FSSU
**Financial Support
Services Unit**

Financial Guideline 2020/2021 – 11

Community & Comprehensive Schools

Entering the budget on Surf for the year ended 31 August 2021

In accordance with the Governance Manual for Community & Comprehensive Schools, the board of management are advised to prepare an annual budget each school year.

The School Budget for 2020/2021 should now be imported.

You can input the budget manually or by the Surf Imports process:

1. Manual Method

1.1 Go to the 'General ledger' module > 'Chart of Accounts'. Click on the green 'Budget' button and select either 'Future Period-Monthly', if you have not yet completed the year end process for the year ended 31 August 2020 or 'Current Period-Monthly' if you have completed the year end process.


Budget view

1.2   Select the Department (DEP) 'AOD-All Other Departments' and make sure the 'Supress Zero' box is unticked.

1.3   To enter your annual budget figures, select the cell under the Column 'Sep 20' and enter the value for that particular nominal code. (Helpful hint: once you have clicked on the cell hit 'Ctrl+A' to overwrite the 0.00 value)

1.4   Note income values (codes 3000-3899 should be entered as a minus (-)

1.5   Hit 'Save' to save the budget figures.

1.6   The budget will appear in the Income and expenditure report. For board of management reporting the income and expenditure report should always be printed from September to the year to date i.e. if reporting up to the end of January the Income and expenditure report should be printed for the period September to January.

1.7   You can check the budget has been entered correctly by running an I&E Report for the period Sep-2020 to Sep-2020.

2. Import Method

Alternatively, you can enter the budget using the Surf Import process:

2.1   On the left panel, click **Settings**.

2.2   The **Settings** page appears. Under the **DATA** heading, click **Imports**.
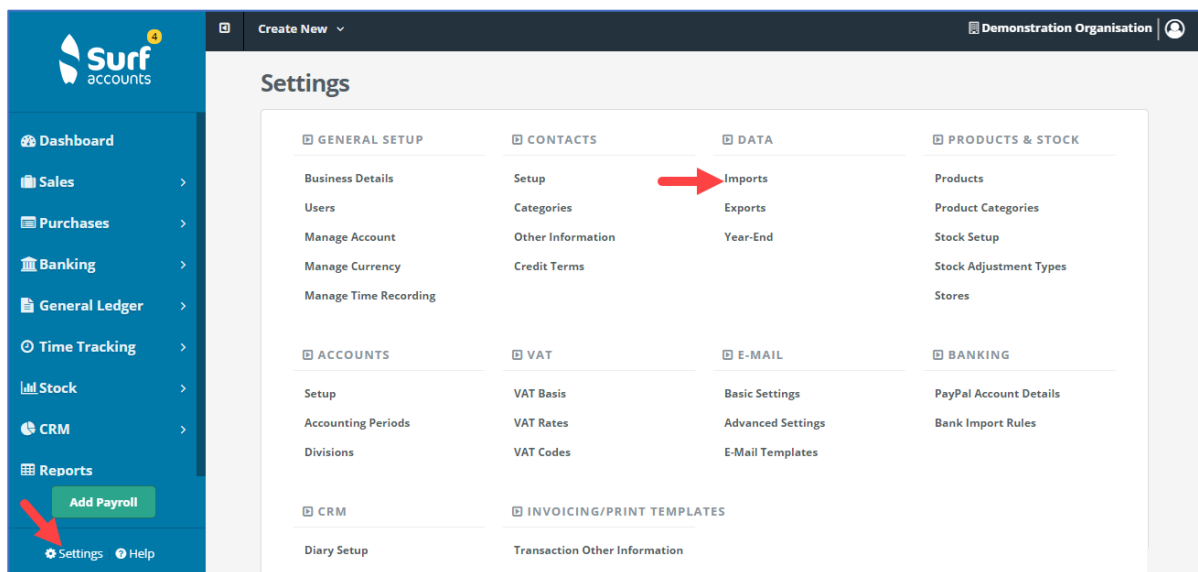
Import Link

2.3   The Data Import page appears. Tick Monthly Budget Import and click Next.

Monthly Budget Option

2.4   The Data Import screen for Monthly Budget Import page appears. Click **Template** to download the required excel format to your machine and save the document.

Template Link

2.5   Within the excel template, you can enter the nominal codes and their corresponding budget values.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Code	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12		
2	3010	-161250													
3	3050	-66000													
4	3150	-13200													
5	3200	-4845													
6	3220	-402													
7	3240	-3240													
8	3290	-3290													
9	3360														
10	4150	3538													
11	4370	5464													
12	4450	513													
13	4730	13200													
14	5032														
15	5150	1564													
16	5350	50													
17	6010	32000													
18															
19															
20															

Template

The fields should be completed as follows:

Colum A - Code: Enter the Nominal Account code/numbers.

Column B - Period 1: Enter the € amount budgeted for the full year. **Note income values (codes 3000-3899) should be entered as a minus (-)**

Once you have completed the import template save the changes.

2.6   From the data import template page choose the file and select the period you are importing the budget to.

If you have not yet completed your year end process for 31 August 2020, you should select to import the template for the 'future period'.

If you have completed the year end process on Surf Accounts and the current financial year is set to 31 August 2021, select the 'current period'.

Select **"AOD"** for the department.

Then select 'Import'.

2.7   If you have the budget broken down between departments and wish to compare different department income and expenditure against budget you will need to prepare a separate import template for each department. After each department balance has been imported the remaining balances should be entered under "AOD".

This is not required for the board of management reports recommended by the FSSU and is at the discretion of the school.

2.8   Once the budget has been imported you can view it by going to the 'General ledger' module > 'Chart of Accounts'. Click on the green 'Budget' button and select either 'Current Period-Monthly' or 'Future Period-Monthly' depending on what period you selected when importing.

Budget view

2.9   If you need to edit any of the amounts entered, you can select the relevant cell and overtype the figures.

A video demonstrating entering the budget on Surf is available to watch on our website. *Click here to watch video.*

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

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7th October 2020

Treoirlíne Airgeadais 2020/2021 – 11

Pobalscoileanna agus Scoileanna Cuimsitheacha

An buiséad a chur isteach ar Surf don bhliain dar críoch an 31 Lúnasa 2021

De réir an Lámhleabhair Rialachais do Phobalscoileanna agus Scoileanna Cuimsitheacha, moltar do bhoird bhainistíochta buiséad bliantúil a ullmhú gach scoilbhliain.

Is mithid an Buiséad Scoile don bhliain 2020/2021 a iompórtáil anois.

Is féidir leat an buiséad a chur isteach de láimh nó trí phróiseas iompórtála Surf Accounts:

1. Modh de Láimh

1.1   Téigh chuig an modúl 'General ledger' > 'Chart of Accounts'. Cliceáil ar an gcnaipe glas 'Budget'. Ansin roghnaigh 'Future Period-Monthly' mura bhfuil an próiseas deireadh bliana don bhliain dar críoch an 31 Lúnasa 2020 curtha i gcrích agat go fóill,
  nó 'Current Period-Monthly' má tá an próiseas deireadh bliana curtha i gcrích agat.
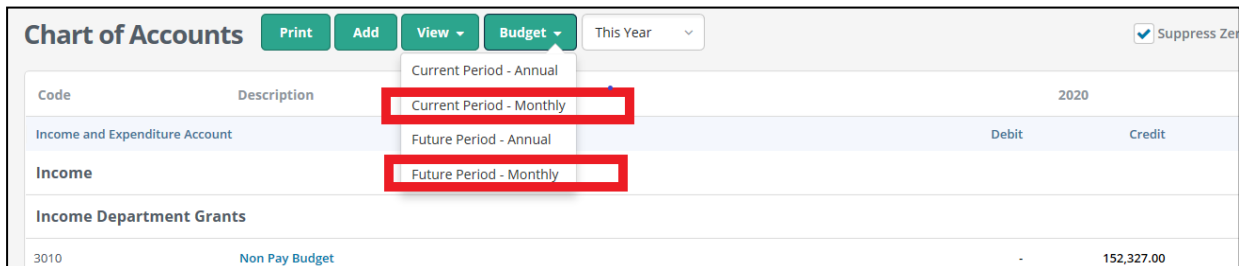

An radharc buiséid

1.2 Roghnaigh an rannóg (DEP) 'AOD-All Other Departments' agus déan cinnte de nach bhfuil tic sa bhosca 'Supress Zero'.

1.3 Chun d'fhigiúirí buiséid bhliantúil a chur isteach, roghnaigh an chill faoin gColún 'Sep 20' agus cuir isteach an luach don chód ainmniúil áirithe sin. (Leid chabhrach: tar éis duit cliceáil ar an gcill, brúigh 'Ctrl+A' le clóscríobh thar an luach 0.00)

1.4 Tabhair do d'aire gur chóir luachanna ioncaim (cóid 3000-3899) a chur isteach ina bhfigiúirí lúide (-)

1.5 Brúigh ar 'Save' chun na figiúirí buiséid a shábháil.

1.6 Tiocfaidh an buiséad aníos sa tuairisc ioncaim agus caiteachais. I gcás tuairisciú don bhord bainistíochta, ba chóir an tuairisc ioncaim agus caiteachais a phriontáil i gcónaí ó Mheán Fómhair go dtí an dáta reatha. Is é sin má tá tuairisciú á dhéanamh suas go deireadh Eanáir, ba chóir an tuairisc ioncaim agus caiteachais a phriontáil don tréimhse Meán Fómhair go hEanáir.

1.7 Is féidir leat a sheiceáil gur cuireadh an buiséad isteach i gceart trí Thuairisc Ioncaim agus Caiteachais a ullmhú don tréimhse Meán Fómhair 2020 go Meán Fómhair 2020.

2. Modh Iompórtála

Mar mhalairt air sin, is féidir leat an buiséad a iompórtáil le próiseas iompórtála Surf Accounts:

2.1 Ar an bpainéal clé, cliceáil ar **Settings**.

2.2 Tiocfaidh an leathanach **Settings** aníos. Faoin teideal **DATA**, cliceáil ar **Imports**.
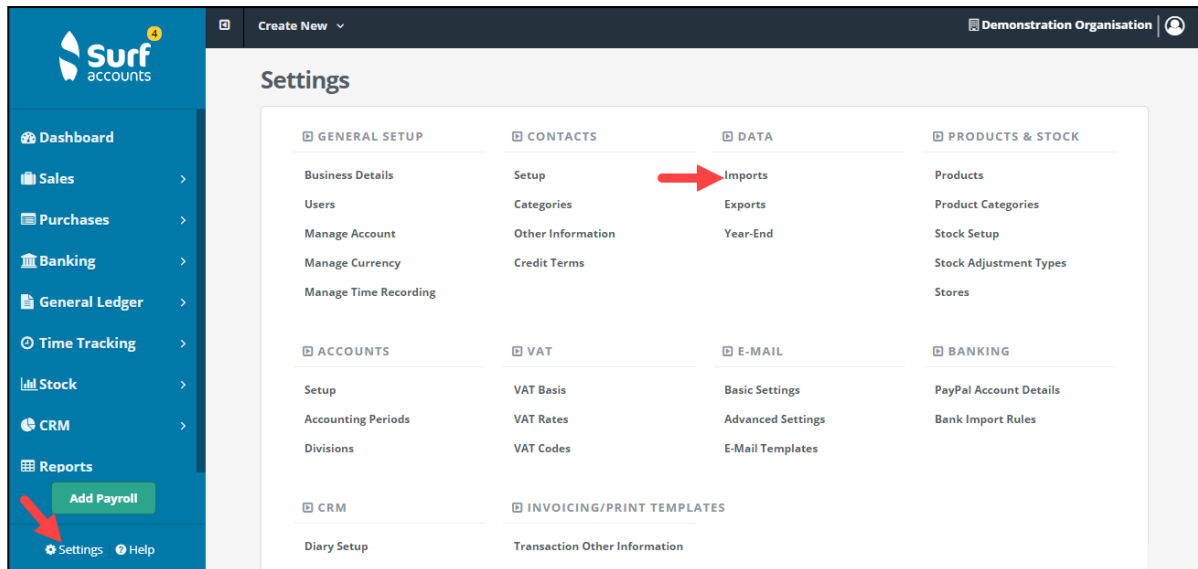
Nasc chuig an ngné iompórtála

2.3   Tiocfaidh an leathanach Data Import aníos. Cuir tic le Monthly Budget Report agus cliceáil ar Next.
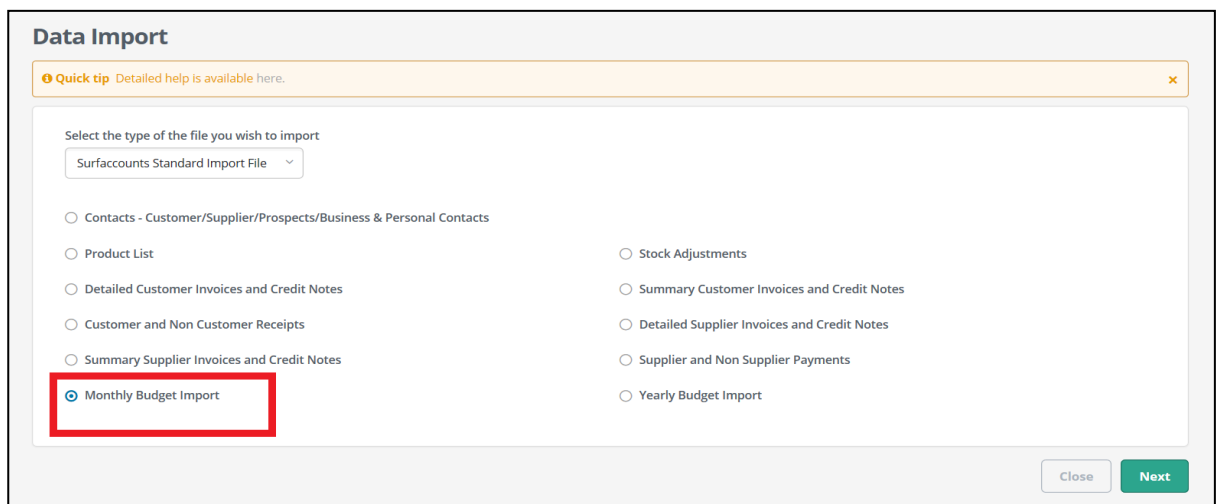
Rogha an Bhuiséid Mhíosúil

2.4   Tiocfaidh an scáileán Data Import aníos le haghaidh an leathanaigh 'Monthly Budget Import'. Cliceáil ar **Template** chun an comhad san fhormáid iarrtha Excel a íoslódáil chuig do ríomhaire agus an doiciméad a shábháil.

Nasc chuig an Teimpléad

2.5   Taobh istigh den teimpléad Excel, is féidir na cóid ainmniúla a chur isteach, mar aon lena luachanna buiséid comhfhreagracha.

Teimpléad

Ba chóir na réimsí a chomhlánú mar seo a leanas:

Colún A - Cód: Cuir isteach cód/uimhir an Chuntais Ainmniúil.

Colún B - Tréimhse 1: Cuir isteach an tsuim € sa bhuiséad don bhliain iomlán. **Tabhair do d'aire gur chóir luachanna ioncaim (cóid 3000-3899) a chur isteach ina bhfigiúirí lúide (-)**

Nuair a bheidh an teimpléad iompórtála comhlánaithe agat, sábháil na hathruithe.

2.6   Ó leathanach an teimpléid iompórtála sonraí, roghnaigh an comhad agus an tréimhse a bhfuil tú ag iompórtáil an bhuiséid ina leith.

Mura bhfuil do phróiseas deireadh bliana don bhliain dar críoch an 31 Lúnasa 2020 curtha i gcrích agat go fóill, ba chóir duit an teimpléad a iompórtáil don 'future period'.

Má tá an próiseas deireadh bliana curtha i gcrích agat ar Surf Accounts agus más é an 31 Lúnasa 2021 an bhliain airgeadais reatha, roghnaigh an 'current period'.

Roghnaigh **"AOD"** don rannóg.

Ansin roghnaigh 'Import'.

2.7   Má tá an buiséad briste síos agat idir na rannóga agus más mian leat comparáid a dhéanamh idir ioncam agus caiteachas éagsúil na rannóg in aghaidh an bhuiséid, is gá duit teimpléad iompórtála ar leithligh a ullmhú le haghaidh gach rannóige. Tar éis gach iarmhéid rannóige a bheith iompórtáilte, ba chóir na hiarmhéideanna fanta a chur isteach faoi "AOD".

Ní theastaíonn sé seo i gcás na dtuairiscí boird bainistíochta arna moladh ag an FSSU agus is faoi lánrogha na scoile atá sé.

2.8   Nuair a bheidh an buiséad iompórtáilte, is féidir féachaint air ach dul chuig an modúl 'General ledger' > 'Chart of Accounts'. Cliceáil ar an gcnaipe glas 'Budget' agus roghnaigh 'Current Period-Monthly' nó Future Period-Monthly' ag brath ar cé acu tréimhse a roghnaigh tú le linn na hiompórtála.

An radharc buiséid

2.9   Má theastaíonn uait aon cheann de na suimeanna a chuir tú isteach a leasú, is féidir an chill chuí a roghnú agus clóscríobh thar na figiúirí atá ann.

Enter Current Year Monthly Budget

Code	Description	2020	Total	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb
3010	Non Pay Budget	0.00	-161,250.00	-161,250.00	0.00	0.00	0.00	0.00	0.0
3011	Other grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3020	DEIS Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3030	Non Teachers Pay Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3050	Support Services Grant	0.00	-66,000.00	-66,000.00	0.00	0.00	0.00	0.00	0.0
3150	Book Grant	0.00	-13,000.00	-13,000.00	0.00	0.00	0.00	0.00	0.0
3170	Special Subject Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3190	JCSP Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3200	Transition Year Grant	0.00	-4845.00	-4845.00	0.00	0.00	0.00	0.00	0.00
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3220	Grant for Traveller Students	0.00	-402.00	-402.00	0.00	0.00	0.00	0.00	0.0
3230	Computer / IT Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3240	Supervision/Substitution	0.00	-3,538.00	-3,538.00	0.00	0.00	0.00	0.00	0.0
3255	SEC Exam Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3270	Sports Complex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
3275	Minor Works Grant- Non Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

Tá físeán le fáil ar an láithreán gréasáin s'againne ina léirítear conas an buiséad a chur isteach ar Surf. Cliceáil anseo le féachaint ar an bhfíseán.

Is féidir tuilleadh eolais nó soiléiriú a fháil ar aon cheann de na saincheisteanna sa treoirlíne seo ach dul i dteagmháil le FSSU.

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An 7 Deireadh Fómhair 2020