



**FSSU**  
Financial Support  
Services Unit

*Updating  
FSSU Chart of Accounts  
in  
Surf Accounts*

10<sup>th</sup> September, 2020

# Chart of Accounts- Agenda

- **Introduction**
- **Nominal Group Codes**
- **Revised Chart of Accounts -August 2020**
- **Align School Chart of Accounts to revised Chart of Accounts**
- **Creating and amending codes**
- **Additional Codes**
- **Summary**
- **Questions & Answers**

# Introduction

## What is a Chart of Accounts?

COA  
means  
Chart of Accounts  
[byallacronyms.com](http://byallacronyms.com)



**Chart of accounts** is a list of accounts used by a school to define each class of item for which money or the equivalent is spend or received.

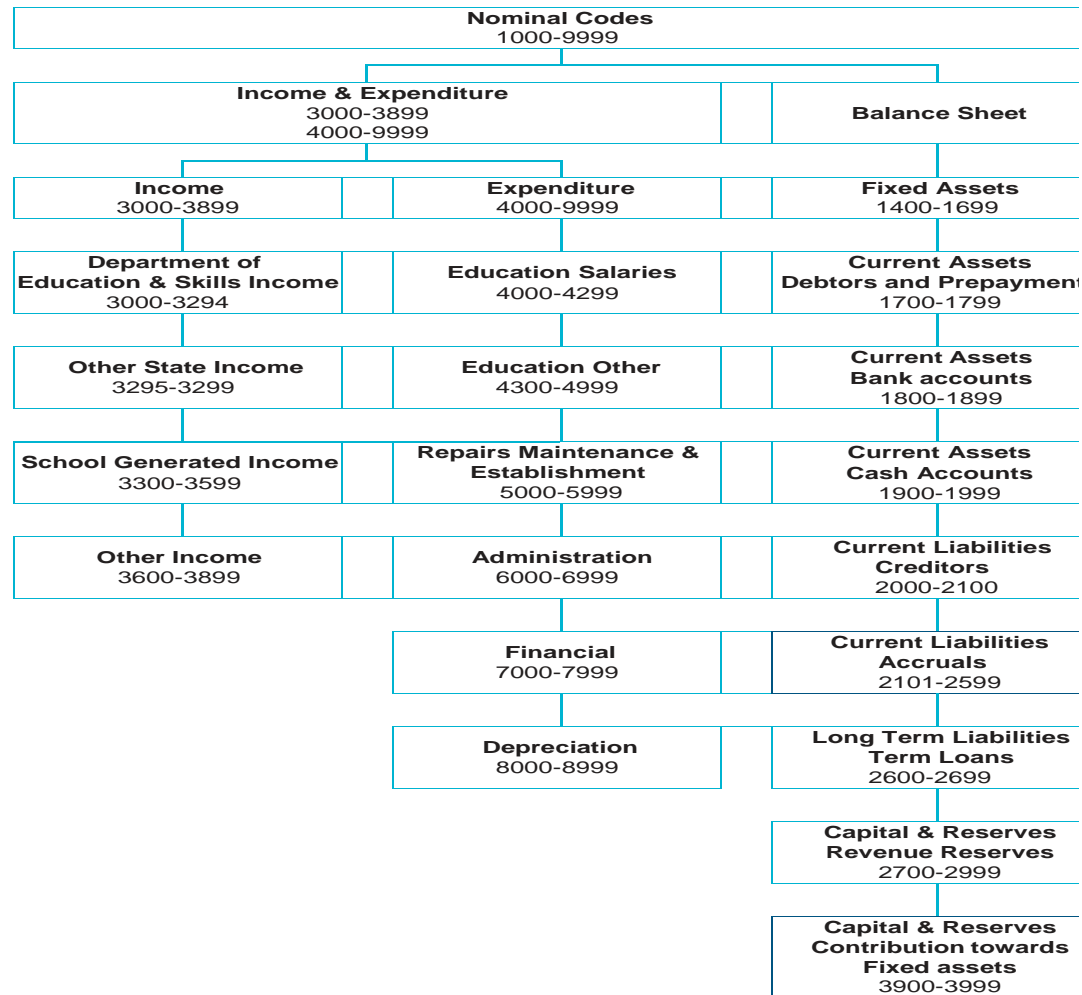
# Introduction

**All schools  
are required  
to use the  
FSSU Chart of accounts.**



# Chart of Accounts Nominal Groups

## Nominal Groups



# Revised Chart of Accounts

Since January 2019 a number of new codes were added to cater of new grants including the Covid grants.

The revised Chart of Accounts was issued in August, 2020.

**Schools are required to amend their chart of accounts to align it with the revised chart of accounts.**

# Chart of Accounts -Alignment.

## Steps required to Align Chart of Accounts

1. Print off the schools' Chart of Accounts and compare to the revised FSSU Chart of accounts issued in August, 2020.
2. List the codes that require a new code or code change e.g.3280 DESP School Meals
3. List the new codes that your school will require for processing your accounts (You will not need to set up account codes that do not apply to C & C schools e,g, 3293 July provision Grant)



# Chart of Accounts –Amending Codes

List the codes that require a code change or are discontinued.



January 2019 code	Description	August 2020 code	Codes action
<b>3280</b>	DESP School Meals Income	3296	Apply new code
<b>3750</b>	Fund Raising	3799	Discontinued
4191	Education Salaries Paye	4299	Discontinued
4192	ASC-Pension Levy	4992	Discontinued
4195	July Provision Paye/	4993	Discontinued
<b>4197</b>	Bus Escort PAYE	4994	Discontinued
5031	Caretaker PAYE.	5991	Discontinued
5032	Caretaker ASC	5992	Discontinued
<b>5111</b>	Cleaners PAYE	5993	Discontinued
5113	Cleaners ASC	5994	Discontinued
6051	Clerical Officers PAYE	6991	Discontinued
6052	Clerical Officers ASC	6992	Discontinued
6870	DSP School Meals Exp	4912	Apply new code
7350	Fundraising Exp	7991	Discontinued
2300	Creditors	2100	Apply new code



# Chart of Accounts –Creating codes



## Creating new codes

1. Create only the new codes that your require to process your transactions.
2. There are codes that relate only to primary schools and voluntary secondary schools that you won't need.
3. You cannot rename and use any codes already on the current Chart of Accounts as 'Additional Codes'

# Chart of Accounts – New Codes

The following is a sample of the new codes that will need to be set up

Code	Description	Nominal Group
3160	Book Rental Scheme	Department of Education & skills Income
3245	Physics and Chemistry grant	Department of Education & skills Income
4740	Book Rental Scheme Expense	Education Other Expenses
5551	Rent temporary accommodation Expense	Repairs, Maintenance & Establishment
5710	Repairs to Sports Complexes	Repairs, Maintenance & Establishment
6731.	Accounting software/Payroll software	Administration
3260	School Excellence Fund	Department of Education & skills Income
2151	Book Grant received in Advance	Accruals

# Chart of Accounts – New Codes

Schools are receiving a number of new grants from the Department due to Covid-19  
The following is a sample of the new codes required to process the transactions

Code	Description	Nominal Group
3280	COVID Aide Grant	Department of Education & skills Income
3281	COVID Capitation PPE Grant	Department of Education & skills Income
3282	COVID Enhanced Supervision Grant	Department of Education & skills Income
3283	COVID Capitation for Additional Cleaning Grant	Department of Education & skills Income
5316	COVID Minor Works Grant (Non Capital) Expense	Repairs, Maintenance & Establishment
5801	COVID Aide Grant Wages Expense	Repairs, Maintenance & Establishment
5802	COVID Capitation for PPE Grant Expense	Repairs, Maintenance & Establishment
5803	COVID Enhanced Supervision Grant Wages Expense	Repairs, Maintenance & Establishment
5804	COVID Capitation for Cleaning Wages Expense	Repairs, Maintenance & Establishment
5805	COVID Capitation for Cleaning Non Wages Expense	Repairs, Maintenance & Establishment

# Chart of Accounts – New Codes

To comply with the **Charities Act 2009** all fundraising and donations income and related expenditure must be recorded under the following headings

Code	Description	Nominal Group
3574	Restricted School Fundraising (Non Capital)	School Generated Income
3575	Unrestricted School Fundraising (Non Capital)	School Generated Income
3851	Designated Income (Non Capital)	Other Income
3852	Restricted External Fundraising (Non Capital)	Other Income
3853	Unrestricted External Fundraising (Non Capital)	Other Income
4918	Designated Expenditure (Non Capital)	Education Other Expenditure
4922	Restricted School Fundraising Expenses (Non Capital)	Education Other Expenditure
4923	Restricted External Fundraising Expenses (Non Capital)	Education Other Expenditure
4924	Unrestricted External Fundraising Expenses (Non Capital)	Education Other Expenditure
4925	Unrestricted School Fundraising Expenses (Non Capital)	Education Other Expenditure

# Chart of Accounts –Additional Codes

## Adding ‘additional codes’

We do not recommend adding additional codes however if it is absolutely necessary please follow the following steps

1. Check the chart of accounts to select a code
  - from the correct grouping
  - and that’s not already on the Chart of Accounts

If unsure please call the FSSU for assistance.

# Chart of Accounts – Surf accounts

We will now look at Surf accounts  
and  
demonstrate how to make the changes

# Summary-Chart of Accounts update

1. Compare the schools' Chart of Accounts to the revised Chart of Accounts issued in August, 2020.
2. List the codes that require a new code or code change e.g.3280 DESP School Meals
3. List the codes that your school will require for processing your accounts
4. Create only the new codes that your require to process your accounts.
5. There are codes that relate only to primary schools and voluntary secondary schools that you won't need.
6. **You cannot rename and use any codes already on the current Chart of Accounts as 'additional codes'**

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## Questions and Answers



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# FSSU Website

**Log on to**

**[www.fssu.ie](http://www.fssu.ie)**

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# 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**

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Accounting Procedures

Budgeting

Fees

Interview & Selection Committees

Parents Association

Revenue

Summer Works Scheme

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

# **Thank You for joining the webinar**

10th September 2020