



FSSU
Financial Support
Services Unit

Surf Accounts

Preparation for the Year-End

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16 September 2020

Webinar Control panel overview

Attendee Control Panel

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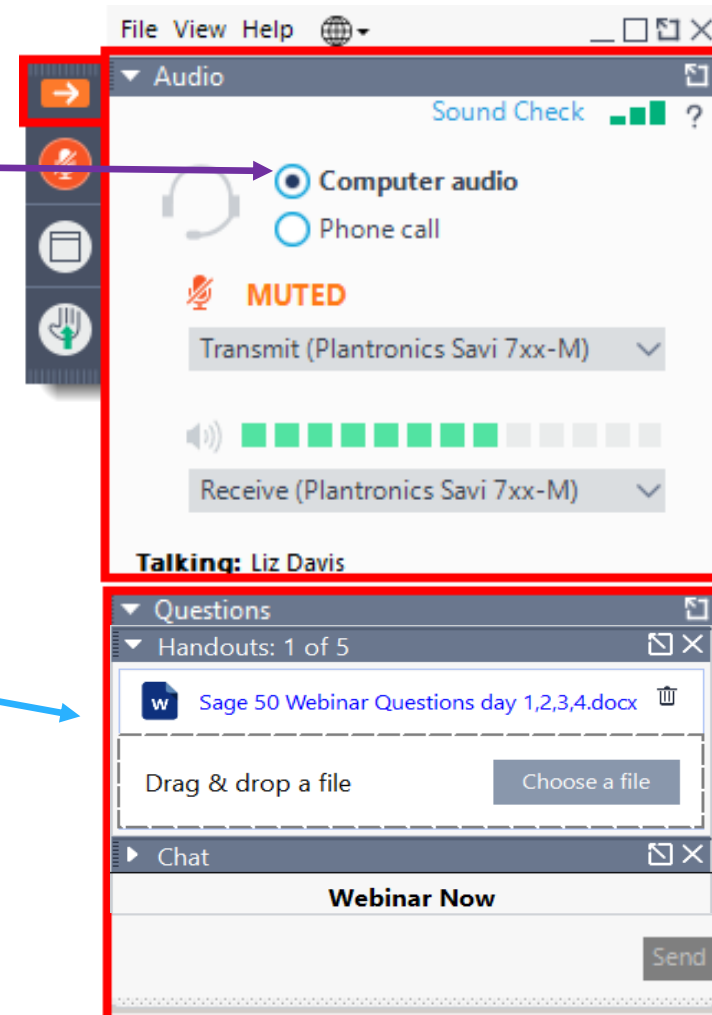
Handouts for downloading.

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The presentation slides and financial guideline on the year end are attached in today's handouts

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



Agenda

- Financial Year-End 31st August 2020
- Preparation for the year end including:
 - Income received in advance
 - Grants received in advance
 - Unspent Grants
- Reports and other items
- Continuing into the new school year

Financial Year-End 31st August 2020

See **Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts**

- The financial year 1st of September 2019 to 31st of August 2020 is the first full year for which accounts must be submitted by to the FSSU.
- The school must engage the services of an external accountant to prepare and submit the accounts to the FSSU by the 28th of February, 2021.

Preparation for the year end

See “Checklist of how to prepare for the year end” in Appendix A of **Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts**

Prepare a year end file:

- Supporting paperwork
 - Assists with the journals
 - Good reference when looking back
-
- Aim is to produce an **Income and Expenditure Report** and **Balance Sheet Report** for the year ended 31st of August 2020

Preparation for the year end

- **First** post all day-to-day transactions: invoices, payments, receipts etc.
- Reconcile **all** bank accounts up to 31st of August 2020 and ensure all o/s items are valid
- Agree balance per petty cash account and cash control account to monies held in safe at 31st of August 2020
- Agree Credit card account to balance owed per statement at 31st of August 2020
- Agree online payment solution clearing account to balance owed at 31st of August 2020 (i.e. Way2Pay, EPP, MIT Payment Solutions)

Preparation for the year end

- Generate the “Aged Supplier Balance Report”
- Generate the “Aged Customer Balance Report”
- Check balances in the Balance Sheet Report at 31st August 2020
 - PAYE/PRSI/USC/LPT control account (if using payroll journals)
 - Net wages control account and other wages related control accounts (if using payroll journals)
 - VAT control account
 - RCT control account

Income in Advance

Appendix B of Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts

- ❖ 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.
 - ❑ Step 1: Identify the Income for the next school year
 - ❑ Step 2: Record the receipts to the nominal account <2105>
Either directly as bank receipts or by way of a journal.



Grants received in Advance

Appendix C of **Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts**

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

Grants received in Advance

Appendix C of **Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts**

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

Grants received in Advance

Appendix C of Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts

Calculate the amount of the 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

Record journal to account for grants in advance

Accounting for Unspent Grants

Appendix D of **Financial Guideline 03-2020/2021 Financial Year-End 31st August 2020 on Surf Accounts**

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 they are 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.

The Covid grants are also ring-fenced.

e.g. ICT grant Unspent

The school receives an ICT grant of €50,000 and spent €40,000 in the current school year. €5,000 on annual licences and €35,000 on computers and other ICT equipment. €10,000 unspent at the year end.

Per accounts should be presented as:

<3230> ICT Grant Non Capital Income	€5,000
<4410> Non Capital Computers/ICT Expense	€5,000
<1460> Capital: Computer Equipment	€35,000
<3921> ICT Grant Capital Income	€35,000
<2165> ICT Grant Unspent	€10,000




Covid Grants Received in August 2020

See **Appendix E of Financial Guideline 03-2020/2021- Webinar now online**

- ❁ Grants should be initially coded to the relevant unspent code in the Balance sheet.
- ❁ Any balance unspent at 31 August 2020 will need to be carried forward

DES Covid Grant	Bal sheet codes - Unspent
Covid Minor Works	2169
Covid Aide Grant	2181
Capitation for PPE, consumables & equip	2182
Enhanced Supervision Grant	2183
Capitation additional cleaning	2184

Next Steps

-  Generate General Ledger Account Details Report
-  Generate Income & Expenditure Report & Balance Sheet
-  Review for accuracy and completeness

Other items required

- ❁ Prepare a manual list of unpaid invoices/expenses related to the year ended 31 August 2020, that have not been posted to Surf.
- ❁ Generate 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.
- ❁ Include copies of invoices for any capital furniture/equipment or significant works that have been carried out in the school during the year, noting where the expense has been recorded.

Recommended reports for the year end

- 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

Continuing into the New Year

- 🔄 Webinar on 24th of September
- 🔄 You can continue and process transactions for September 2020 and beyond without running the year end, but you should perform the process within 12 months of the year end.
- 🔄 Liaise with the external accountants/auditors, to process any necessary accounts/audit adjustments before processing the year end
- 🔄 Note the year end process is **irreversible**

Thank You for Attending