



FSSU
Financial Support
Services Unit

Grants and Income received in Advance

Webinar

3rd June 2020



Presenter

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Financial Support Services Unit

Agenda

- **Introduction**
- **Grants overview**
- **Calculate advance grants**
- **School Generated Income in advance**
- **Create Departments in Surf Accounts**
- **Surf Accounts postings pre year end 31/08/**
- **Surf Accounts postings for the new year 01/09/**
- **Questions & Answers**

Introduction

What is advance income?

This is income received in the current accounting period that belongs to future accounting years.



School Grants Overview

Non- Pay grant-Jan/Apr/Jul/Oct

Minor Works Grant-Jan/Apr/Jul/Oct

Non-Teaching Pay Grant-Jan/Apr/Jul/Oct

DEIS Grant -Sept

SSSF Grant- Mar/Jun/Nov

Book Grant-June

Supervision & Substitution Grant- Dec/Jun

Programme Grants-LCA, JCSP, TY, Physics and

Chemistry.- June



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School Accounting Year

The school accounting year runs from

September

to

August



Advance Grant Calculation.

Non-Pay Grant

1. The grant the school received in July is for the period July/August/September
2. The portion of the grant for September will be classed as an advance grant.
3. E.g. In July the school received non-pay grant of €33,031

Advance grant=(€33,031 divided by 3)=€11,010

Code 2150.

Advance Grant Calculation cont.

Non Teacher- Pay Grant

1. The grant the school received in July is for the period July/August/September
2. The portion of the grant for September will be classed as an advance grant.
3. In July the school received non-pay grant of €22,500.

Advance grant=(€22,500 divided by 3)=€7,500

Code 2150

Advance Grant Calculation cont.

School Support Services Fund

1. The grant the school received in June is for the period July/August/September/October
2. The portion of the grant for September and October will be classed as an advance grant.
3. In June the school received SSSF grant of €17,213.

Advance grant=(€17,213 divided by 4)

= €4,303 x 2 for two months=€8,606 Code to 2150

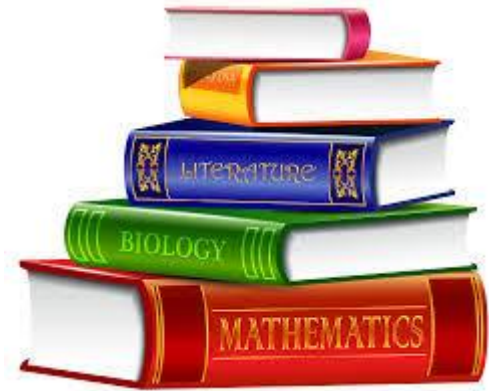
Advance Grant Calculation cont.

Book Grant

The book grant schools receive in June is for the next school year e.g. the school received €10,000 in June

Advance Grant=€10,000 code 2150

If the school has paid for the books or paid the parents out the grant before the 31/08/2020 these payments are classified as Prepayments.



Programme Grants-Other

The school receives a number of grants that are not ring fenced and are for the current school year.

E.G. LCA, JCSP, TY, Physics and Chemistry, Traveller pupil, State examination grants .

These grants are paid in the current year to cover current year costs.



Surf Accounts

We will now look at processing these
transactions in

Surf

Unspent Grant Calculation

The supervision and substitution grant and the book grant are ring-fenced income and therefore cannot be used for any other purpose.

The unspent portion of these grants should be deferred until it is spent by the school on supervision and substitution or text books.

The unspent portion of the grant is posted to codes 2160/2170

Calculate Unspent Grants

Supervision & Substitution

3240 S&S Grant received €5,130

4150 S &S Grant expenditure €4,200

Unspent Grant = €930

Book Grant

3150 Book Grant Received €9,600

4730 Book Grant Expenditure €8,900

Unspent Grant = €700

Capital Grants.

The school may receive grants for Capital projects from time to time.

This includes grants for buildings, fixtures, fittings and equipment, computer equipment etc.

Capital grant income is coded to 3900-3990

Capital Expenditure is coded to 1400-1480

Grants due are coded to 1730



Capital Grants

Example

The school receives an ICT grant of €30,000 and spent €20,000 in the current school year

3921	DES ICT Grant Received	€30,000
1460	ICT Grant Expenditure	€20,000
2165	ICT Grant unspent	€10,000

Advance Income-Surf Accounts

All school generated income received in advance will be coded to account **code 2105**.

When entering the advanced income to Surf accounts it is vital to use the correct department.

This will enable you to run a report on code 2105 by department.

This report will give the figures for the income in advance for posting to the next school years accounts.

Advance -School Generated Income

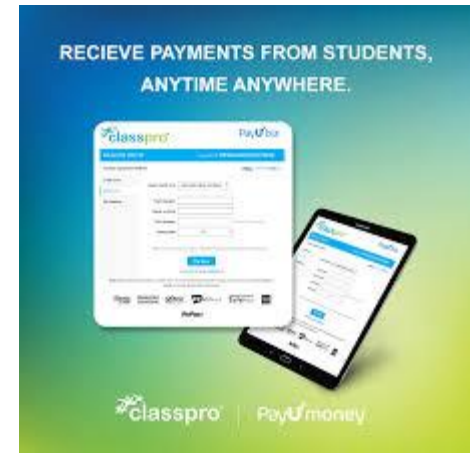
Incoming First Year pupils

Transition Year pupils

School Administration Charges

Book rental Income

Voluntary Contributions



SURF Departments

Create departments for the various income streams if not already setup.

- Transition Year
- School Administration Charges
- Book rental Income
- Voluntary Contributions

The screenshot shows the 'Surf accounts' interface for creating departments. The main form is titled 'Departments' and includes a sidebar with navigation options like Dashboard, Income, Purchases, Banking, General Ledger, CRM, and Reports. The 'Settings' link in the sidebar is circled in red. The form itself has a 'Use Departments' checkbox and several input fields for department details, including a table for department codes and descriptions.

New School Year

Transfer in the income that relates to this school year

1. enter the grants received in advance
2. enter school generated income received in advance



Summary-Income received in advance

1. Please identify grants received for the next school year
2. Process the transactions to the correct nominal code
3. Identify school generated income for the next school year
4. Process the transactions to the correct nominal code
5. Calculate the amount of unspent ringfenced grants
6. Process the transactions to the correct nominal code
7. In the new school year reverse the advanced income transactions

3rd June 2020

FSSU Website

Log on to

www.fssu.ie

3rd 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

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Topics

FSSU Guidelines

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After School Study

Charitable Donations

Fixed Asset Register

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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

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