

External Accountants Training Webinar Q&A-15/09/2021

Question Asked	Answer Given
1. When the grants received, normally Dr Bank Cr Nominal 2171, from there on any unspent grant such as covid will be journaled to a more appropriate code? Is that still a standard procedure, I know you mention it on your slide for any unspent grant to specifically posted to an appropriate nominal.	Unspent grants should be shown in code <2171 Other ringfenced grants unspent> or a specific unspent grant code if applicable <2160-2170> If the grant has been expended then the balance should be transferred to the relevant income code.
2. How does the FSSU ensure a correct closing balance on the DEIS fund as the accounting template to date has not stated a separate fund balance on closing balances and school secretaries have great difficulties in recognising differences between DEIS and other grant categories?	The DEIS funding can be used across general school costs as well as specific DEIS funding.
3. With regard to the query on DEIS how does an accountant ascertain an accurate DEIS balance given your last answer?	There are requirements in relation to specific areas of spend but the Department realise that it is spent on such expenses as light and heat so an allocation can go into that for example
4. Are there any bespoke accounting packages available for schools as many secretaries are finding the spreadsheet template difficult to understand and use?	We have worked with Surf accounts for the primary schools, but many schools use a variety of packages such as Sage or Quickbooks. As long as the package can produce the recommended reports for the board and use our COA it will work fine. Sage and Surf accounts are available with the FSSU chart of accounts and recommended reports.
5. Do any software providers provide an FSSU chart of Accounts integral to the package or are accountants expected to change all of the chart of accounts in a package?	Relate software offer an Accounts Production Package that corresponds to the FSSU Chart of Accounts.
6. Were schools permitted to purchase chromebooks out of the Minor Works grant? Where should that be recorded, in ICT or Minor Grants?	The purchase of computer equipment is allowed under the minor works grant. This is capital expenditure and should be coded to ICT capital expenditure 1460
7. Will a school automatically get an audit if the accounts are not filed by 28th February 2022?	All schools that are late filing their accounts will be subject to audit
8. Should the school accounts be done on accrual or receipt basis?	The annual school accounts should be prepared using the accruals basis.

9. Any idea what type of audit the late schools would be subject to? Like desk, visit. Etc.	The audit will be done remotely on a specific area.
10. What are the changes to the accountant's report?	The new nominal codes have been added to the Financial Accounts template.
11. Book Grant unspent balance on FSSU templates is incorporating book rental also. Will this be updated?	The book grant is typically used towards funding the book rental scheme. Book rental income is ring-fenced income, and any surplus should be carried forward in the accounts to the next year.
12. Can you direct me to guidance on the upload facility for excel (the export facility)	Please see on our website: https://www.fssu.ie/post-primary/external-accountants-auditors/school-accounts-submission/online-accounts-submission/
13. Can I ask if we should adjust the comparatives to take account of the grant changes? As in if the grant is for 2021/2022 and we put it to balance sheet on the submission then the income will have nothing in it for this submission? The grant previously would have been accounted for on a receipt basis. Should we adjust to bring the grant for 2020/2021 to the income this year and change the balance sheet for same	In that situation prior year comparatives should be adjusted.
14. Does a school need to also submit an annual return to CRA or is this automatically done by FSSU when the RCN is provided?	The FSSU submit each school relevant data to the CRA. If you are registered as a school with the CRA you should not be requested to make an annual return. Schools are obliged to update the Board of Management personnel on the CRA website
15. Can you remind me where I can get the VAT registration P13 Guide for Primary? I opened it and don't see anything re VAT registrations.	Please see link: https://www.fssu.ie/app/uploads/2021/06/Financial-Guideline-P13-Updated-Guidance-for-Schools-on-Registering-and-Accounting-for-VAT.pdf
16. Can we email specific questions regards grants unspent, money spent on e.g.: Referees, voluntary work carried out by people, vouchers issued for work done etc to the team.	Yes, we are happy to answer any questions that you may have.
17. Are there any training videos to explain how to use the balance sheet codes on the COA in the template.	We have a number of accounting treatments on our website. Here is the link https://www.fssu.ie/post-primary/external-accountants-auditors/school-accounts/accounting-treatments-for-school-accounts/ .

	If there is anything else or anything you are unsure of, please contact us directly.
18. If there is an error in the prepopulated data e.g., DEIS status, RCN, will it be possible for the accountant to make the correction?	If there is a change required, please email us and we can process it on the system.
19. Does the Grant Received Summary identify whether a grant is capital or expenditure?	The Grant Summary from the DoE would not highlight if the grant was capital or non-capital. The name of the grant will determine same. Contact us at 01 910 4020 if a clarification is required
20. Can the school use capital grants for non-capital costs and vice versa?	A capital grant is a ring-fenced grant and should only be used for the purposes for which it was issued. However, some grants may be utilised for both non-capital or capital purposes e.g., the Covid minor works can be used to pay rental costs or for a capital building project, the ICT grant can be used to purchase equipment or the annual licence for an educational software app.
21. In case 20/21 accounts are late, which accounts need to be audited, 2020/2021 or 2021/2022?	A specific area of the 2020/2021 accounts will be audited by the FSSU
22. When a school is spending, the invoices regularly have multiple costs on the invoice for example spend on covid related products as well as normal capitation type spend. what are schools using to ensure that invoice is broken out?	They should look at the at each invoice individually and analyse accordingly i.e., split it