



FSSU
Financial Support
Services Unit

School Payments Systems

Webinar

24th June 2020



Agenda

- **Introduction**
- **School Payments Systems and National Framework**
- **Selecting a Supplier - School Payments System**
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 - **Summary**
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Introduction

School Payment Systems have been available to schools since 2008.

The system facilitates the handling of payments from parents to schools electronically.

A variety of reports are available to the school for analysing income received.



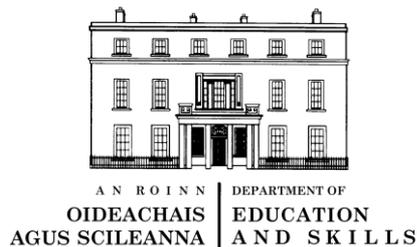
School Payments Systems and National Framework

It is Government policy that schools endeavour to reduce the amount of cash and cheques being handled in schools and encourage schools to avail of a School Payments Solution System to achieve this.

School Payments Systems and National Framework

The Department of Education and Skills completed the procurement for the School Payments Solution for schools in 2018. Details are available on their website.

<https://www.education.ie/en/Schools-Colleges/Information/Procurement/Procurement.html>



School Payments System Providers

The following are the providers on the Government framework:

1.  [https://www.easypaymentsplus.com/OnlinePayments/School Payments.](https://www.easypaymentsplus.com/OnlinePayments/SchoolPayments)

2.  <http://www.mit.ie/>

3.  <https://www.three.ie/business/Systems/education-way2pay/>
Information on School Payment Systems providers are on our website.
<https://www.fssu.ie/post-primary/topics/accounting-procedures/new-sub-topic>

Benefits of School Payment Solution

1. Reduces administration effort in time, personnel, phone calls, stationery and trips to the bank
2. Better security for the school with less cash on the premises
3. Convenience for parents who can pay online 24/7
4. Payment can be made by card, cheque or cash
5. Receipts issued automatically to parents by text or email
6. Range of reports on income received for school management.



Selecting a School Payments System Supplier

1. Selecting a supplier

- a. Cost**-The companies pricing structure is based on a price per pupil per annum.
- b. Service**-The school will need to establish the level and type of service it will require and assess which company can deliver that service best.
- c. Payment methods**-The school will need to analyse how parents make their payments to the school.

Selecting a School Payments System Supplier cont.

Supplier-It is important to inform the supplier that you are a school and are availing of the 'School Payments Framework'.

The supplier will issue a contract to the school

Merchant Card Account-Schools that choose to use the Online System and/or Card Terminals will need to set up a Merchant Card account (type of Bank Account) to process the payments.

School Payment Supplier- set-up

1. The Supplier will configure the system for your school's requirements.
2. They will import all your student and parent details to the system.
3. Assist the school in setting up the school's various income streams -School administration charges, Transition year charges, Book rental etc.
4. Provide training to the school personnel.



School Payment System-Parents

1. Parents are notified of payments due to the school by email or text.
2. Parents log on to the system and make a payment by card.
3. Parents receive an electronic receipt with a reference number automatically.
4. Parents may also call to the school with cheques or cash and these can also be recorded on the system



School Payment System-Processing the Payments

1. The payments go directly to the Merchant Card account.
2. The money is lodged to the school's bank account the following day.
3. Payments are automatically recorded on the system to the parents account.
3. Parents can log onto the system and check their account 24/7



Recording Income in Surf Accounts

A report on daily lodgements can be generated from the system. An analysis of income streams for each lodgement is available.

e.g. Lodgement of €450 this may be for

- a. First Year charges €200
- b. Book Rental €250

This will be used for entering the lodgement to the correct codes on Surf accounts.

A report listing the students who have paid can be generated.

Surf Accounts processing

To record the individual receipts from the online system,

Surf Accounts /menu bar,

1. click Banking > Receipts
2. Click 'Quick add'
3. Select the bank account to which the receipts are lodged
4. Enter the details of the lodgement

Lodgement Report Example

School Payments Solution					
Lodgement Breakdown					
01/06/2020					
				€	Code
First year expenses				€200	3390 Credit
Book Rental				€250	3330 Credit
				€450	1800 Debit
03/06/2020					
First year expenses				€200	3390 Credit
Book Rental				€500	3330 Credit
Voluntary contribution				€50	3650 Credit
				€750	1800 Debit

Student Report by Lodgement

School Payments Solution			
June-20	Student Report		
List of students who paid			
01/06/2020	Michael Cahill	€100	First Year
01/06/2020	James Gleeson	€100	First Year
01/06/2020	James Gleeson	€250	Book Rental
03/06/2020	Patrick Harrington	€100	First year
03/06/2020	Patrick Harrington	€250	Book Rental
03/06/2020	Ann Hegarty	€100	First Year
03/06/2020	Ann Hegarty	€250	Book Rental
03/06/2020	Mary Smith	€50	Voluntary Contribution

Reconciling the Merchant Account Lodgements

The school must reconcile the income paid by parents on the system to the money lodged in the schools' bank account.

- A report listing the lodgements for the month should be generated from the School Payment system.
- The lodgements on the bank statement from the Merchant Card account for the month should be reconciled to this report.

Monthly Lodgement Report

School Payments Solution

List of Lodgements for the month -Merchant Card Account

		€
Date		
01/06/2020	lodgement	€450
03/06/2020		€750
04/06/2020		€250
07/06/2020		€50
08/06/2020		€450
09/06/2020		€640
10/06/2020		€200
11/06/2020		€500
13/06/2020		€50
	Total	€3,340

School Payment Solution & Clearing Account.

A number of schools with adult education classes use a School Payment system to collect the charges.

All the lodgements for the adult education can be posted directly to account code 3410

There is an option to use a clearing account to process the lodgement for the Merchant Card account..

School Payment Solution-Clearing Account. Cont.

This is used where there are a large number of lodgements and income stream items being processed in a school on a regular basis.

The clearing account makes processing transactions from the School Payment system to Surf accounts more efficient.

The systems can give a breakdown of a group of lodgements by income stream. A report can be generated by the week/month etc. giving this information.

School Payments Solution & Clearing Account

1. Print the lodgement report from the School Payment Solution system. Input all the lodgements to the bank account and code to nominal account code 1870 on Surf accounts
2. Print a report by income stream analysing the lodgements processed and agree the total to the value on the clearing account.

Clearing account –Lodgement processing

School Payments Solution			
List of Lodgements for the month			
Date		€	
01/06/2020		€450	1800/1870
03/06/2020		€750	1800/1870
04/06/2020		€250	1800/1870
07/06/2020		€50	1800/1870
08/06/2020		€450	1800/1870
09/06/2020		€640	1800/1870
10/06/2020		€200	1800/1870
11/06/2020		€500	1800/1870
13/06/2020		€50	1800/1870
TOTAL		€3,340	

Clearing account –Lodgement processing

School Payments Solution						
Breakdown June's lodgement by Income Stream						
June-20				€		Code
First year expenses				€1,500		3390 Credit
Book Rental				€1,140		3330 Credit
Voluntary Contribution				€700		3650 Credit
Total				€3,340		1870 Debit

Clearing account – Lodgement processing

Surf Accounts

- > Click Bank / Receipts

- > Quick Add

- Credit 1870 Clearing account with the individual lodgements

Clearing account – Lodgement processing

Process income from clearing account to I & E

>Surf Accounts

>General Ledger/ Journal entry

>Add journal

- **Debit** 1870 Clearing account € 3340

Credit the income accounts

- 3390 First Year Charges €1500
- 3330 Book Rental €1140
- 3650 Voluntary Contributions €700

Surf Import Templates

- The reports from the School Payment Solution companies can be exported to excel.
- The data can be transferred to the Surf import Templates
- The import template will enable you to process large volumes of data quickly.
- We will look at how to import the lodgements for the month to Surf Accounts bank records.

School Payments Solution Lodgement report

School Payments Solution

List of Lodgements for the month June

Date	€	
01/06/2020	€450	1800/1870
03/06/2020	€750	1800/1870
04/06/2020	€250	1800/1870
07/06/2020	€50	1800/1870
08/06/2020	€450	1800/1870
09/06/2020	€640	1800/1870
10/06/2020	€200	1800/1870
11/06/2020	€500	1800/1870
13/06/2020	€50	1800/1870
TOTAL	€3,340	

Surf Import Template

ReceiptNur	TransDate	Reference	PaidBy	BankAcco	Paym	Lodger	Lodge	Net	NominalC
7603122	01/06/2020	Merchant	AIBMS	1800	EFT	1		450	1870
7603123	03/06/2020	Merchant	AIBMS	1800	EFT	2		750	1870
7603124	04/06/2020	Merchant	AIBMS	1800	EFT	3		250	1870
7603125	07/06/2020	Merchant	AIBMS	1800	EFT	4		50	1870
7603126	08/06/2020	Merchant	AIBMS	1800	EFT	5		450	1870
7603127	09/06/2020	Merchant	AIBMS	1800	EFT	6		640	1870
7603128	10/06/2020	Merchant	AIBMS	1800	EFT	7		200	1870
7603129	11/06/2020	Merchant	AIBMS	1800	EFT	8		500	1870
7603130	13/06/2020	Merchant	AIBMS	1800	EFT	9		50	1870

Refunds to Students

During the pandemic schools may have refunded students for activities that were cancelled .For example - school trips in Ireland, First aid courses, etc.

- ❖ Refunds can be processed through the school payments solution systems efficiently and an email or text is sent to the parent notifying them of the refund.
- ❖ A report can be printed from the system listing all the refunds made.
- ❖ The refunds will show as a payment on the bank statement.
- ❖ The refunds should be entered as payments in Surf Accounts to the correct nominal codes
 - 🔄 4710 School Tours
 - 🔄 4590 Transition year expenses

Summary School Payments Systems

These are secure payment systems designed to allow Post Primary Schools to easily and effectively manage their collections such as book rental, school trips, lockers, and voluntary contributions.

1. The system allows the school to take payment online or in person at the school.
2. Parents can pay by card, cash, & cheque 24/7
3. Reduces administration effort in time, personnel, phone calls, stationery and trips to the bank
4. Better security for the school with less cash on the premises
5. Real Time payment reports for the parent and school.
6. Provides comprehensive reporting and audit trail on all payments by parent, income streams, banking etc.

Questions & Answers

FSSU Website

Log on to

www.fssu.ie

24th June 2020

Welcome to the Financial Support Services Unit

The FSSU is a support mechanism for the school management in the Voluntary Secondary and Primary School sectors which assists them in complying with the provisions of the Education Act 1998 in terms of transparency, accountability and financial responsibility for State and other funding.

The FSSU addresses the financial interests and responsibilities of the Department of Education & Skills, Boards of Management, Principals and other partners as defined by the Education Act. The FSSU is fully funded by the Department of Education and Skills and is under the aegis of the Joint Managerial Body.

PRIMARY



POST-PRIMARY



POST-PRIMARY

Search



Topics

FSSU Guidelines

School Management

External Accountants / Auditors

Training

Accounting Procedures

Budgeting

Fees

Interview & Selection Committees

Parents Association

Revenue

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Tendering

After School Study

Charitable Donations

Fixed Asset Register

Motor Rates / Travel and Subsistence

Payroll

Sage 50 Accounts

Supervision & Substitution

Banking

Charities Regulator

Grants

OLCS

RCT and VAT

School Tours

Surf Accounts

FSSU Assistance

If you would like assistance please contact us using the details below.

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Thank You for joining the webinar

24th June 2020

