



**FSSU**  
Financial Support  
Services Unit

# Surf Accounts

## Preparation for the Year-End

23 September 2021

# Webinar Control panel overview

## Attendee Control Panel

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### Questions

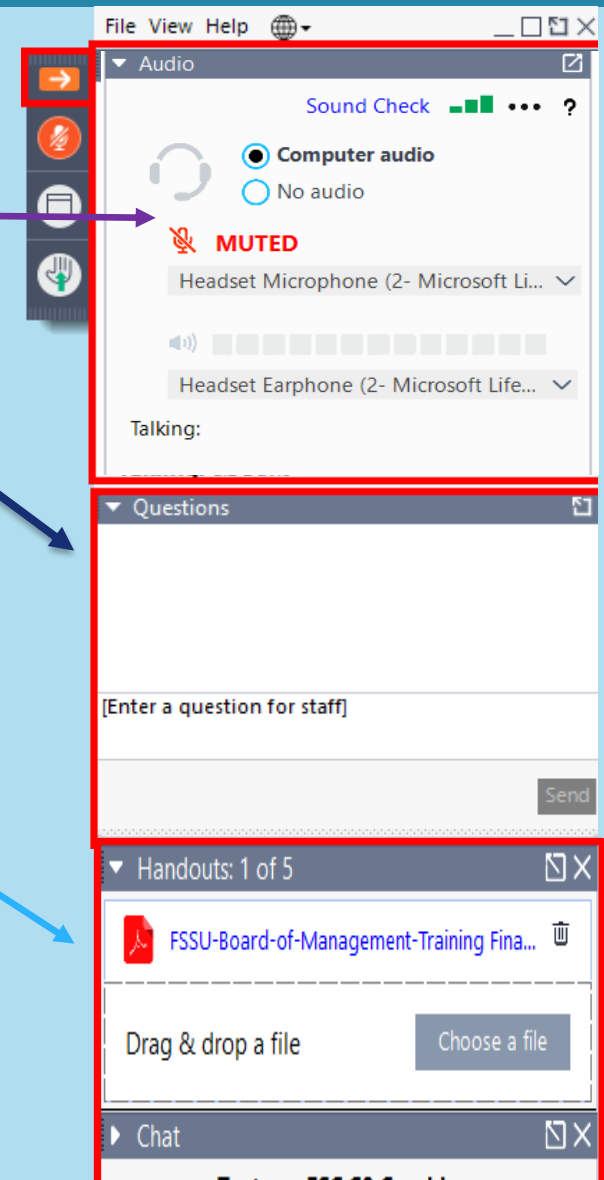
You can submit questions in the question panel or after the webinar via email to [info@fssu.ie](mailto:info@fssu.ie)

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**Note:** This presentation is being recorded and will be available on our website after the presentation



# Agenda

- ❁ Preparation for the Financial Year-End 31st August 2021 accounting for:
  - ❁ Income received in advance
  - ❁ Grants received in advance
  - ❁ Unspent Grants
- ❁ Generating year end reports
- ❁ Updates to the Chart of Accounts
- ❁ Starting the new financial year from 1<sup>st</sup> of September 2021

# Financial Year-End 31<sup>st</sup> August 2021

See **Financial Guideline 05-2021/2022 Financial Year-End 31st August 2021 on Surf Accounts**

- The financial year is the 1<sup>st</sup> of September 2020 to 31<sup>st</sup> of August 2021
- The school must engage the services of an external accountant to prepare and submit the accounts to the FSSU by the 28<sup>th</sup> of February, 2022.

# Preparation for the year end

See “Checklist of how to prepare for the year end” in Section 3 (page 2) of **Financial Guideline 05-2021/2022 Financial Year-End 31st August 2021 on Surf Accounts**

Prepare a year end file:

- Supporting paperwork
  - Assists with the journals
  - Good reference when looking back
- Will reduce queries on year end process
- Aim is to produce an **Income and Expenditure Report** and **Balance Sheet Report** for the year ended 31<sup>st</sup> of August 2021

# Preparation for the year end -Checklist

1. **First** post all day-to-day transactions: invoices, payments, receipts journals etc.
2. Reconcile **all** bank accounts up to 31<sup>st</sup> of August 2021 and ensure all o/s items are valid
3. Agree balance per petty cash account and cash control account to monies held in safe at 31<sup>st</sup> of August 2021
4. Agree Credit card account to balance owed per statement at 31<sup>st</sup> of August 2021
5. Agree online payment solution clearing account to balance owed at 31<sup>st</sup> of August 2020 (i.e. Way2Pay, EPP, MIT Payment Solutions)
6. Generate the “Aged Supplier Balance Report”
7. Generate the “Aged Customer Balance Report”

# Preparation for the year end - Checklist

8. Check the balance on the PAYE/PRSI/USC/LPT control account (nominal code 2250), should be liability owed to Revenue at 31st of August 2021  
(where a payroll journal is not used consider posting an outstanding payment at the year end)
9. The net wages control account (code 2200) should be zero or any balance explained.
10. Other wage related control account balances (e.g. Union Fees, Single Public Pension Scheme, ASC) should equate to amounts owed at 31st August 2021 (if recording payroll using the payroll journal).
11. Ensure balance on VAT control account (2260) is correctly stated
12. Ensure balance on RCT control account (2270) is correctly stated

# Preparation for the year end – Checklist

## 13. Income in Advance

- ❖ Income received in the current year, for next year should be shown as income received in advance on the balance sheet.
- ❖ Examples include Incoming first year charge, TY charge school admin charges, book rental & voluntary contributions
- ❖ **Review** the income for the year to ensure that all monies received for the next academic year have been included in the accounts as 'School Income Received in Advance'
- ❖ See our Quick Reference Guide "*Accounting for School Income Received in Advance*" for further information





# Preparation for the year end – Checklist

## 14. Grants received in Advance

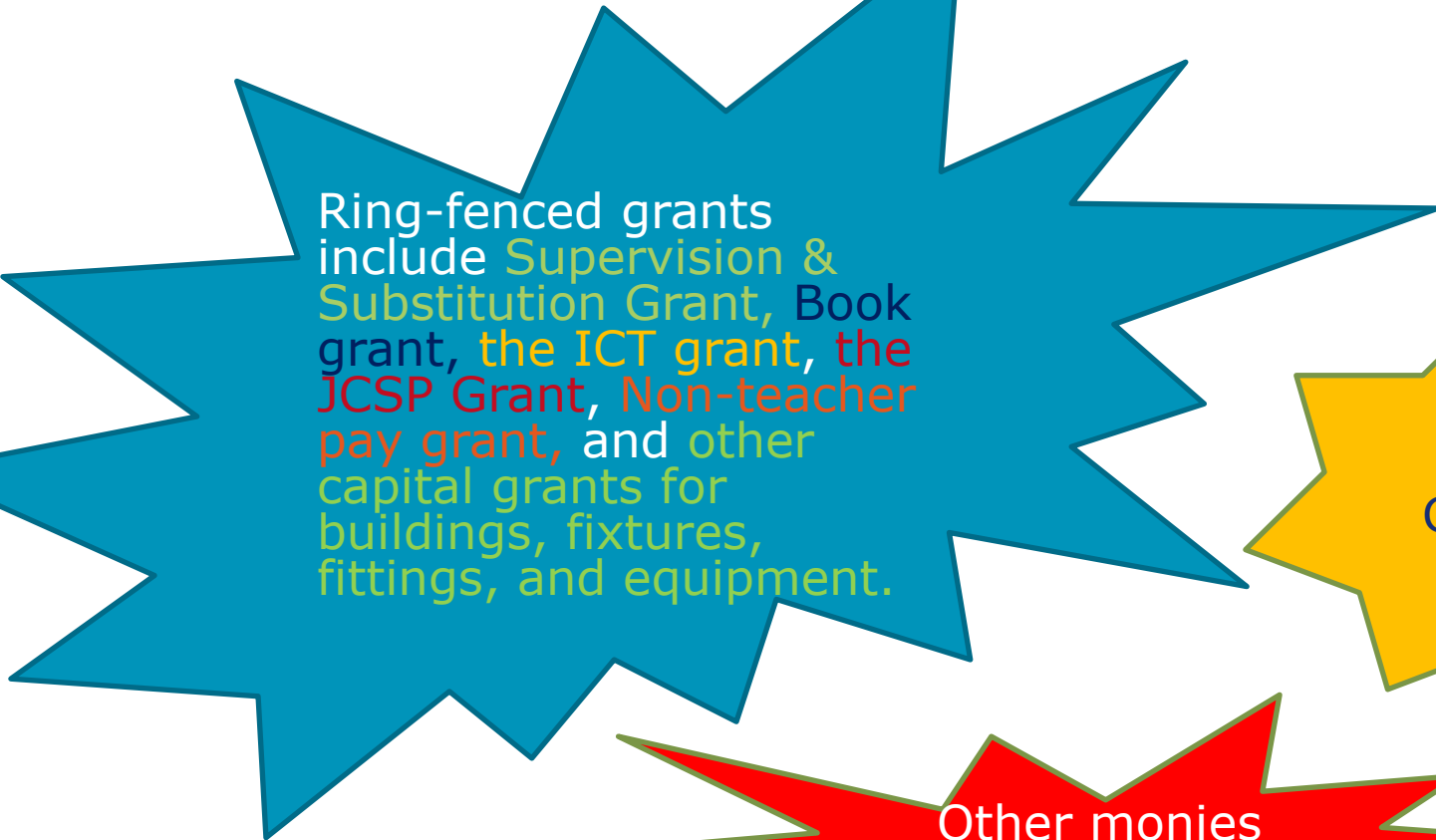
These are grants received in the current accounting period that belongs to a future accounting year e.g., grants received before the 31st of August 2021 for the school year 2021/2022. Below is a list of the most common grants received in advance.

Grant	Received in	For the period	Element in advance
Non-Pay Grant	July 2021	July/August/September 2021	1/3
Non-Teaching Pay Grant	July 2021	July/August/September 2021	1/3
Book Grant	June 2021	School Year September 2021-August 2022	100%
SSSF Grant	June 2021	July/August/September/October 2021	50%
DEIS Grant	June 2021	School Year September 2021-August 2022	100%

See our Quick Reference Guide Accounting for Grants Received in Advance

# 15. Accounting for Unspent Grants & Other Ring-fenced monies


Appendix 2 of Financial Guideline 05-2020/2021 Financial Year-End 31st August 2021 on Surf Accounts



Ring-fenced grants include Supervision & Substitution Grant, Book grant, the ICT grant, the JCSP Grant, Non-teacher pay grant, and other capital grants for buildings, fixtures, fittings, and equipment.



Covid Grants



Other monies received for specific purposes

**Before doing anything review your general ledger to ensure that income has been included in the correct place and correct department**

## Step 1: Generate your department report to show how much has been spent

*See template per appendix 2 of* **Financial Guideline 05-2020/2021**

## Supervision & Substitution

<3240>	S&S	Grant received	€24907.72
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<4150>	S &S	Grant expenditure	€1715.34
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Unspent Grant = €23,192.38

# e.g. Supervision & Substitution Grant Unspent

**WORKSHEET: CALCULATION UNSPENT GRANTS AT 31ST AUGUST 2021**

GRANT	INCOME		EXPENDITURE		BALANCE OF GRANT @ 31.08.2021	JOURNAL UNSPENT AMOUNT AT 31.08.2021			JOURNAL UNSPENT AMOUNT AT 01.09.2021		
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT	€	DR CODE	CR CODE	DEP.	DR CODE	CR CODE	DEP.
Book Grant	3150		4730		0	3150	2160	BGR	2160	3150	BGR
Supervision & Substitution Grant	3240	24907	4150	1715	23192	3240	2170	SS	2170	3240	SS
Bus Escort Grant	3294		4196		0	3294	2171	AOD	2171	3294	AOD
School Meals Grant	3296		4912		0	3296	2171	AOD	2171	3296	AOD
ICT Grant - Non capital	3230		4410		0	3230	2165	ICT	2165	3230	ICT
ICT Grant - Capital	3921		1460		0	3921	2165	ICT	2165	3921	ICT
Non-Teacher Pay Grant	3030										
NTPG - Clerical officers salaries			5010								
NTPG - Caretakers salaries			6010								
NTPG - Cleaners salaries			5110								
NTPG - Pensioners salaries			7500								
Non-Teacher Pay Grant Balance					0	3030	2168	NTP	2168	3030	NTP
Capital Grant: Building	3900		3940		0	3900	2171	AOD	2171	3900	AOD
Capital Grant: Equipment	3920		1430		0	3920	2171	AOD	2171	3920	AOD

**Step 2:** Record a journal to transfer the element of the unspent grant to the balance sheet. This way it can be carried forward into the next year.

**Step 3:** Record a journal at 01.09.2021 to transfer the element of the unspent grant to the back to income

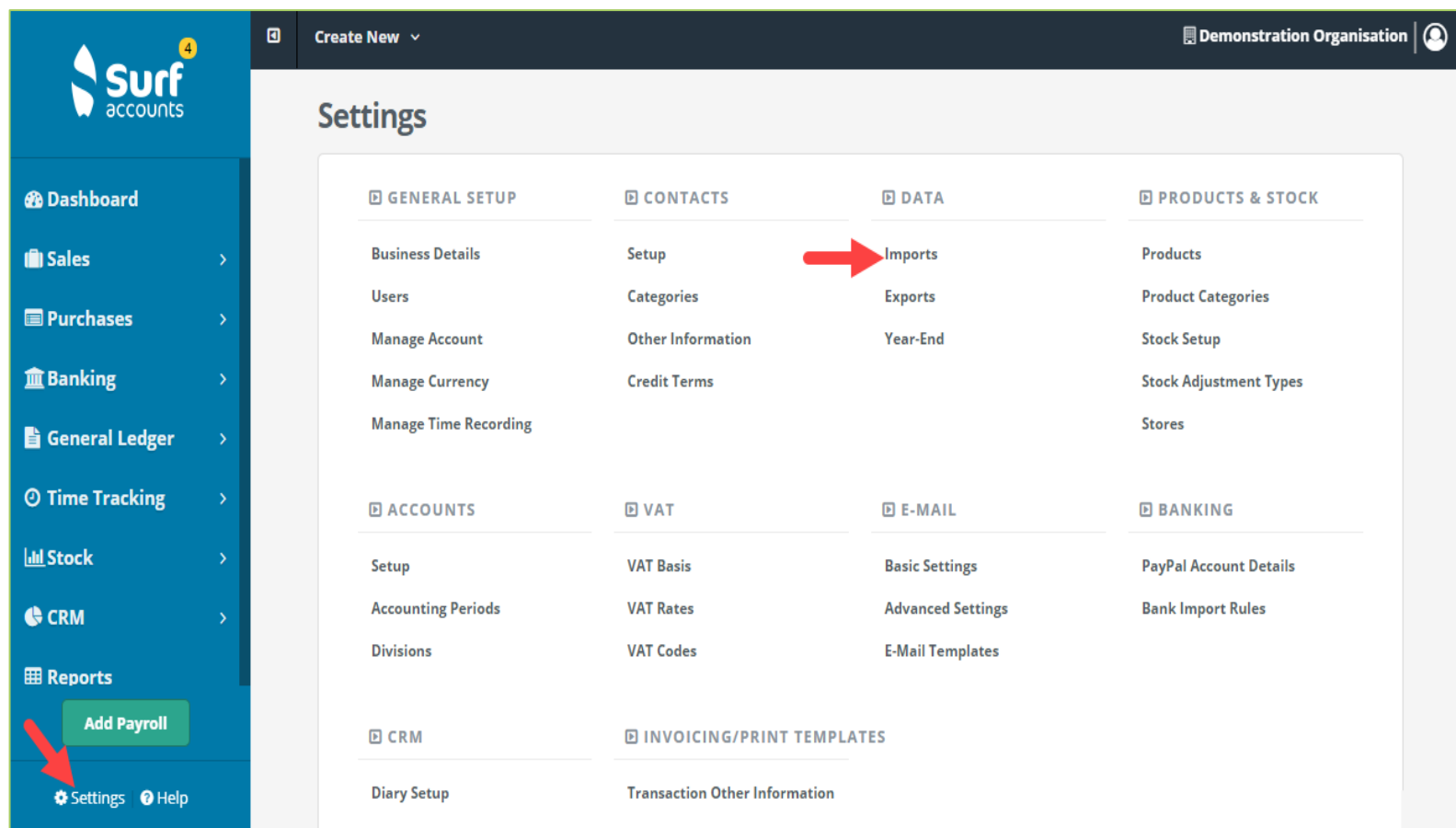
# Journal import

You can manually post the journals as outlined above or use the import journal feature.  
The worksheet feeds into a template for journals

Date	Ref	Type	Note	Code	Item Line Note	Debit	Credit	Division	SubDiv
31/08/2021	YR END ADJ	Journal	Book grant unspent at 31.08.2021	3150	Book Grant Income	0		BGR	
31/08/2021	YR END ADJ	Journal	Book grant unspent at 31.08.2021	2160	Book Grant Unspent		0	BGR	
31/08/2021	YR END ADJ	Journal	S&S grant unspent at 31.08.2021	3240	Supervision and Substitution Grant	23,192.00		SS	
31/08/2021	YR END ADJ	Journal	S&S grant unspent at 31.08.2021	2170	Supervision and Substitution Grant Unspent		23,192.00	SS	
31/08/2021	YR END ADJ	Journal	Bus Escort Grant Unspent at 31.08.2021	3294	Bus Escort Grant income	-		AOD	
31/08/2021	YR END ADJ	Journal	Bus Escort Grant Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent		-	AOD	
31/08/2021	YR END ADJ	Journal	School Meals Grant Unspent at 31.08.2021	3296	DESP School Meal Grant	-		AOD	
31/08/2021	YR END ADJ	Journal	School Meals Grant Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent		-	AOD	
31/08/2021	YR END ADJ	Journal	ICT Grant Unspent at 31.08.2021	3230	ICT Grant Non Capital	-		ICT	
31/08/2021	YR END ADJ	Journal	ICT Grant Unspent at 31.08.2021	2165	ICT Grant Unspent		-	ICT	
31/08/2021	YR END ADJ	Journal	ICT Grant Unspent at 31.08.2021	3921	ICT Grant Capital income or	-		ICT	
31/08/2021	YR END ADJ	Journal	ICT Grant Unspent at 31.08.2021	2165	ICT Grant Unspent		-	ICT	
31/08/2021	YR END ADJ	Journal	Non-Teacher Pay Grant Unspent at 31.08.2021	3030	Non Teachers Pay Budget	-		NTP	
31/08/2021	YR END ADJ	Journal	Non-Teacher Pay Grant Unspent at 31.08.2021	2168	Non Teachers Pay Budget Grant Unspent		-	NTP	
31/08/2021	YR END ADJ	Journal	Capital Grant: Building Unspent at 31.08.2021	3900	DE Capital Building Grant Income	-		AOD	
31/08/2021	YR END ADJ	Journal	Capital Grant: Building Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent		-	AOD	
31/08/2021	YR END ADJ	Journal	Capital Grant: Equipment Unspent at 31.08.2021	3920	DE Equipment Grants Income	-		AOD	
31/08/2021	YR END ADJ	Journal	Capital Grant: Equipment Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent		-	AOD	
01/09/2021	OP BAL ADJ	Journal	Book grant unspent at 31.08.2021	2160	Book Grant Unspent	-		BGR	
01/09/2021	OP BAL ADJ	Journal	Book grant unspent at 31.08.2021	3150	Book Grant Income		-	BGR	
01/09/2021	OP BAL ADJ	Journal	S&S grant unspent at 31.08.2021	2170	Supervision and Substitution Grant Unspent	23,192.00		SS	
01/09/2021	OP BAL ADJ	Journal	S&S grant unspent at 31.08.2021	3240	Supervision and Substitution Grant		23,192.00	SS	
01/09/2021	OP BAL ADJ	Journal	Bus Escort Grant Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent	-		AOD	
01/09/2021	OP BAL ADJ	Journal	Bus Escort Grant Unspent at 31.08.2021	3294	Bus Escort Grant income		-	AOD	
01/09/2021	OP BAL ADJ	Journal	School Meals Grant Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent	-		AOD	
01/09/2021	OP BAL ADJ	Journal	School Meals Grant Unspent at 31.08.2021	3296	DESP School Meal Grant		-	AOD	
01/09/2021	OP BAL ADJ	Journal	ICT Grant Unspent at 31.08.2021	2165	ICT Grant Unspent	-		ICT	
01/09/2021	OP BAL ADJ	Journal	ICT Grant Unspent at 31.08.2021	3230	ICT Grant Non Capital		-	ICT	
01/09/2021	OP BAL ADJ	Journal	ICT Grant Unspent at 31.08.2021	2165	ICT Grant Unspent	-		ICT	
01/09/2021	OP BAL ADJ	Journal	ICT Grant Unspent at 31.08.2021	3921	ICT Grant Capital income or		-	ICT	
01/09/2021	OP BAL ADJ	Journal	Non-Teacher Pay Grant Unspent at 31.08.2021	2168	Non Teachers Pay Budget Grant Unspent	-		NTP	
01/09/2021	OP BAL ADJ	Journal	Non-Teacher Pay Grant Unspent at 31.08.2021	3030	Non Teachers Pay Budget		-	NTP	
01/09/2021	OP BAL ADJ	Journal	Capital Grant: Building Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent	-		AOD	
01/09/2021	OP BAL ADJ	Journal	Capital Grant: Building Unspent at 31.08.2021	3900	DE Capital Building Grant Income		-	AOD	
01/09/2021	OP BAL ADJ	Journal	Capital Grant: Equipment Unspent at 31.08.2021	2171	Other Ringfenced Grants Unspent	-		AOD	
01/09/2021	OP BAL ADJ	Journal	Capital Grant: Equipment Unspent at 31.08.2021	3920	DE Equipment Grants Income		-	AOD	

# Journal import

1) Go to Settings > Imports



2) Select Journals > Next

# Journal import

3) Download and save a template (note the template should be saved as a csv file)

To import **Journals** into **Surf Accounts** you must use the following **Template** (click on link to download). Once you have filled in the information select with the import file the information will not be imported then you must fix the problems and re-import.

Choose File No file chosen

6) Copy and paste the information from the journal tab here into the import sheet

7) Select the file and import

To import **Journals** into **Surf Accounts** you must use the following **Template** (click on link to download). Once you have filled in the information with the import file the information will not be imported then you must fix the problems and re-import.

Choose File No file chosen







# e.g. ICT grant Unspent

		2021		2020
Code	Description	Current	Comparative	
		€	€	
<b>Income and Expenditure Account</b>				
<b>Income</b>				
<b>Income Department Grants</b>				
3230	Computer / IT Grant	30,470.44	-	
		<b>€30,470.44</b>	-	
<b>TOTAL Income</b>		<b>€30,470.44</b>	-	
<b>Expenditure</b>				
<b>Expenditure Education Other</b>				
4410	Non Capital Computers / ICT Expense	2,000.00	-	
		<b>€2,000.00</b>	-	
<b>TOTAL Expenditure</b>		<b>€2,000.00</b>	-	
<b>NET SURPLUS/DEFICIT</b>		<b>€28,470.44</b>	-	
<b>Balance Sheet</b>				
<b>Fixed Assets</b>				
<b>Fixed Asset Fixed asset</b>				
1460	Capital: Computer Equip	20,000.00	-	
		<b>€20,000.00</b>	-	
<b>TOTAL Fixed Assets</b>		<b>€20,000.00</b>	-	



# Covid Grants Unspent @ 31.08.2021

See **Appendix 1 of Financial Guideline 05-2021/2022 & Financial Guideline 01-2021/2022**  
Reminder: Return of Unspent Covid Capitation funding supports for the 2020/2021 school year  
(which includes a training video)

-  The portion of unspent COVID grants at the 31.08.2021 must be returned to the Department of Education by 30<sup>th</sup> of September 2021
-  The balance unspent & being returned should be moved from income to the balance sheet codes (2181-2185)
-  The Department have stated that an overspend in one of the grants may be offset by an underspend in another
-  The return to the Department should not include the Covid Minor Works Grant

# Covid Grants Unspent @ 31.08.2021

				Covid Aide	COVID PPE & Sanitation	COVID Enhanced Supervision	COVID Cleaning Materials	COVID Cleaning Wages	TOTAL	
INCOME (Grants Received)										
Nominal/General Ledger Codes				3280	3281	3282	3283	3283		
August 2020				€2,800	€39,000	€34,000	€10,000		€85,800	
December 2020 (Recall)*				€287	€5,400				€5,687	
January 2021					€23,000	€34,000	€10,000		€67,000	
June 2021					€29,000	€21,400	€8,000		€58,400	
TOTAL				€3,087	€96,400	€89,400	€28,000		€216,887	
EXPENDITURE										
Nominal/General Ledger Codes				5801	5802	5803	5805	5804		
Expenditure				€4,500	€74,000	€14,000	€19,000	€23,000	€134,500	
TOTAL				€4,500	€74,000	€14,000	€19,000	€23,000	€134,500	
UNSPENT (OVERSPENT)				(€1,413)	€22,400	€75,400	€9,000	(€23,000)	€82,387	
Important The Department has not requested a refund of the COVID Minor Works grant unspent				Refund due to the Department						
				COVID Aide Grant unspent						-€1,413
				COVID PPE & Sanitation						€22,400
				COVID Enhanced Supervision						€75,400
				COVID Cleaning Materials & Wages						-€14,000
				Refund due						€82,387

## Other items required (Checklist #18-20)

- ❁ Prepare a manual list of unpaid invoices/expenses related to the year ended 31 August 2021, that have not been posted to Surf.
- ❁ Generate manual list of debtors & prepayments at 31st August 2021 (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 2021.
- ❁ 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.

# 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

# Update to FSSU Chart of Accounts (Revised Version August 2021)

*Financial Guideline 2021/2022 - 02*

Add codes where you need them:

<b>TABLE A: NEW CODES ADDED TO THE CHART OF ACCOUNTS</b>			
<b>Code</b>	<b>Description</b>	<b>Type</b>	<b>Category</b>
3225	Amortisation of DE Equipment Grants	Income	Department of Education
3226	Amortisation of DE ICT Grants	Income	Department of Education
3227	Amortisation of Other DE Grants	Income	Department of Education
3395	Practical Subjects Income	Income	School Generated Income
3460	Career Guidance Income	Income	School Generated Income
3545	Summer Camps Income	Income	School Generated Income
4181	Canteen Salaries Expense	Expenditure	Education Salary

Remove codes or if not able edit to say do not use (Edit code if required)

<b>TABLE B: CODES REMOVED FROM THE CHART OF ACCOUNTS</b>				
<b>Do not use these codes</b>				
<b>Code</b>	<b>Description</b>	<b>Type</b>	<b>Category</b>	<b>Comment</b>
3291	Scoileanna Lan Ghaeilge Grant	Income	Department of Education	Primary school grant included in Capitation Grant -No need for code
4194	July Provision Expense	Expenditure	Education Salary	The Department are paying salary directly to teachers/SNA – no need for code
4926	Other Educational Wages Expense	Expenditure	Education Other Expenditure	New code added under the Category of Educational Salaries – 4198. Use 4198 going forward for Other Educational Salaries
6860	Canteen Expense	Expenditure	Administration	2 new codes added 4181 Canteen Salaries and 4915 Other Canteen Expenses. Do not use 6860

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3460	Career Guidance Income	Income	School Generated Income
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6860	Canteen Expense	Expenditure	Administration	2 new codes added 4181 Canteen Salaries and 4915 Other Canteen Expenses. Do not use 6860

# Continuing into the New Year

- ❁ You can continue and process transactions for September 2021 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**
- ❁ **Any balances unspent can be transferred back to income at 01.09.2021**



# New year adjustments –Income in advance

Code	Description	Note	Debit	Credit	Department S
2105	School Income Received in Advance	Income in Advance at 31.08.2021-School Charges	21,750.00		AOD
3390	School Administration charges	Income in Advance at 31.08.2021-School Charges		21,750.00	AOD
2105	School Income Received in Advance	Income in Advance at 31.08.2021-TY	11,500.00		TY
3310	Transition Year Income	Income in Advance at 31.08.2021-TY		11,500.00	TY
2105	School Income Received in Advance	Income in Advance at 31.08.2021-Book rental	16,500.00		BGR
3330	Book Rental Scheme Income	Income in Advance at 31.08.2021-Book rental		16,500.00	BGR
		Total Debits	49,750.00		
		Total Credits	49,750.00		
		Balance	-		



# New year adjustments –Advance/unspent grants etc

Post a journal to transfer monies in advance/unspent back to income

- ❖ Tip: Copy journal at 31.08.2021 & switch Debits and credits
- ❖ Check balance sheet report for Sept 2021 to make sure it was posted correctly

Date	Ref	Type	Note	Code	Item Line Note	Debit	Credit	Division
31/08/2021	YR END ADJ	Journal	S&S grant unspent at 31.08.2021	3240	Supervision and Substitution Grant	23,192.00		SS
31/08/2021	YR END ADJ	Journal	S&S grant unspent at 31.08.2021	2170	Supervision and Substitution Grant Unspent		23,192.00	SS
31/08/2021	YR END ADJ	Journal	ICT Grant Unspent at 31.08.2021	3230	ICT Grant Non Capital	8,470.00		ICT
31/08/2021	YR END ADJ	Journal	ICT Grant Unspent at 31.08.2021	2165	ICT Grant Unspent		8,470.00	ICT
01/09/2021	OP BAL ADJ	Journal	S&S grant unspent at 31.08.2021	2170	Supervision and Substitution Grant Unspent	23,192.00		SS
01/09/2021	OP BAL ADJ	Journal	S&S grant unspent at 31.08.2021	3240	Supervision and Substitution Grant		23,192.00	SS
01/09/2021	OP BAL ADJ	Journal	ICT Grant Unspent at 31.08.2021	2165	ICT Grant Unspent	8,470.00		ICT
01/09/2021	OP BAL ADJ	Journal	ICT Grant Unspent at 31.08.2021	3230	ICT Grant Non Capital		8,470.00	ICT

**Thank you for joining the webinar**

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