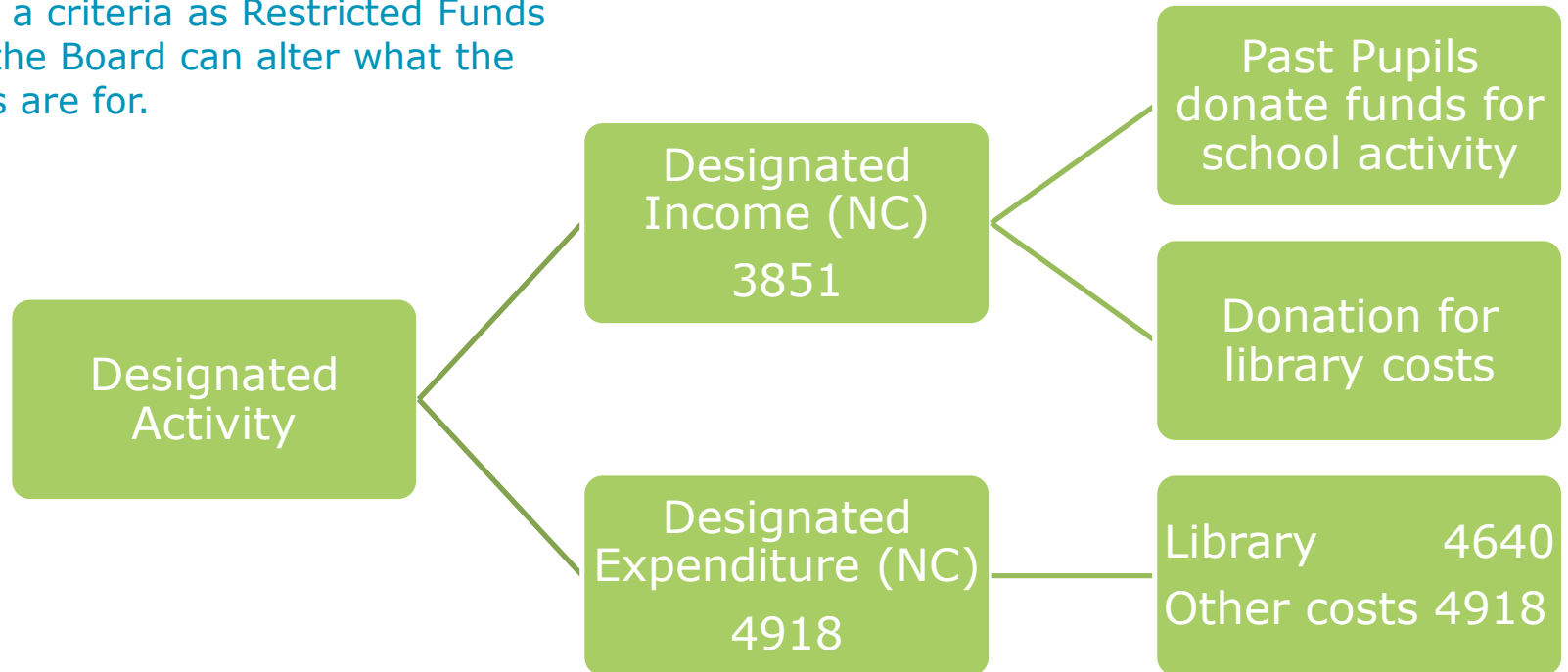


Restricted External Fundraising – Non Capital



Designated Activity – Non Capital

Designated funds are unrestricted funds that have been earmarked for a particular purpose. It is not as strict a criteria as Restricted Funds and the Board can alter what the funds are for.



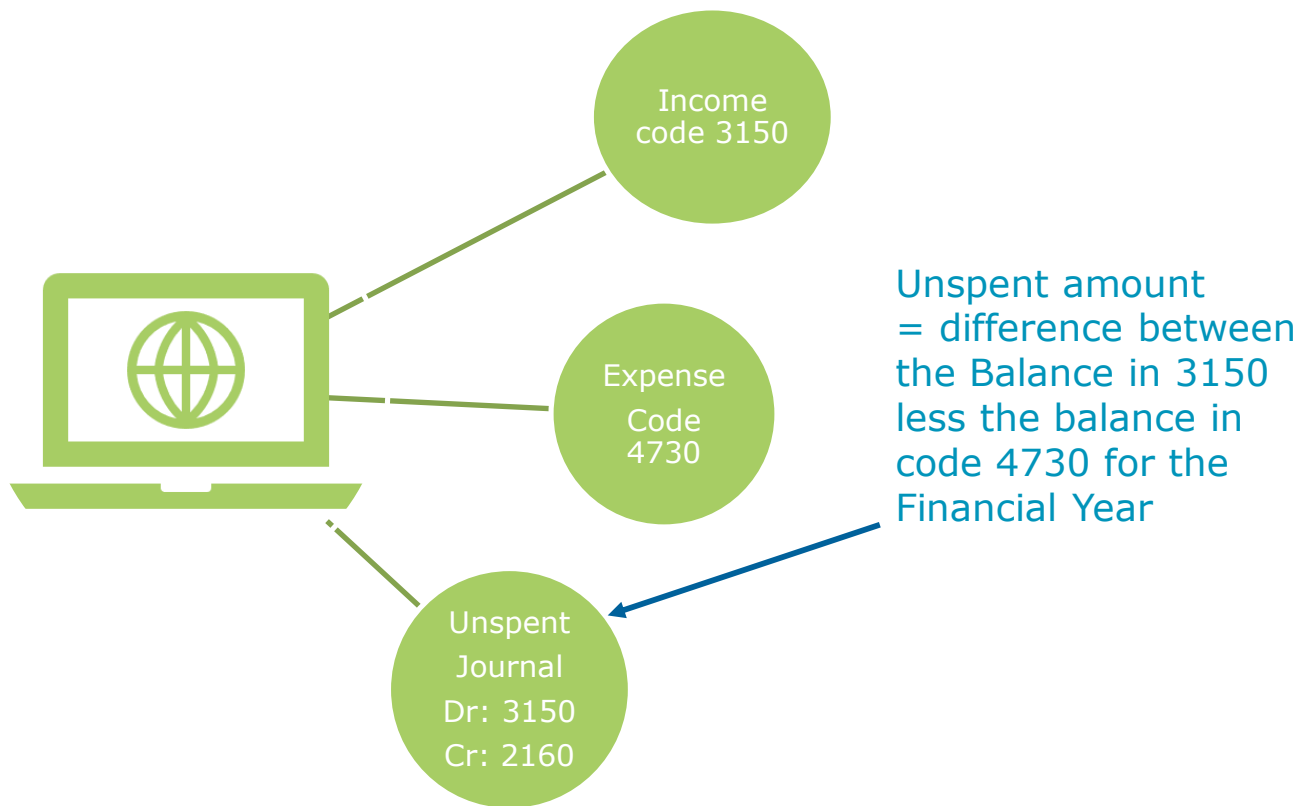
Fundraising – Unrestricted School – Non Capital

Detail	Purpose	Classification	Income Code	Expense Code
Race Night	General school use	Unrestricted Fundraising Income	3575	
	Running costs	Unrestricted fundraising expense		4925
Unrestricted funds are funds which have not been earmarked for a particular purpose but rather for general school operating expenses				

Revised Balance Sheet Codes

1400	Capital: Land and Buildings	Fixed Asset	Fixed Asset
1410	Accumulated Depreciation: Land and Buildings	Fixed Asset	Fixed Asset
1420	Capital: Fixtures, Fittings and Equipment	Fixed Asset	Fixed Asset
1430	Accumulated Depreciation: Fixtures, Fittings & Equipment	Fixed Asset	Fixed Asset
1440	Capital: Motor Vehicles	Fixed Asset	Fixed Asset
1450	Accumulated Depreciation: Motor Vehicles	Fixed Asset	Fixed Asset
1460	Capital: Computer Equipment	Fixed Asset	Fixed Asset
1470	Accumulated Depreciation: Computer Equipment	Fixed Asset	Fixed Asset
1480	Capital: Other	Fixed Asset	Fixed Asset
1490	Accumulated Depreciation Other	Fixed Asset	Fixed Asset
1700	Sales Ledger Control	Current Asset	Debtors & Prepaymen
1710	Stock	Current Asset	Debtors & Prepaymen
1720	Prepayments	Current Asset	Debtors & Prepaymen
1730	Grants Due	Current Asset	Debtors & Prepaymen
1800	Current Account 1	Current Asset	Bank
1801	Current Account 2	Current Asset	Bank
1802	Current Account 3	Current Asset	Bank
1803	DEASP School Meal Bank Account	Current Asset	Bank
1810	Deposit Account	Current Asset	Bank
1820	Parents Council/Association Bank Account	Current Asset	Bank
1850	Credit Card Account	Current Asset	Bank
1870	Online Payment Solution Clearing Account	Current Asset	Bank
1900	Petty Cash Account	Current Asset	Bank
1950	Cash Control Account	Current Asset	Bank
2100	Creditors Control Account	Current Liability	Creditors
2105	School Income Received in Advance	Current Liability	Accruals
2150	Grants Received in Advance	Current Liability	Accruals
2160	Book Grant Unspent	Current Liability	Accruals
2170	Supervision and Substitution Grant Unspent	Current Liability	Accruals
2171	Other Ringfenced Grants Unspent	Current Liability	Accruals

Recording the Book Grant



Practical examples and recording of changes

	Tasks	Old Codes	New Codes	
1	Backup, Run BOM reports (2) Print nominal list			
2	Create new nominal code		3245	
3	Edit data in old code	3270		
4	Edit name of 3270, make inactive			
5	Edit Name JCSP	3190	3190	
6	Create new income codes relevant to school Book rental scheme in place?		3299	Other state funding
		Yes	3160 / 4740	
7	Student Insurance		4916	
8	Book Grant expense		4730	
9	School books		???	
10	Payroll PAYE make inactive	4191,5031,6051		
11	ICT Grant code		3921	
12	Journal required	3920		Historically where ICT Grant was posted
13	Fundraising sample data			
14	• Reimbursable		3550	Check postings
15	• Restricted external Fundraising		3852	Concern/Non uniform day
16	Fundraising expense	7350 inactive	7800	Check reimbursables
17	Restricted external FRE		4923	Concern
18	Designated expenditure		4918	Jerseys
19	Designated Income		3851	Supervalue contribution to jerseys
20	Restricted school FR Income		3574/4922	Music FR- for music
	Run 2 reports and verify & backup			

Revised Balance Sheet – Capital & Reserves

Code	Description	Current Liability	Accruals
2170	Supervision and Substitution Grant Unspent	Current Liability	Accruals
2171	Other Ringfenced Grants Unspent	Current Liability	Accruals
2172	Other Ringfenced Income Unspent	Current Liability	Accruals
2180	School Excellence Fund Unspent	Current Liability	Accruals
2200	Net Wages Control Account	Current Liability	Accruals
2210	Union Fees Control Account	Current Liability	Accruals
2220	Single Public Service Pension Scheme Control Account	Current Liability	Accruals
2230	ASC Control Account	Current Liability	Accruals
2250	PAYE/PRSI/USC/LPT Control Account	Current Liability	Accruals
2260	Reverse VAT Control Account	Current Liability	Accruals
2270	RCT Control Account	Current Liability	Accruals
2310	Bank Loans	Current Liability	Accruals
2320	Other Loan	Current Liability	Accruals
2330	Leasing	Current Liability	Accruals
2440	Accruals	Current Liability	Accruals
2700	Retained Surplus	Capital & Reserves	Retained Profit
2710	Surplus Brought Forward	Capital & Reserves	Retained Profit
3900	DES Capital Building Grant Income	Capital & Reserves	Contribution Fixed Assets
3901	Capital Building Fundraising Income	Capital & Reserves	Contribution Fixed Assets
3902	Parents Contribution to Capital Projects Income	Capital & Reserves	Contribution Fixed Assets
3903	Patron/Trustee Contribution to Fixed Asset Income	Capital & Reserves	Contribution Fixed Assets
3906	Accumulated Amortisation of Capital Building Income	Capital & Reserves	Contribution Fixed Assets
3920	DES Equipment Grants Income	Capital & Reserves	Contribution Fixed Assets
3921	ICT Grant Capital Income	Capital & Reserves	Contribution Fixed Assets
3925	Accumulated Amortisation of Capital Equipment Income	Capital & Reserves	Contribution Fixed Assets
3926	Accumulated Amortisation of ICT Grant Capital Income	Capital & Reserves	Contribution Fixed Assets
3940	DES Capital Building Grant Expense	Capital & Reserves	Contribution Fixed Assets
3960	Capital Building Fund Raising Expense	Capital & Reserves	Contribution Fixed Assets
3970	Parents Contribution to Capital Project Expense	Capital & Reserves	Contribution Fixed Assets
3990	Patron/Trustee Contribution to Fixed Asset Expense	Capital & Reserves	Contribution Fixed Assets
3995	Building Fund Account	Capital & Reserves	Contribution Fixed Assets

Recording ICT Grant related transactions in Sage 50

Detail	Desc	Value	Nom Code Capital	Nom Code Non Capital	Unspent @Year end
Receipt	DES ICT Grant	25,000	3921		
	DES ICT Grant	2,000		3230	
Payments					
	MacBooks	12,000	1460		
	Annual Licence	1,000		4410	
	Whiteboards	3,000	1460		
	Broadband hard wiring	7,500	1460		
	Main office Printer Cartridges	2,500 250	1460	6355	

Sage Budget Import Template

Sage Budget Import Template 2019

- Ensure nominal codes and names agree back to details in Sage 50 Nominal Code listing
- Remember this is your Income & Expenditure nominal codes

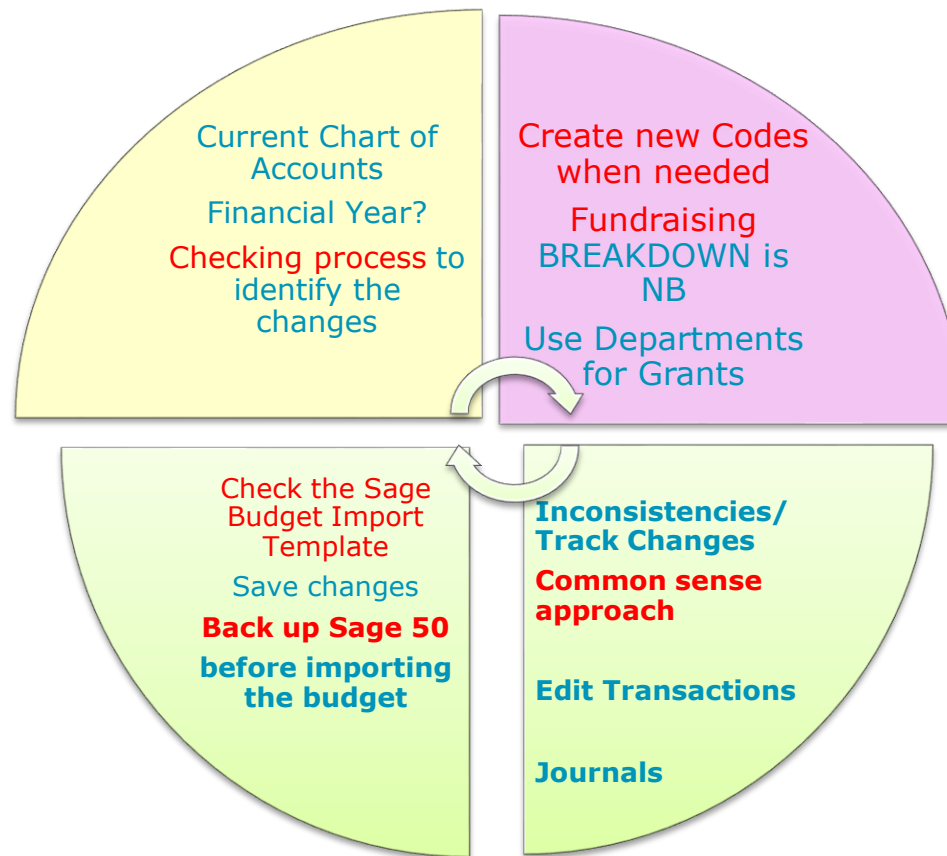
Insert new codes in Template if required

- Right click on the relevant line number and insert
- Template is sensitive to blank lines

Always **Back up** before Importing

- Run the BOM Income & Expenditure report to verify budget figures

Summary & Conclusion





FSSU
Financial Support
Services Unit

Thank you