



# Introduction to Surf Accounts for New Users

## Community & Comprehensive Schools

October 2021



# Webinar



Recording



Email



Handouts



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

**Q&A**

Questions

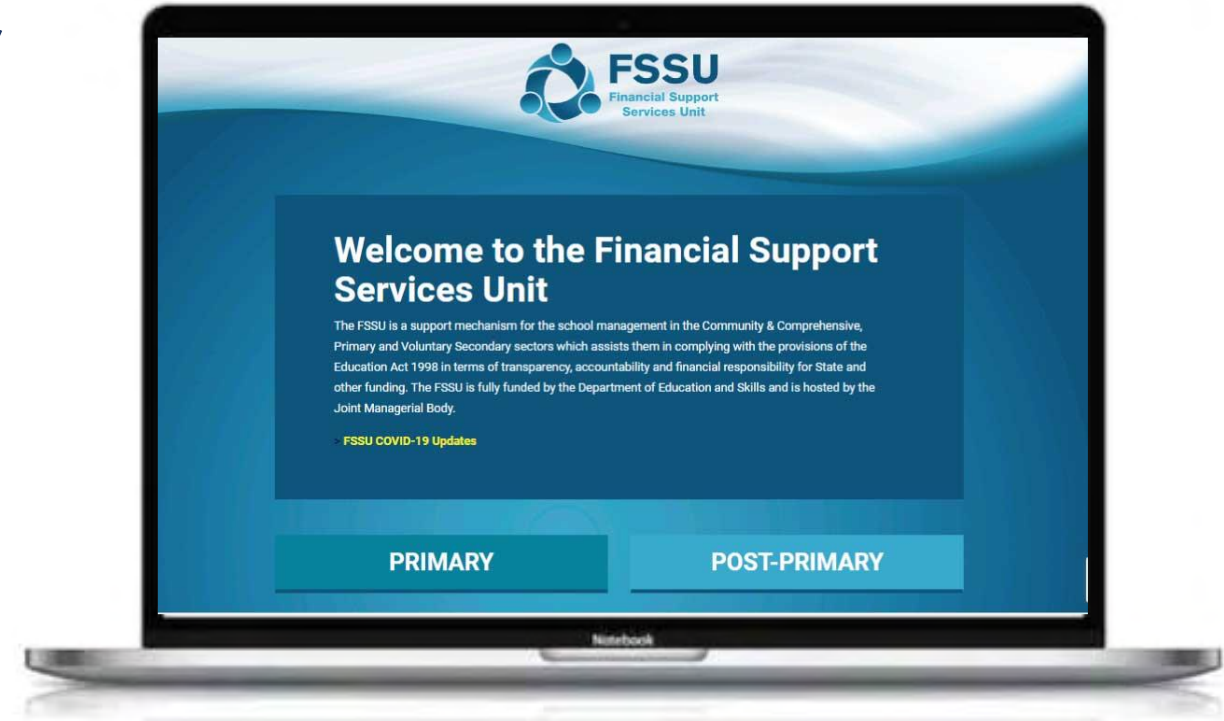
# Agenda

- Introduction to the FSSU
- Introduction to Surf Accounts



# The Financial Support Services Unit

- The FSSU was set up under **DE Circular M36/05**
- Further **Circulars 60/2017 & 02/2018** issued to include the primary and Community & Comprehensive sectors
- The FSSU is primarily a **support mechanism** for C&C, primary and voluntary secondary schools



# Contact Us

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## Welcome to the Financial Support Services Unit

In accordance with DES Circulars 60/2017 and 02/2018, the FSSU supports boards of management in the Community & Comprehensive, Primary and Voluntary Secondary School sectors. The FSSU supports boards of management 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 also supports boards of management in meeting their compliance requirements to other regulatory and statutory bodies. The FSSU is fully funded by the Department of Education and is hosted by the Secretariat of Secondary Schools Ltd.

> [FSSU COVID-19 Updates](#)

**PRIMARY**

**POST-PRIMARY**



# Remote Support



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## Popular Topics

- [Covid-19](#)
- [Sage 50](#)
- [Surf Accounts](#)
- [RCT & VAT](#)
- [School Payment Solutions](#)

## Current Issues

- [FSSU COVID-19 Updates](#)
- [Sage 50 Accounts Webinar Training](#)
- [Surf Accounts Webinar Training Recording](#)
- [Return of Unspent Covid Capitation Funding](#)
- [Co2 Monitors](#)

## Remote Support



## Search A-Z



## Forms & Templates



# Surf Accounts



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- All Topics**
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- [Charitable Donations](#)
- [Charities Regulator](#)
- [Covid-19](#)

## Surf Accounts

### Current Topics

- > [Surf Accounts Webinar for New Users](#)
- > [Webinar Recording on Year End](#)

[Chart of Accounts Section](#)

[Webinar Training on Surf Accounts](#)

[Surf Webinar Recordings/Training Videos](#)

[Manual for Surf Accounts](#)

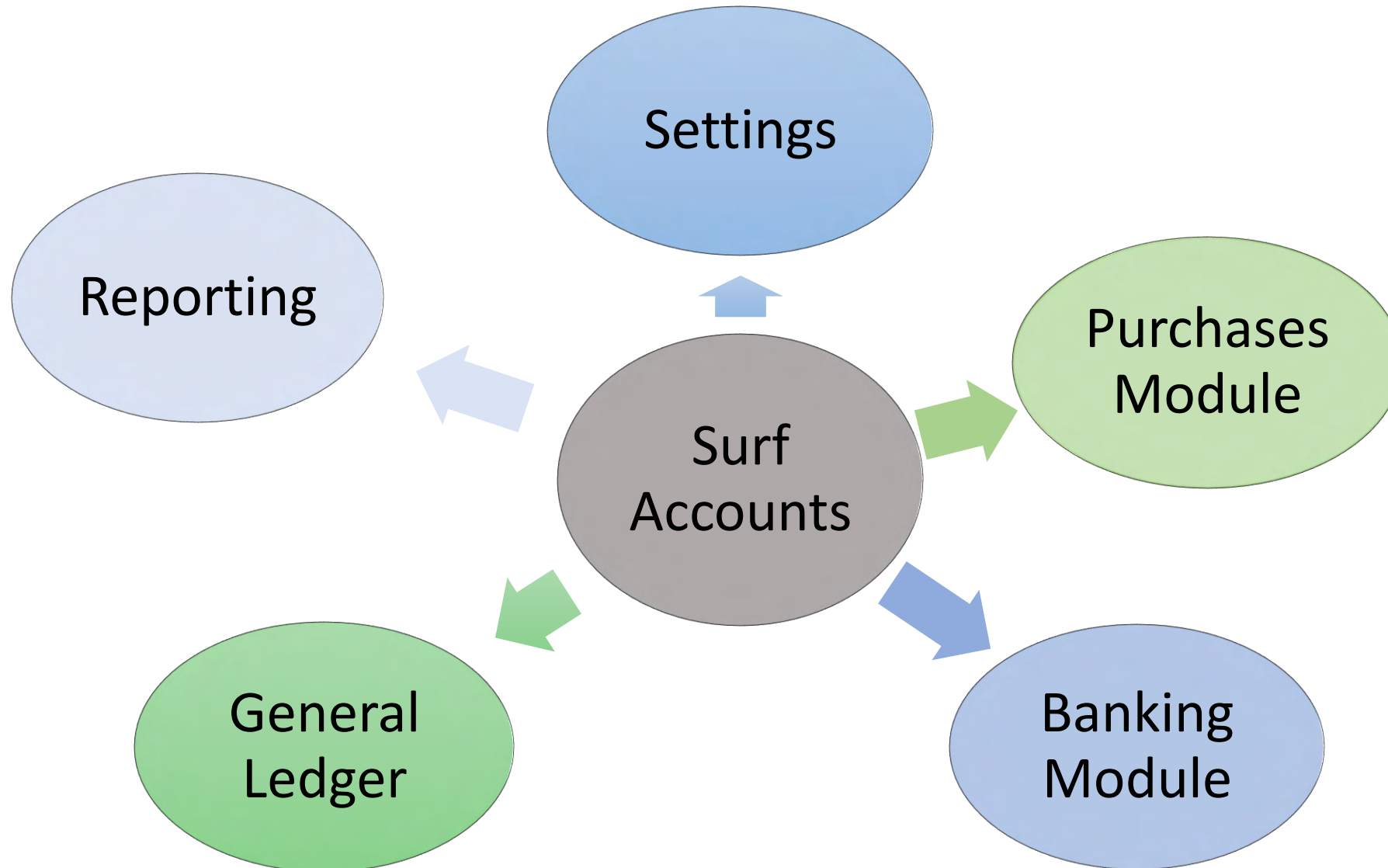
[Entering the Budget on Surf Accounts](#)

[Purchase Surf Accounts](#)

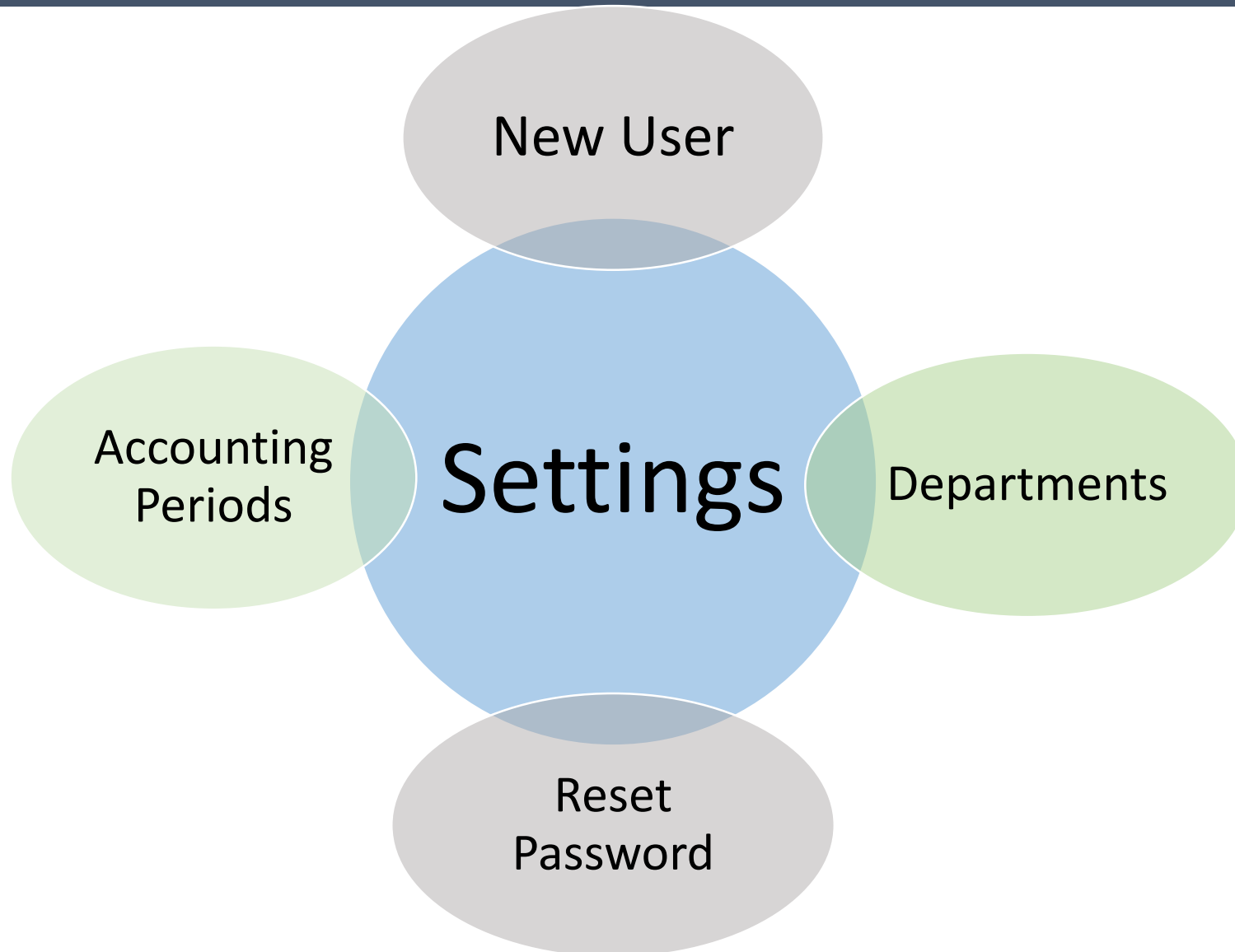




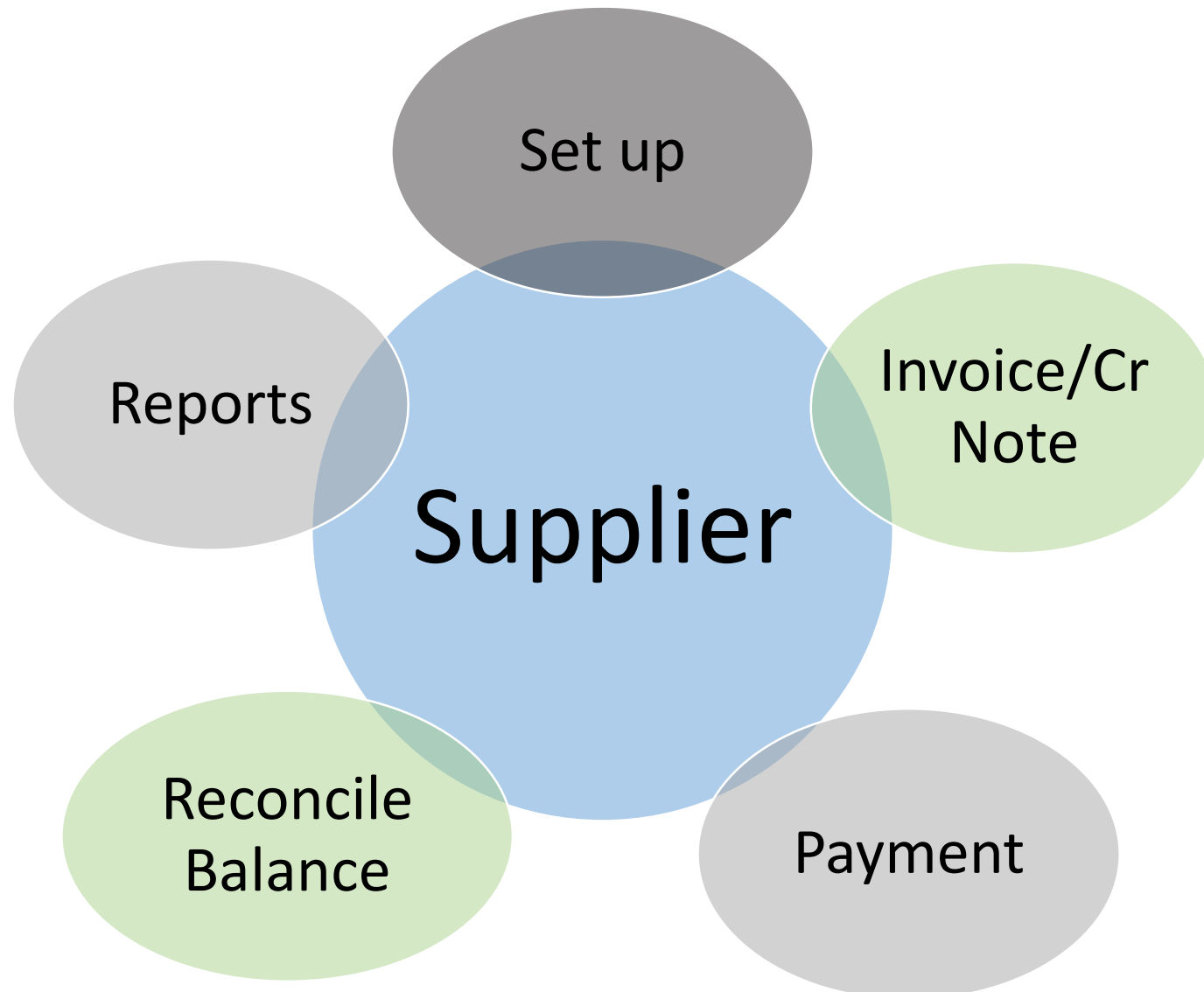
# Surf Accounts



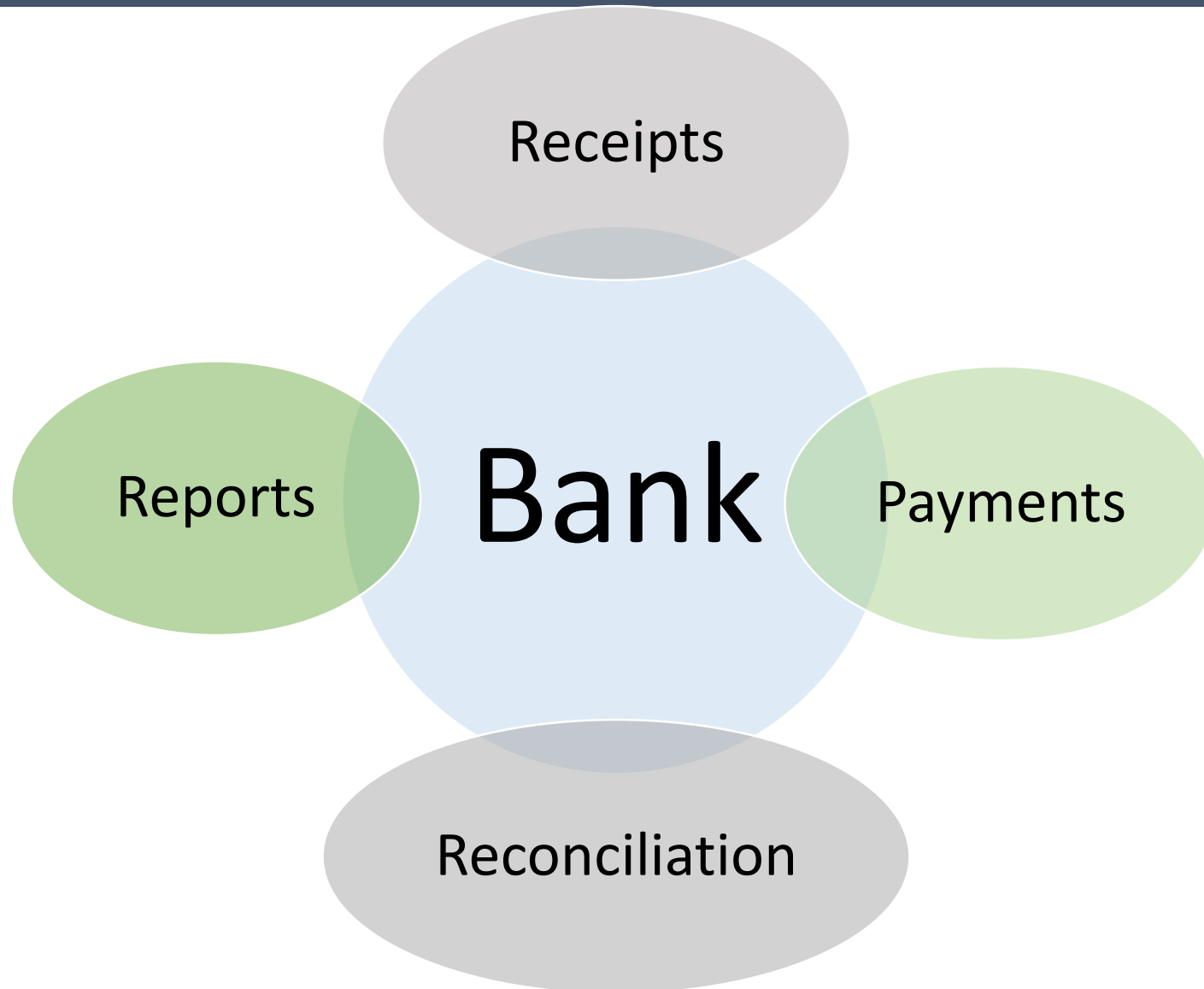
# Settings Module – The Basics



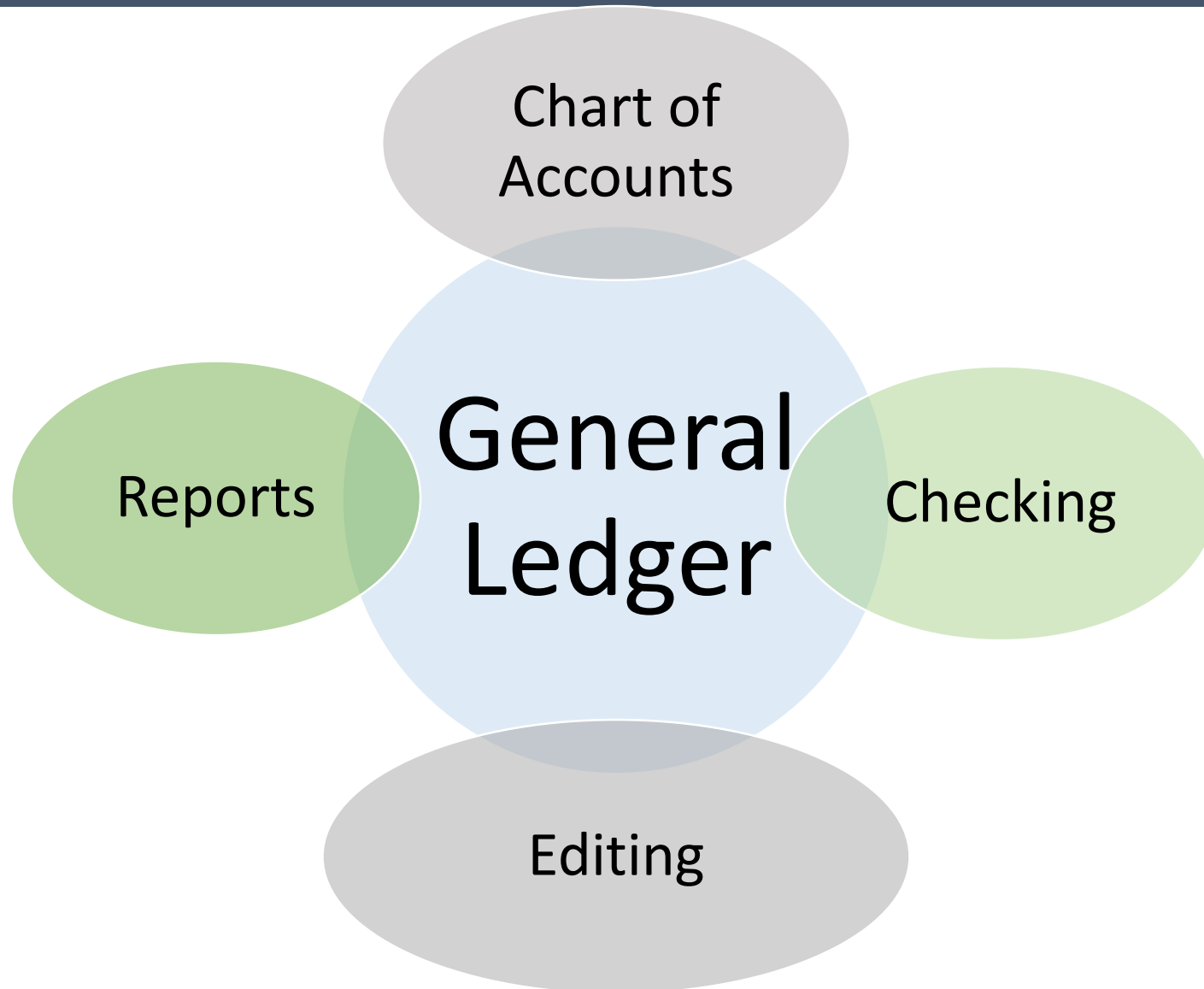
# Purchases Module – The Basics



# Banking Module– The Basics



# General Ledger– The Basics



# General Ledger – Chart of Accounts

## **SCHOOL INCOME**

**3000-3294** Department of Education Grants

**3295-3299** Other State Income

**3300-3599** School Generated Income

**3600-3899** Other Income

# General Ledger - Chart of accounts

## SCHOOL EXPENDITURE

**4000-4299** Education – Salaries

**4300-4999** Education – Other

**5000-5999** Repairs, Maintenance

**6000-6999** Administration

**7000-7999** Finance

**8000-8999** Depreciation

# General Ledger - Chart of accounts

## Fixed Assets

FF&E



Buildings



ICT





# General Ledger - Chart of accounts

Buildings



Building  
Grant

Code 3900  
DE Capital  
Building  
Grant Income

Expenditure

Code 3940 DE  
Capital  
Building Grant  
expense

Code 1400  
Capital Land &  
Buildings

# General Ledger - Chart of accounts

Fixtures,  
Fittings &  
Equipment



FF&E Grant

Code 3920  
DE Fixtures,  
Fittings &  
Equipment  
Grant Income

Expenditure

Code 1420  
Capital  
Fixtures,  
Fittings &  
Equipment



# General Ledger - Chart of accounts

ICT-  
Capital



ICT Grant

Code 3921  
DE ICT Grant  
Capital Income

Expenditure

Code 1460  
Capital ICT

# General Ledger - Chart of accounts

ICT-Non  
Capital



ICT Grant

Code 3230

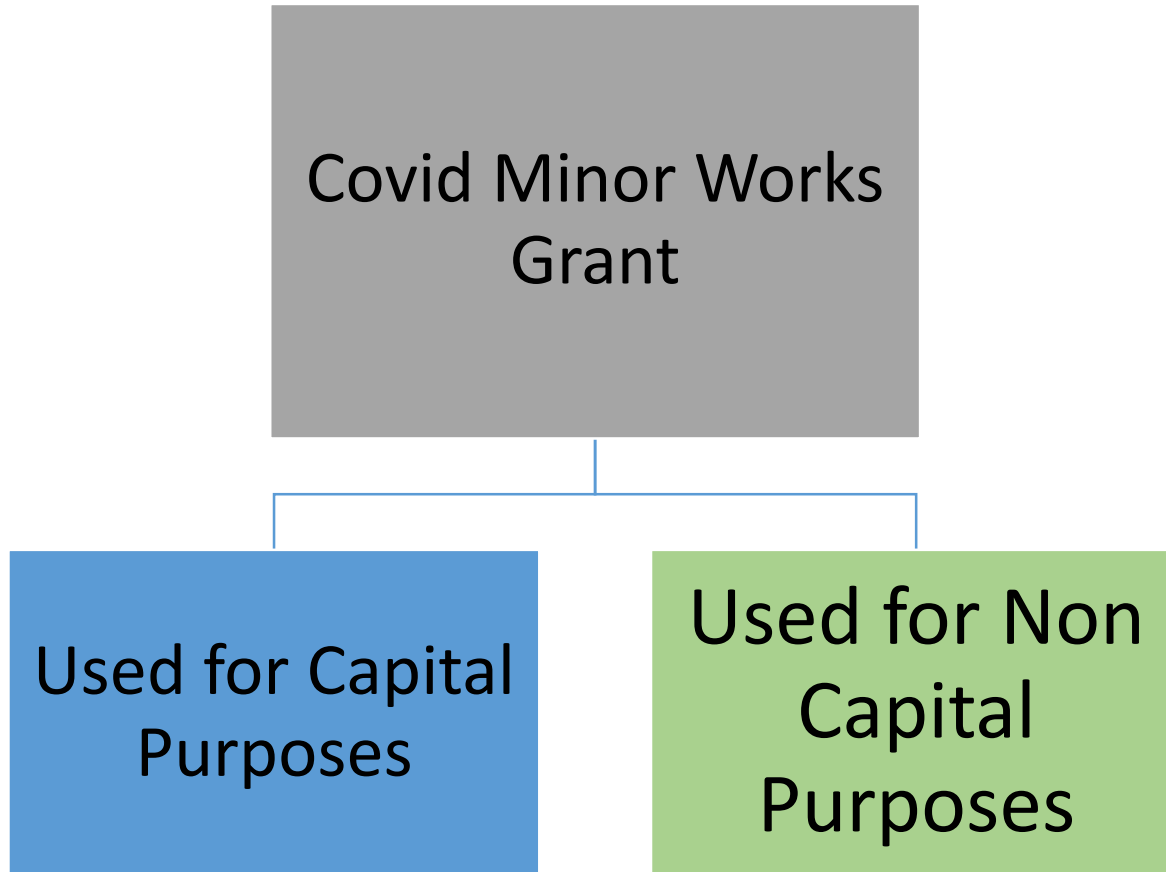
ICT Grant Non  
Capital

Expenditure

Code 4410

ICT Grant  
Non-Capital  
Expense

# General Ledger - Chart of accounts



# General Ledger - Chart of accounts

## COVID MINOR WORKS GRANT-CAPITAL

Grant: Code 3905 Covid Minor Works Capital Grant Income

FF&E



Expense Code: 1425  
Capital Minor Works FF&E

Buildings



Expense Code: 3941 Covid  
Minor Works Building Expense

ICT



Expense Code: 1465 Covid  
Minor Works ICT

# General Ledger - Chart of accounts

**COVID MINOR WORKS GRANT-NON CAPITAL**

**Grant: Code 3277 Covid Minor Works**



**Expense Code: 5316 Covid Minor Works Grant Expense**



# Board of Management Reports

- Bank reconciliation
- List of payments & receipts
- Income & expenditure account
- Balance Sheet
- Aged supplier report
- Capital report
- List of income received in advance

**Thank you for joining the webinar**

**If you have any further questions  
please telephone or email us**

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