

## External School Accountants Update on the Online Submission of School Accounts

### Questions & Answers report

	Question Asked	Answer
1	Do we need to change the codes from Relate tb when uploading?	The trial balance must be prepared using the chart of accounts developed by the FSSU
2	Can we upload the accounts from our accounting software e.g. Relate	You cannot upload accounts directly from a software package. The accounts must be saved to a data file on your device/server and you must upload them from there
3	Is there any direct interface with Relate Accounts Production software?	There is no direct interface with Relate, you should be able to export an excel TB from Relate that you can copy into the manual TB import, which can be found at this <a href="#">link</a> .
4	In relation to the TB import, do you have to download and excel and populate manually in order to do this or how does this work?	Please follow instructions at the below address: It's simply a case of copying and pasting the Trial Balance into our excel file: <a href="https://www.fssu.ie/primary/external-accountants-auditors/school-accounts-submission/online-accounts-submission/">https://www.fssu.ie/primary/external-accountants-auditors/school-accounts-submission/online-accounts-submission/</a>
5	If you are importing your TB into the online submission your TB codes must exactly match the FSSU nominal codes?	The codes must match the nominal codes on the FSSU Chart of Accounts. If nominal codes in column A don't match the FSSU nominal codes they will not import because the codes will not be on the Portal.
6	Last year there were a number of versions of the chart of accounts circulating for primary schools. Is there a definitive one now on the website.	Here is the link to the chart of accounts on our website: <a href="#">Chart of Accounts</a>
7	Is a board of management report necessary? And are we obliged to use the draft Accountants report?	You are not obliged to use the layout outlined by the FSSU. You may adhere to the structure in line with your accountancy bodies guidelines.

8	Does the financials that need to be uploaded the full financials of the school or just an extract or abridged version would suffice?	The FSSU require a copy of the signed full set of the Annual accounts to be uploaded to the portal.
9	Is it not only the board of management account is required to be filed?	The annual Accounts should include all bank accounts in the name of the school. The annual account should be prepared per the FSSU sample set of accounts. The Annual Accounts must be signed by two members of the board. A pdf of the signed accounts must be uploaded to the FSSU online portal.
10	Do the school accounts need to be audited?	The FSSU does not require that submitted accounts be audited.
	What is the income amount above which a school requires a statutory audit?	The matter of audited accounts is for the board and the patron to decide. The Education Act gives schools the option of preparing audited or non audited accounts.
11	Must PDF Accounts uploaded have an original signature.	An e-signature is acceptable.
12	Can the 72 hour login access be extended for a longer period, rather than having to request a new password.	At the moment we cannot extend the period past 72 hours.
13	Can you delete a school?	Contact the FSSU support phone line or send us a email and we can remove the school from the firm's card.
14	If cleaning staff are not normally paid during the summer but they didnt get paid as normal this summer. Do you have to tick to tick the box to say they were paid for covid period even though they would not have been or have not been paid.	If staff are not normally paid, you first tick that they weren't paid during the Covid closure period, in the next question you can confirm that this was during periods where staff are normally laid off.
15	What is the deadline reporting date for 19/20 Financial statements?	The online submission to the FSSU must be completed on or before the 28th February, 2021.
16	Will the deadline be extended again as it was for last year's return?	The deadline of the 28th Feb 2020 will not be extended.

17	Have you a link to updates as per the feedback from last year's submissions?	The guideline on Preparation and Submission of Annual School Accounts for the Year 2019/2020, section 4 looks at the New Automatic Trial Balance upload process. <a href="#">View Guideline</a>
18	In relation to Covid Grant for PPE & Sanitisation & subsequent expenditure on the products which were later removed from use; does this require any adjustment/provision in the accounts?	That would depend on the scope and scale of the circumstances, whether it qualifies as a post balance sheet event, if it was material. In much of the cases the goods were returned and replaced so there was no financial effect.
19	To which nominal code should the payment for the rental of prefabs be allocated to?	3276 for Income and 5551 for Expense.
20	Can you go through, Notes to the accounts (3), referring to Contributions towards Equipment ICT Capital, is the equipment refer to other Fixtures rather than ICT such Camera, Computer and so on, and also, if you can go through an example of summary 5.2, referring to contribution towards the cost of Fixed assets, is this section not related to Equipment ICT capital Total	See Section 9 and 14 of our External Guideline for accountants which outlines the correct accounting treatment. <a href="#">View Guideline</a>  Please follow up with additional queries per email or call us.
21	Will a recording of today's webinar be available.	A recording of the webinar is available on our website and a link emailed out to all attendees.