FSSU
Financial Support
Services Unit

Financial Guideline 2020/2021 – 03

Community & Comprehensive Schools

Financial Year-End 31ˢᵗ August 2020 on Surf Accounts

A. Introduction

Boards of management of Community & Comprehensive schools are obliged to prepare a set of annual accounts and submit their accounts to the FSSU each year. A standardised format for the annual accounts has been approved by the Department of Education and Skills. **The FSSU will only accept accounts that are prepared using the agreed standard format.**

The school must engage the services of an external accountant to prepare and submit the accounts to the FSSU by the 28ᵀʰ February, 2021.

B. Preparation for the year end 31ˢᵗ August, 2020

Before running the year-end 31ˢᵗ August, 2020, you should post all day-to-day transactions for the year. This ensures that your management reports and year-end postings are as accurate as possible. Please follow the steps set out in the following appendices:

Appendix A: Checklist of how to prepare for the year-end

Appendix B: Adjusting for School Income Received in Advance

Appendix C: Adjusting for Grants Received in Advance

Appendix D: Accounting for Unspent Grants

Appendix E: Accounting for Covid Grants

C. Print out the recommended financial reports for the year-end 31ˢᵗ August, 2020

You should generate and print the following reports for your year end file.
See **Appendix F** on how to run these reports.

1) Bank reconciliation report for each bank account, including the list of **unreconciled** transactions at the year-end of each account.
2) Aged supplier balances report
3) Aged customer balances report (only for schools using the customer module)
4) General Ledger Account Details for all general ledger codes and departments.
5) Income and Expenditure Report
6) Balance Sheet
7) Trial Balance

Please check with your external accountant what reports, and information is required.

We recommend saving all reports as **pdf** documents for sending to your external accountant. You can also give your accountant direct access to Surf. See Appendix G for instructions.

D. Data export

Once you have printed your reports, it is advisable to export the data.

- To export the data, click on 'Settings' on the bottom left hand side of the screen and click on 'Exports' under the 'Data' heading.

- This will generate an Excel xml file and it can be saved to your hard drive, confidential office section on the network/USB/external hard drive.
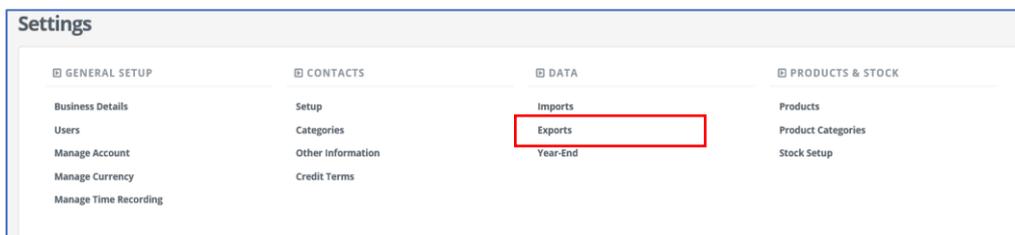
E. Processing External Accountant/Auditor Adjustments

Schools should liaise with their external accountants/auditors and to review their accounts as soon as possible and to return a draft Trial Balance which may include changes to the income and expenditure account for the year.

The necessary audit adjustments should be processed on Surf before processing the year-end thus ensuring that the Income and Expenditure figures appearing in the archived accounts and showing as prior year figures for 2020/2021 will agree to the Financial Accounts at 31.08.2020. If there are further changes after processing the year-end, the adjustments can be made to the Balance Sheet codes as at 31.08.2020.

Note it is it is possible to continue and process the accounts for the next year without running the year-end, but you do have to perform the process within 12 months of the year-end.

F. Processing the Year-End

Note: The year-end is NOT reversible. Make sure to extract all reports before running the period end and you have discussed it with your external accountant/auditor.

1) From 'Settings' > select 'Year-End' under the 'Data' heading.

   The Year-End window appears. Read the messages carefully. Note that the process is irreversible, and you should run it only when you are sure you have no changes to make in the current financial year.

2) Tick **I acknowledge the above information and understand this operation cannot be reversed.**

3)   Enter the **"RUN YEAR END"**, as shown:

4) Click the 'OK' button.

5) A confirmation message window will appear asking "Are you sure you wish to run Year-End routine?". To proceed, click OK.

6) The information message window confirms the year-end completion.
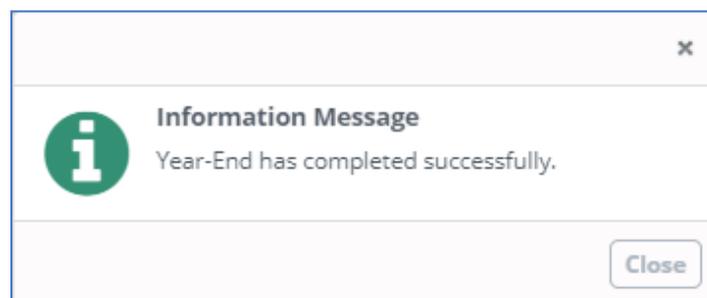
G. After the year end routine

Go to 'Settings' and 'Accounting Periods' under the 'Accounts' heading and check that the accounting period have update to the current school year September 2020 to August 2021.

You have completed the year end routine.

> **Video**
> A video demonstrating how to run the period end on Surf Accounts is available to watch on our website. **Click here to watch video**.

H. Surf Training

We are running online training/webinars Surf training sessions in September which will cover all aspects of the year end.

If you require assistance with the period year-end routine, please contact us to book a remote session.

Further information or clarification on any of the issues raised in this guideline can be obtained from the FSSU.

Tel: 01-269 0677
info@fssu.ie

31st August 2020

Appendix A:

Checklist of how to prepare for the year-end.

Please note not all of these may apply to you.

It would be advisable to prepare a file for the external accountant/auditor with a copy of relevant documents.

Checklist	Done
• All day-to-day transactions i.e. invoice, payments and receipts have been posted to Surf up to the 31st August 2020.	
• Ensure all bank accounts are reconciled up to 31st August 2020. ➢ Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. ➢ Any duplicate entries should be corrected. ➢ Any outstanding payments/receipt more than six-months-old should be investigated. Duplicates should be written off (See FSSU Surf Accounts User Manual Section 5.8).	
• Ensure that the balances in the petty cash account (code 1900) and cash control account (code 1950) equates to the amount of cash and cheques held in the safe at 31st August 2020.	
• Ensure that the balance on the credit card account (code 1850) equates to the amount owed on the bill at 31st August 2020.	
• Ensure that the balance in the online payment solution clearing account (code 1870) equates to the amount of money owed from the online payments company at the 31st August 2020.	
• Print an aged supplier balance report as at the 31st August 2020 (Click 'Aged Supplier Balances' under the 'Purchases' heading on the 'Reports' page). ➢ Match the supplier balance on the report to the statement received (or unpaid invoice if no statement available) from the supplier ➢ Any difference between the balance on the report and the statement should be investigated ➢ Any negative balances on the outstanding supplier list report should be investigated to see if any purchase invoices have not been posted. Request copy invoices from the suppliers and process on Surf.	
• Print an outstanding customer balance report as at the 31st August 2020 (Click 'Aged Customer Balances' under the 'Customers' heading on the 'Reports' page). ➢ Match the customer balances on the report to the statements sent to the customer ➢ Any negative balances on the outstanding customer list report should be investigated to see if any sales invoices have not been posted.	
• The PAYE/PRSI/USC/LPT control account (nominal code 2250) should equate to the PAYE/PRSI/USC/LPT that is owed to Revenue at 31st of August 2020.	

Checklist	Done
• The net wages control account (code 2200) should be zero or any balance explained.	
• Other wage related control account balances (e.g. Union Fees, Single Public Pension Scheme, ASC) should equate to amounts owed at 31st August 2020 (if recording payroll using the payroll journal).	
• The VAT control account (nominal code 2260) should equate to the VAT that is owed to Revenue at 31st of August 2020. Review ROS to ensure all VAT returns are filed. You must file VAT returns even if liability is Nil.	
• The RCT control account (nominal code 2270) should equate to the RCT that is owed to Revenue at 31st of August 2020. Ensure all deductions made from Subcontractors for RCT have been returned to Revenue.	
• Review the income for the year to ensure that all monies received for the next academic year has been included in the accounts as 'School Income Received in Advance (nominal code 2105). See appendix B for further details.	
• Review the income for the year to ensure that all grants received for the next academic year have been included in the accounts as 'Grants Received in Advance (nominal codes 2150-2152). See appendix C for further details.	
• Review the income and expenditure for ring fenced grants and carry any unspent amounts forward as unspent grants. See appendix D for further details.	
• Ensure the balances of Covid grants unspent is correctly accounted for. See appendix E for further information.	
• Run a General Ledger Activity Report and review the posting of transactions, to ensure they are accounted for correctly.	
• Complete a manual list of unpaid invoices related to the year ended 31 August 2020, that have not been posted to Surf.	
• Complete a manual list of debtors & prepayments at 31st August 2020 (i.e. money owed to the school or expenses paid in advance for school year 2020/2021) if these have not been accounted for in Surf at 31st August 2020.	
• Parents Association bank account: Ensure all financial documentation is made available to the school's external accountant/auditor for inclusion in the annual financial accounts of the school.	

Appendix B

Adjusting for School Income Received in Advance

Income received in the current year, for next year should be shown as income received in advance on the balance sheet. This money received is not related to current year, therefore to show it in the next year's accounts as income we need to post it to the balance sheet and at the start of the next school year we transfer it to the relevant Income and Expenditure account codes.

School Generated Income in Advance

Step 1: Identify school generated income for the next school year received before 31 August 2020.

Examples of school generated income in advance:
- Incoming First Year pupils school administration charge
- Transition Year pupils
- School Administration Charges
- Book rental Income
- Voluntary Contributions

Step 2: Record these receipts to nominal account code <2105>.

You can set up a department or use existing departments to be able to easily generate an analysis/breakdown of the account balance.

To view this breakdown in the 'General ledger account details' report.

1. Select 'All' under the DEP selection
2. Click on 'Advanced Settings', under 'Sorting' box 2, select 'Department' and tick the Total box alongside as shown in screenshot below. Then select 'Update'.

Appendix B: Continued

Note if you have already recorded a number of receipts to income codes in the current year instead of having to amend each transaction you could post a journal to move the income from the current year income code to school income in advance.

For example, if you have recorded a number of transactions totalling €4,000 to <3310 Transition Year Income> instead of having to edit each transaction you could post a journal to transfer the income in bulk.

Journal:

Date	Ref no	Type
31/08/2020	J1 AdvSI	Journal

Appendix B: Continued

Code	Description	Notes	Debit	Credit	Dep
3310	Transition year income	Monies received from Mar-Aug 20 for academic year 20/21	4,000	0	TY
2105	School Income Received in Advance	Monies received from Mar-Aug 20 for academic year 20/21	0	4,000	TY

Step 4:

For September 2020 reports you need to post a journal to transfer the income in <2105 School Income Received in Advance> to the relevant income codes.

As above, at the 1st of September €4,000 TY income is included in <2105 School Income Received in Advance>. Therefore, you need to post a journal to transfer the money from income in advance (Debit income in advance) into income codes for the current year (Credit relevant income codes).

Please note it is important to correctly date this transaction in September, or else you could incorrectly affect the current year accounts.

Date	Ref no	Type
01/09/2020	J2 AdvSI	Journal

Appendix B: Continued

Code	Description	Notes	Debit	Credit	Dep
2105	School Income Received in Advance	Monies received from Mar-Aug 20 for academic year 20/21	4,000	0	TY
3310	Transition year income	Monies received from Mar-Aug 20 for academic year 20/21	0	4,000	TY

Appendix C: Adjusting for Grants Received in Advance

1. **Non-Pay grant** - Received January/April/July/October

    The Non-Pay Grant received in July is for the period July/August/September.

    Therefore the 1/3rd for September should be classed as an advance grant, divide grant by 3.

2. **Non-Teaching Pay Grant** - Received January/April/July/October

    Non-teacher Pay Grant for the period received in July is for the period July/August/September.

    Therefore 1/3 for September should be classed as an advance grant, divide grant by 3.

3. **DEIS Grant** – Usually received September, paid early in the current year.

    For the school year September 2020-August 2021.

4. **SSSF Grant** – Received March/June/November

    School Support Services Fund for the period received in June is for the period July/August/September/October.

    Therefore 2/4 for September and October should be classed as an advance grant, divide grant by 4 and multiply by 2.

5. **Book Grant** – Received in June,

    For the school year September 2020-August 2021

Step 1: Calculate the amount of grant received in advance,

Grant	€ Amount Received	€ Element in Advance
Non-Pay grant	33,000	One Third = 11,000
Non-Teaching Pay Grant	42,000	One Third = 14,000
DEIS Grant	26,000	All =26,000
SSSF Grant	24,000	Half = 12,000
Book Grant	23,000	All = 23,000

Appendix C: Continued

Step 2: Post a journal to transfer the advance element to the balance sheet

Journal:

Date	Ref no	Type
31/08/2020	J3 GIA	Journal

Code	Description	Notes	Debit	Credit	Dep
3010	Non Pay Budget	1/3 July 20 NPG Grant received	11,000	0	NPG
2150	Grants Received in Advance	1/3 July 20 NPG Grant received	0	11,000	NPG
3030	Non Teachers Pay Budget	1/3 July 20 NTP Grant received	14,000	0	NTP
2150	Grants Received in Advance	1/3 July 20 NTP Grant received	0	14,000	NTP
3020	DEIS Grant	DEIS Grant received June 20	26,000	0	AOD
2152	DEIS Grant Received in Advance	DEIS Grant received June 20	0	26,000	AOD
3050	School Services Support Grant	2/4 June 20 Grant received	12,000	0	SSSF
2150	Grants Received in Advance	2/4 June 20 Grant received	0	12,000	SSSF
3150	Book Grant Income	Grant Received June 20	23,000	0	BGR
2151	Book Grant Received in Advance	Grant Received June 20	0	23,000	BGR

Appendix C: Continued

Note If you did not make this adjustment for the previous year you can now make an adjustment, for the equivalent amounts received in June/July 2019

Dr 2710 and credit 3010. This adjustment can be date same as the other adjustment.

Journal:

Date	Ref no	Type
31/08/2020	J4 GIA	Journal

Code	Description	Notes	Debit	Credit	Dep
2710	Surplus Brought Forward	1/3 July 19 NPG Grant received	10,000	0	NPG
3010	Non Pay Budget	1/3 July 19 NPG Grant received	0	10,000	NPG
2710	Surplus Brought Forward	1/3 July 19 NTP Grant received	13,000	0	NTP
3030	Non Teachers Pay Budget	1/3 July 19 NTP Grant received	0	13,000	NTP
2710	Surplus Brought Forward	12/4 June 19 SSSF Grant received	11,000	0	SSSF
3050	School Services Support Grant	2/4 June 19 SSSF Grant received	0	11,000	SSSF
2710	Surplus Brought Forward	Book Grant Received June 19	22,000	0	BGR
3150	Book Grant Income	Book Grant Received June 19	0	22,000	BGR

Appendix C: Continued

Step 3:

For September 2020 reports you need to post a journal to transfer the money from grants received in advance (Debit grants in advance) into income codes for the current year (Credit relevant income codes).

(**TIP:** Copy the journal, amend the date and reference, and switch the debit amounts to credit and credit amounts to debit).

Please note it is important to correctly date this transaction in September, or else you could incorrectly affect the current year accounts.

Date	Ref no	Type
01/09/2020	J5 GIA	Journal

Code	Description	Notes	Debit	Credit	Dep
2150	Grants Received in Advance	1/3 July 20 NTP Grant received	11,000	0	NPG
3010	Non Pay Budget	1/3 July 20 NTP Grant received	0	11,000	NPG
2150	Grants Received in Advance	1/3 July 20 NTP Grant received	14,000	0	NTP
3030	Non Teachers Pay Budget	1/3 July 20 NTP Grant received	0	14,000	NTP
2152	DEIS Grant Received in Advance	DEIS Grant received June 20	26,000	0	AOD
3020	DEIS Grant	DEIS Grant received June 20	0	26,000	AOD
2150	Grants Received in Advance	2/4 June 20 SSSF Grant received	12,000	0	SSSF
3050	School Services Support Grant	2/4 June 20 SSSF Grant received	0	12,000	SSSF
2151	Book Grant Received in Advance	Book Grant Received June 20	23,000	0	BGR
3150	Book Grant Income	Book Grant Received June 20	0	23,000	BGR

Appendix D: Accounting for Unspent Grants

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. Other ring-fenced grants include the ICT grant, the JCSP Grant, and other capital grants for buildings, fixtures, fittings, and equipment.

Step 1: Calculate the amount of grant unspent

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

Step 2: Post a journal to transfer the unspent element to the balance sheet

Journal:

Date	Ref no	Type
31/08/2020	J6 UnSpGr	Journal

Appendix D: Continued

Code	Description	Notes	Debit	Credit	Dep
3240	Supervision and Substitution Grant	S&S grant unspent	930	0	SS
2170	Supervision and Substitution Grant Unspent	S&S grant unspent	0	930	SS
3150	Book Grant Income	Book grant unspent	700	0	BGR
2160	Book Grant Unspent	Book grant unspent	0	700	BGR
3921 or 3230	ICT Grant Capital income or ICT Grant Non Capital (Dependent on where the grant was recorded when received	ICT Grant Unspent	xxx	0	ICT
2165	ICT Grant Unspent	ICT Grant Unspent	0	xxx	ICT
3190	JCSP Grant	JCSP Grant Unspent	xxx	0	JCSP
2167	JCSP Grant Unspent	JCSP Grant Unspent	0	xxx	JCSP
????	Income code to which grant is posted	Other Ringfenced Grants Unspent	xxx	0	DEP?
2171	Other Ringfenced Grants Unspent	Other Ringfenced Grants Unspent	0	xxx	DEP?

Note If you have balances on unspent grants from prior years that you did not include in the accounts at the start of the year you can now make an adjustment

Dr <2710 Surplus Brought Forward> and Credit <Grant Unspent>. This adjustment can be date same as the other adjustment.

Journal:

Date	Ref no	Type
31/08/2020	J7 PYUSG	Journal

Appendix D: Continued

Code	Description	Notes	Debit	Credit	Dep
2710	Surplus Brought Forward	S&S grant unspent 31/08/19	800	0	SS
2170	Supervision and Substitution Grant Unspent	S&S grant unspent 31/08/19	0	800	SS
2710	Surplus Brought Forward	Book grant unspent 31/08/19	600	0	BGR
2160	Book Grant Unspent	Book grant unspent 31/08/19	0	600	BGR
2710	Surplus Brought Forward	ICT Grant Unspent 31/08/19	xxx	0	ICT
2165	ICT Grant Unspent	ICT Grant Unspent 31/08/19	0	xxx	ICT
2710	Surplus Brought Forward	JCSP Grant Unspent 31/08/19	xxx	0	JCSP
2167	JCSP Grant Unspent	JCSP Grant Unspent 31/08/19	0	xxx	JCSP
????	Income code to which grant is posted	Other Ringfenced Grants Unspent 31/08/19	xxx	0	DEP?
2171	Other Ringfenced Grants Unspent	Other Ringfenced Grants Unspent 31/08/19	0	xxx	DEP?

Appendix D: Continued

Step 3:

For September 2020 reports you need to post a journal to transfer the money from unspent grants (Debit unspent grants) into income codes for the current year (Credit relevant income codes).

(**TIP:** Copy the journal, amend the date and reference, and switch the debit amounts to credit and credit amounts to debit)

Please note it is important to correctly date this transaction in September, or else you could incorrectly affect the current year accounts.

Journal:

Date	Ref no	Type
01/09/2020	J7 UnSpGr	Journal

Code	Description	Notes	Debit	Credit	Dep
2170	Supervision and Substitution Grant Unspent	S&S grant unspent	930	0	SS
3240	Supervision and Substitution Grant	S&S grant unspent	0	930	SS
2160	Book Grant Unspent	Book grant unspent	700	0	BGR
3150	Book Grant Income	Book grant unspent	0	700	BGR
2165	ICT Grant Unspent	ICT Grant Unspent	xxx	0	ICT
3921 or 3230	ICT Grant Capital income or ICT Grant Non Capital (Dependent on where the grant was recorded when received)	ICT Grant Unspent	0	xxx	ICT
2167	JCSP Grant Unspent	JCSP Grant Unspent	xxx	0	JCSP
3190	JCSP Grant	JCSP Grant Unspent	0	xxx	JCSP
2171	Other Ringfenced Grants Unspent	Other Ringfenced Grants Unspent	xxx	0	DEP?
????	Income code to which grant is posted	Other Ringfenced Grants Unspent	0	xxx	DEP?

Appendix E: Accounting for Covid Grants

(See appendix 1 of Financial Guideline 2019/2020 – 51 for further detail)

Step 1:

1. Create the balance sheet codes for DES Covid Grants Unspent <21xx>
2. Any Covid-19 Grant monies received in August 2020 should be coded to these relevant Balance sheet "Unspent" codes

Nominal Code	Description	Type	Category
2169	COVID Minor Works Grant Unspent	Current Liability	Accruals
2181	COVID Aide Grant Unspent	Current Liability	Accruals
2182	COVID Capitation for PPE Grant Unspent	Current Liability	Accruals
2183	COVID Enhanced Supervision Grant Unspent	Current Liability	Accruals
2184	COVID Capitation for Additional Cleaning Grant Unspent	Current Liability	Accruals

Step 2:

1. Create the new expenditure codes <5xxx>
2. Record any wages, cleaning and PPE costs incurred during August to the new relevant expense nominal codes in the maintenance section of the Income & Expenditure account as outlined.

Nominal Code	Description	Type	Category
5316	COVID Minor Works Grant (Non Capital) Expense	Expenditure	Repairs, Maintenance & Establishment
5801	COVID Aide Grant Wages Expense	Expenditure	Repairs, Maintenance & Establishment
5802	COVID Capitation for PPE Grant Expense	Expenditure	Repairs, Maintenance & Establishment
5803	COVID Enhanced Supervision Grant Wages Expense	Expenditure	Repairs, Maintenance & Establishment
5804	COVID Capitation for Cleaning Wages Expense	Expenditure	Repairs, Maintenance & Establishment
5805	COVID Capitation for Cleaning Non Wages Expense	Expenditure	Repairs, Maintenance & Establishment

Appendix E: Continued

Step 3:

1. Create the new income codes <32xx>

Nominal Code	Description	Type	Category
3277	COVID Minor Works Grant-Non Capital	Income	Department of Education & Skills Income
3280	COVID Aide Grant	Income	Department of Education & Skills Income
3281	COVID Capitation PPE Grant	Income	Department of Education & Skills Income
3282	COVID Enhanced Supervision Grant	Income	Department of Education & Skills Income
3283	COVID Capitation for Additional Cleaning Grant	Income	Department of Education & Skills Income

After recording all the receipts and payments to the end of August 2020 and after the Bank account is reconciled run a general ledger account report by department for Covid-19 and review the postings for accuracy. The amounts spent under each nominal code will be required to record a journal entry to transfer the Grant Income from the Balance sheet into the relevant Income codes which are created next in step 5.

Journal:

Date		Ref no		Type	
31/08/2020		J8 CG		Journal	

Code	Description	Notes	Debit	Credit	Dep
2169	COVID Minor Works Grant Unspent	Amount of COVID Minor Works Grant spent	xxx	0	COVID
3277	COVID Minor Works Grant-Non Capital	Amount of COVID Minor Works Grant spent	0	xxx	COVID
2181	COVID Aide Grant Unspent	Amount of COVID Aide Grant spent	xxx	0	COVID
3280	COVID Aide Grant	Amount of COVID Aide Grant spent	0	xxx	COVID
2182	COVID Capitation for PPE Grant Unspent	Amount of COVID PPE Grant spent	xxx	0	COVID
3281	COVID Capitation PPE Grant	Amount of COVID PPE Grant spent	0	xxx	COVID

Code	Description	Notes	Debit	Credit	Dep
2183	COVID Enhanced Supervision Grant Unspent	Amount of COVID Supervision Grant spent	xxx	0	COVID
3282	COVID Enhanced Supervision Grant	Amount of COVID Supervision Grant spent	0	xxx	COVID
2184	COVID Capitation for Additional Cleaning Grant Unspent	Amount of COVID Cleaning Grant spent	xxx	0	COVID
3283	COVID Capitation for Additional Cleaning Grant	Amount of COVID Cleaning Grant spent	0	xxx	COVID

Step 4:

1. From September 2020 you can record Covid grant monies received to one of the Covid grant income codes <32xx>

2. You should post a journal to transfer the money from unspent grants (Debit unspent grants) into income codes for the current year (Credit relevant income codes).

    Please note it is important to correctly date this transaction in September, or else you could incorrectly affect the current year accounts.

Journal:

Date	Ref no	Type
01/09/2020	J9 CG	Journal

Appendix E: Continued

Code	Description	Notes	Debit	Credit	Dep
2169	COVID Minor Works Grant Unspent	Amount of COVID Minor Works Grant spent	xxx	0	COVID
3277	COVID Minor Works Grant- Non Capital	Amount of COVID Minor Works Grant spent	0	xxx	COVID
2181	COVID Aide Grant Unspent	Amount of COVID Aide Grant spent	xxx	0	COVID
3280	COVID Aide Grant	Amount of COVID Aide Grant spent	0	xxx	COVID

2182	COVID Capitation for PPE Grant Unspent	Amount of COVID PPE Grant spent	xxx	0	COVID
3281	COVID Capitation PPE Grant	Amount of COVID PPE Grant spent	0	xxx	COVID
2183	COVID Enhanced Supervision Grant Unspent	Amount of COVID Supervision Grant spent	xxx	0	COVID
3282	COVID Enhanced Supervision Grant	Amount of COVID Supervision Grant spent	0	xxx	COVID
2184	COVID Capitation for Additional Cleaning Grant Unspent	Amount of COVID Cleaning Grant spent	xxx	0	COVID
3283	COVID Capitation for Additional Cleaning Grant	Amount of COVID Cleaning Grant spent	0	xxx	COVID

Appendix F: Running the year end reports

Before running your year end, you should print the following reports and file in the monthly management report file.

1) **Bank reconciliation statement for each bank account including the list of unreconciled transactions.**

Purpose of report	The bank reconcilation report shows that the bank balance per the bank statement reconciles to the bank balance on Surf Account

From 'Reports' > under the 'Banking' heading select 'Bank Reconciliation'.

Set the report criteria:

Field	Description
BANKS	Select each bank account, one at a time
STATEMENTS	Select date 31 August 2020 for each bank account
REPORT TYPE	Unreconciled (this will show the list of unreconciled/unpresented cheques at the end of the month)

Click 'Run' to generate the report.

Tips	➢ Make sure there is no difference on the bank reconciliation ➢ Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate. ➢ Any duplicate entries should be corrected. ➢ Any outstanding payments/receipt more than six-month-old should be investigated. Duplicates should be written off. (See FSSU Surf Accounts User Manual Section 5.8).

2) **Aged supplier balances report**

Purpose of report	The aged supplier balances report lists outstanding supplier balances

From 'Reports' > under the 'Purchases' heading select 'Aged Supplier Balances'.

Appendix F: Continued

Set the report criteria:

Field	Description
DATE TO	31st August 2020
SUPPLIER FROM	Leave blank
SUPPLIER TO	Leave blank
CURRENT AGING	Do not tick this

Click 'Run' to generate the report.

Tips	➢ Match the outstanding supplier balance on the report to the supplier statement or last invoice to ensure it is correct ➢ Investiage any negative balances on the report, you may be missing invoices

3) Aged customer balances report (only for schools using the customer module)

Purpose of report	The aged customer balances report lists outstanding customer balances

From 'Reports' > under the 'Customers' heading select 'Aged Customer Balances'.

Set the report criteria:

Field	Description
DATE TO	31st August 2020
CUSTOMER FROM	Leave blank
CUSTOMER TO	Leave blank
CO-ORDINATOR	Leave blank
CURRENT AGING	Do not tick this

Appendix F: Continued

Click 'Run' to generate the report.

Tips	➢ Match the outstanding customer balance on the report to the customer statement or last invoice to ensure it is correct ➢ Investiage any negative balances on the report, you may be missing invoices

4) General ledger account details report

Purpose of report	The general ledger account detail report is a record of all the financial transactions that have taken place and where they have been posted to

From 'Reports' > under the 'General Ledger' heading select 'General Ledger Account Details'.
Set the report criteria:

Field	Description
BASED ON	Select "Period"
PERIOD FROM	Sep-19
PERIOD TO	Aug-20
ACCT. CODE FROM	Leave blank
ACCT. CODE TO	Leave blank
DEP	Select "All"

Click 'Run' to generate the report.

Tips	➢ Review the posting of the transactions under each of the income and expenditure headings to ensure they have been posted to the correct account and make corrections if necessary.

Appendix F: Continued

5) Income and expenditure account

Purpose of report	The income and expenditure account summaries the school's activity for the period specified in the report.

From 'Reports' > under the 'General Ledger' heading select 'I&E Report'.

Select the report criteria:

Field	Description
PERIOD FROM	Sep-19
PERIOD TO	Aug-20
DEP	Leave blank

Click 'Run' to generate the report.

6) Balance sheet

Purpose of report	The balance sheet report is a snapshot of the school's financial position at a single point in time.

From 'Reports' > under the 'General Ledger' heading select 'Balance Sheet Report'.

Select the report criteria:

Field	Description
PERIOD FROM	Sep-19
PERIOD TO	Aug-20
DEP	Leave blank

Click 'Run' to generate the report.

Appendix F: Continued

7) Trial balance report

Purpose of report	The trial balance report lists all the balance on Income, Expenditure and Capital Accounts at a particular point in time.

From 'Reports'> under the 'General Ledger' heading select 'Trial Balance'

Set the report criteria:

Field	Description
PERIOD FROM	Sep-19
PERIOD TO	Aug-20
ACCT. CODE FROM	Leave blank
ACCT. CODE TO	Leave blank
DEP	Leave blank

Click 'Run' to generate the report.

Appendix G:

Give your external accountant/auditor access to Surf accounts

To add your external accountant/auditor as a user:

Click 'Settings' (bottom left of screen)
Under the 'General Setup' heading > select 'Users' the following screen will appear:
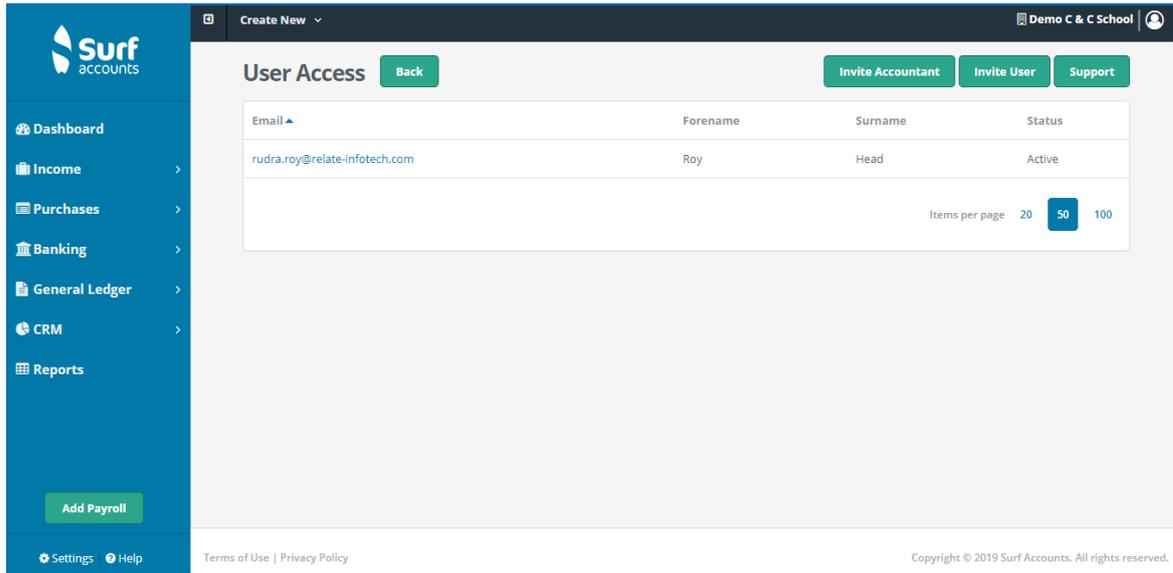
User access

If your external accountant/auditor has signed up to Surf as an accountant, you can select the "Invite Accountant" icon. If they are not registered with Surf Accounts as an accountant, you can select "Invite User" icon. the following screen should appear:
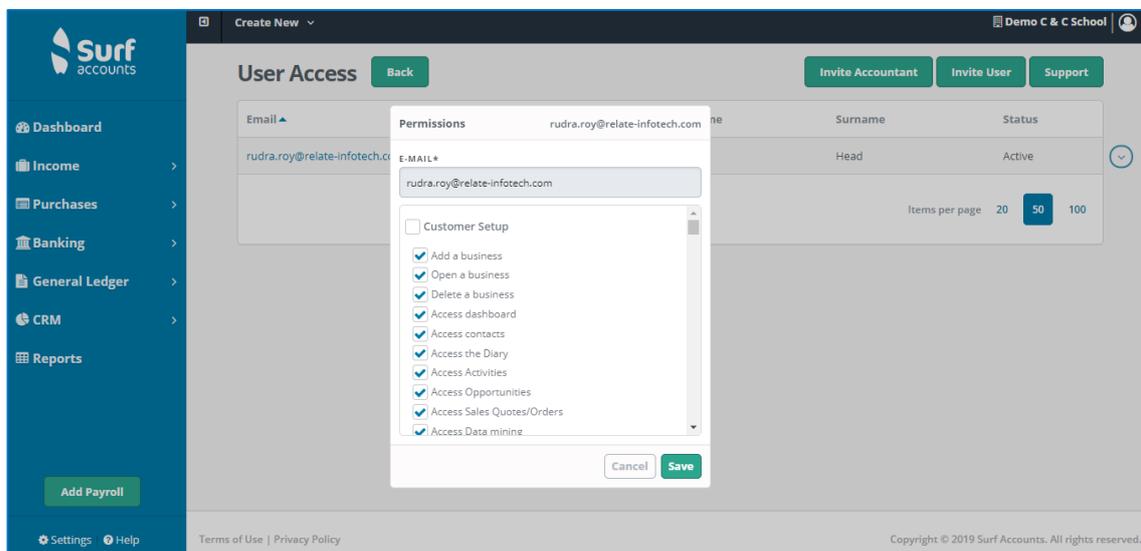
Surf accounts user access window

6. Enter your accountants email address and name and using the scroll bar make sure to tick/untick the features which you want the accountant to have access to e.g. if you don't want them to be able to delete customers/suppliers then scroll to Contacts and untick 'Delete a Contact' and click 'Save'.

Video

A video demonstrating how to give your external accountant access is available to watch on our website. **Click here to watch video**.