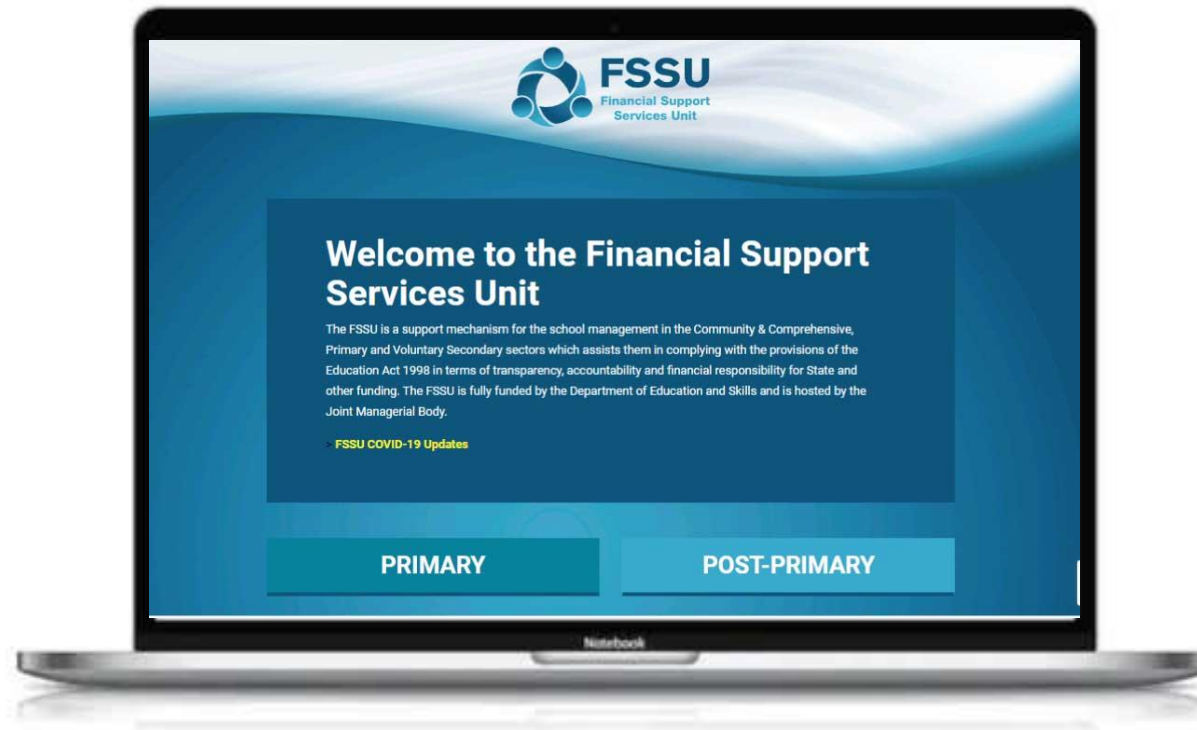


The Financial Support Services Unit





Sage 50 Webinar Training Video

BOM Income & Expenditure Report

Part 2 - Expenditure

Presenter: Breda Murphy



Agenda

☐ BOM Income & Expenditure Report

Focus on Expenditure

- Recording expenditure accurately in Sage 50
- Monitoring the spending of Department Grants

Building confidence in monitoring school spending using the reports in Sage 50



BOM Income & Expenditure Report

Overview of Expenditure in Sage 50

		BOM Income and Expenditure Account						
From:	Month 1, September 2021	To:	Month 5, Jan 2022					
Chart of Accounts:	FSSU							
			Period	Budget	Var	Prior Year		
						to Aug 21		
Income								
Total Department Income:		76%	425,951	586,659	-160,709	663,262	72%	
Total School Generated Income:		21%	118,520	209,336	-90,816	122,896	26%	
Total Other Income:		3%	15,877	20,000	-4,123	21,666	2%	
TOTAL Income:			560,348	815,996	-255,648	807,824		
Expenditure								
Total Education Salaries:		2%	11,150	59,300	-48,150	32,721	7%	
Total Education Other:		28%	136,643	200,946	-64,303	124,908	25%	
Total Repairs Maintenance & Establishment:		47%	224,887	402,167	-177,281	432,268	49%	
Total Administration:		21%	102,899	140,600	-37,701	176,436	17%	
Total Financial:		1%	6,919	11,082	-4,163	11,312	1%	
TOTAL Expenditure:			482,497	814,095	-331,597	777,646		
NET PROFIT/(LOSS)			77,850	1,901	75,949	30,178		

The financial management of the school:

- Funding from the DE
- Collecting additional income through the school

To meet the operational needs of the school for the academic year.

Schools are not a profit making entity

Schools have a Charity status

Accountable for how the money is spent
Monitoring Expenditure is crucial

How well do we know the makeup of our own school expenditure?



BOM Income & Expenditure Report

Checklist for recording Expenditure in Sage 50

1. Vital school expenditure is recorded correctly in Sage 50 and is monitored against budget and Prior Year

- Approved Purchase orders matched to goods received and the Purchase invoice
- What Dept grant is being used to fund the expense?

2. Sage 50 – Suppliers module or recording Bank Payments

- FSSU COA & FSSU Guidelines for exceptional Grants
- Code the Purchase invoice using the expenditure codes in the FSSU Chart of Accounts
- Supplier Module V Bank Module
- Create a Department in Sage 50 for significant school expenditure

3. Always review the postings to Sage 50

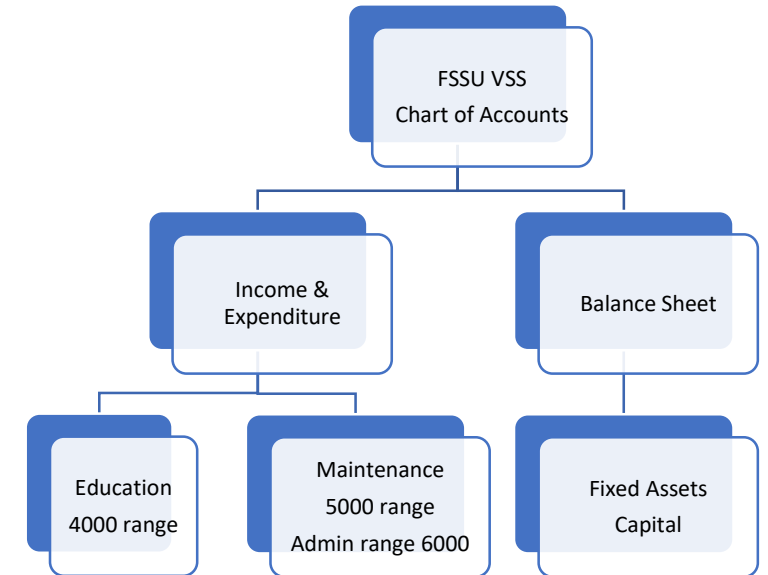
- Review the list of Purchase Invoices or **List of Bank Payments report** in Sage 50 for accuracy of coding monthly
- Ongoing look up of the **nominal ledger activity** for the expense codes – all debit postings?
- Review the **Bank reconciliation report** for old outstanding bank payments and adjust if appropriate

4. Periodically review the output: Bom Income & Expenditure Report

- Compare all the expense codes against budget and prior year
- Be careful with postings to Repairs & consider the Materiality of the cost
- Monitor the Department Grants & School Income for specific purposes for spend YTD & flag overspends

5. Monitoring spending against Department Grants & Income received

- ❖ **As an exercise for your school analyse the key expense headings**
 - ❖ What are the top expenses under each expense type?
 - ❖ What is the biggest expense that your school incurs?
 - ❖ Add any potential overspends as codes to the Sage Dashboard



1. A robust purchasing system & recording expenditure accurately in Sage 50

1. A good purchasing system, a detailed budget & spending limits strictly adhered to
2. A valid invoice, delivery docket & purchase order – showing what income source it should be set against
3. The Supplier module in Sage 50 – useful to record all invoices
2. Considerations when picking a nominal code for the Grants
 - Is it for day to day running of school in the current financial year?
 - What type of expense is it? Know the FSSU COA
 - Is it long term in nature or timing? Then use Balance sheet codes
3. Other criteria to be mindful of:
 - In what nominal code is the expense budgeted for?
 - Where was it coded in prior years?
4. Use the Department function effectively in Sage 50
5. Code & record each cheque payment in sequence in Sage 50

Purchase Order Procedures

Procedures governing purchasing should be established by the board of management, setting out the arrangements for buying and receipt of goods and accounting for them. All suppliers should be reputable, competent and Revenue compliant. Apart from routine items, purchases may only be made on foot of an approved **purchase order certified by the principal**. A detailed budget showing spending limits in all areas should be drawn up each year and strictly adhered to.

Payment should only be made on the basis of a valid invoice, delivery docket and purchase order. In general, all invoices and payments for approved purchases should be honoured within one month.

A tax clearance certificate is required from the supplier for purchases in excess of €10,000.

Purchasing Order Procedures

The purchase order system will ensure that all purchases are recorded on a timely basis and that the purchase is within budget.

- a. Purchase Order books must be printed on pre-numbered books with the school details and logo. The books will be in triplicate form. The order books will be kept at all times in the accounts administrator's office.

FSSU Chart of Accounts

Expenditure is in the range of Codes 4000-8999

4000-4299 Education – Salaries: All salaries to private, part-time and substitute teachers and payments to teachers for education related services including all PAYE, USC and PRSI.

4300-4999 Education – Other: Expenditure includes all teaching aids, consumable materials and all expenses related to curriculum and education activities.

5000-5999 Repairs, Maintenance and Establishment: Current expenditure related to the upkeep and maintenance of school buildings, grounds, furniture, fittings and equipment, caretaking costs, cleaning, insurance, light, power and heating.

6000-6999 Administration: Administrative salaries and services, printing, postage, telephone and stationery.

7000-7999 Financial: Bank interest and charges.

Recording Expenditure in Sage 50

Nominal Coding FAQ's

Transaction Details	Income Code	Expense Code	Dept	
Students collect money for Marie Keating Foundation	3852		0	
Money paid out to MKF		4924	0	
Bin Collection		5610	0	
Gift to person retiring		6650	0	
Debs costs		4770	0	
VS Ware		6730		
NAPD		6700		
Sage		6731		
Irish Copyright		6700		
PAYE for Caretaker		5010		
JMB		6700		
Prize Money for a specific expense	3851?	4918	Yes	
	3850	4770		

Recording Expenditure in Sage 50

Nominal Coding FAQ's

	Income Code	Expense Code	Balance Sheet	Detail
ICT Grant		1460	3921 2165	PS's, laptops, Tablets, interactive flat screen, networking equip, video cameras
	3230	4410		Software or apps
Digital Grant		1460	3921	Funding under the EU's NRRP Solutions to tackle digital divide Initiatives addressing socio econ factors Game based learning, robotic technology
	3230	4410 4198 4450 4190 4390 4810	2165	Language Apps like Duoling, curriculum delivery of coding and digital media literacy STEM Short Courses Broadband expense

Recording Expenditure in Sage 50 Nominal Coding FAQ's

5. Recording the grant income and expenditure on Sage 50/Surf Accounts

The existing Covid Minor Works Grant and Expenditure codes can be used to record the income and expenditure. These codes are set out in the tables below.

Covid Minor Works Grant (CMWG) used for capital purposes		
Grant income code	Expenditure Code	Example
3905 – Covid Minor Works Capital Grant Income	3941 – Covid Minor Works Building Expense	CMWG is used for the purposes of construction, alteration, extending the school building or structure
	1425 – Covid Minor Works Fixtures, Fittings and Equipment	CMWG is used to purchase HEPA air cleaner unit, additional furniture for outside, single desks etc.

Covid Minor Works Grant (CMWG) used for non-capital purchases		
Grant Income Code	Expenditure Code	Example
3277 – Covid Minor Works Grant (non-capital)	5316 – Covid Minor Works (non-capital) Expense	Rental of additional space/rooms

2. Recording Expenditure in Sage 50 – When to assign a Department?

From:		To:		Month 5 Jan 2022							
Chart of Accounts:		FSSU									
Top Income codes by value				Period	Budget	Department in Sage 50					
						Default = 0	ICT = 7	Canteen = 3	Covid MW NO 4	Covid NO 5	DigiGrant NO 6
3010	Capitation	102,866	151,193	102,866							
3050	Support Services Grant	82,466	125,772	82,466							
3230	ICT Grant Non Capital	51,486	39,873		51,486						
3281	Covid Capitation Cleaning and PPE Grant	45,050	50,000						45,050		
3282	Covid Supervision and Substitution Grant	42,754	55,000						42,754		
3420	Canteen Income	37,599	61,456			37,599					
3277	Covid Minor Works Grant - Non Capital	25,000	30,000				25,000				
3310	Transition Year Students	21,036	23,050	21,036							
3100	Secretarial Grant	15,517	23,275	15,517							
3650	Vol. Subs / Registration	15,260	20,000	15,260							
3430	Tuck Shop Income	13,852	23,048	13,852							
3150	Book Grant	13,224	13,440	13,224							
3130	Caretaker Grant	12,717	19,075	12,717							
3286	Covid Capitation for Replacement Cleaning Hours	11,908	14,000						11,908		
3283	Covid Cap for additional cleaning	8,753	20,900						8,753		
3490	Study	7,974	15,945	7,974							
3240	Supervision / Substitution	7,391	20,241	7,391							
3390	School Admin Charge	6,795	8,798	6,795							
				521,649	715,067	299,098	51,486	37,599	25,000	108,466	0

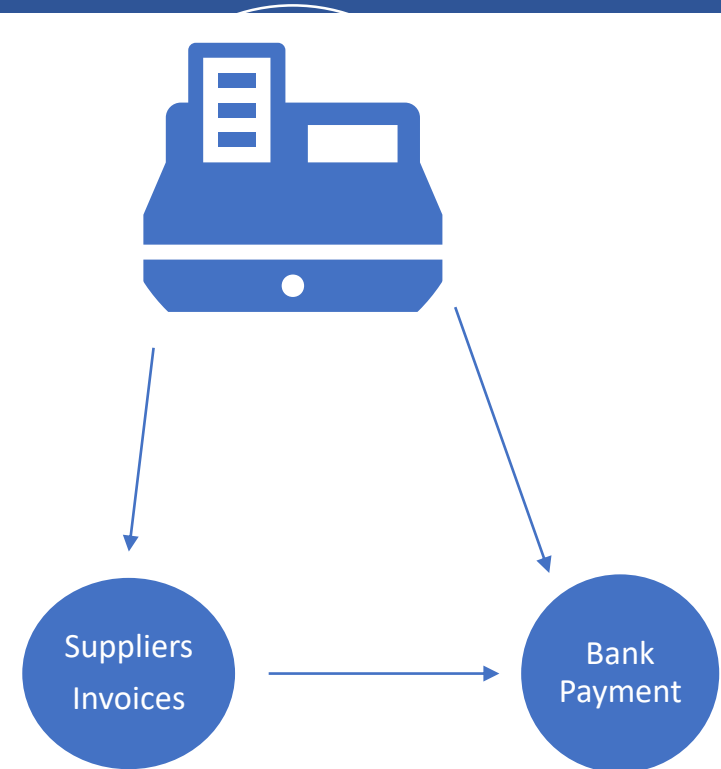
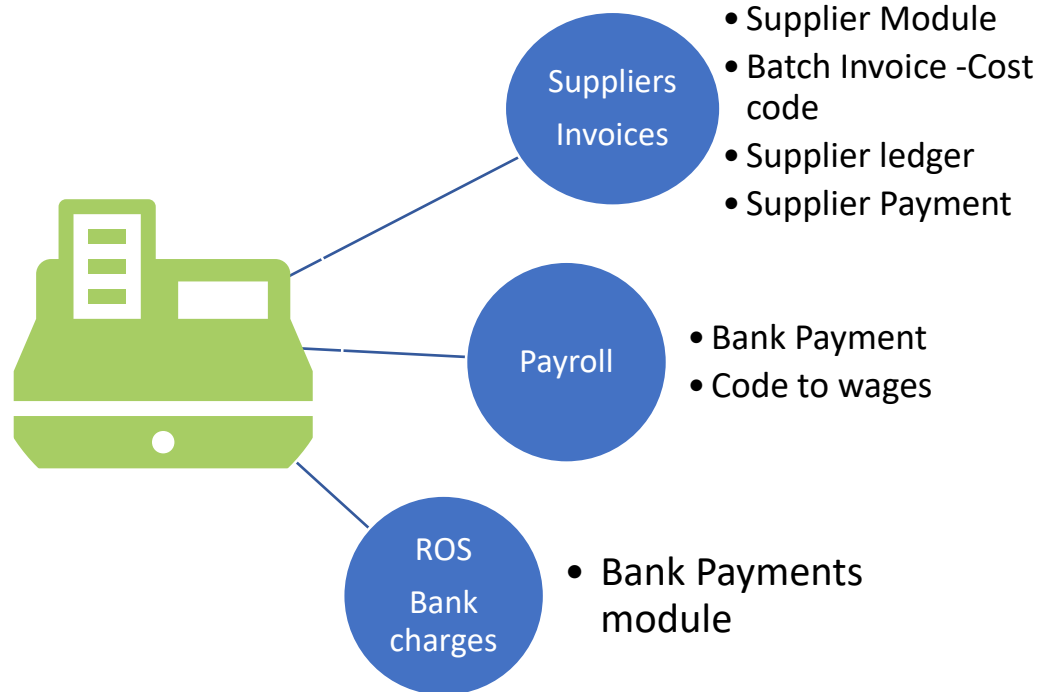
Accountability for the spending of school funds

What are the high value Income items?

Are there a number of costs relating to an Income type?

Ringfenced Grants

2. Recording Expenditure in Sage 50 – Supplier Module or Bank Module only?



Recording Expenditure in Sage 50

Nominal code exercise for Sample Data of School Expenditure

Payee	Detail	Amount	Nominal Code	Dept	Income & Expend	Balance Sheet
PM Engineering	Survey of school for requirement for air sterilising systems	750	5316	Excep MWorks	750	
Sanitise Solutions	Air sterilizing Kit – Hire for testing	1570	5316	EMW	1570	
Shiva	Plug & Play Unit with Hepa Filter	6280	1425	EMW		6280
Robotic Ireland	Providing Robotics training over a 6 week period Registered with a tax number and provided Invoice	3000	4470	DigiGrant		
Datapac	Software for training	500	4470	DigiGrant		
Datapac	White Boards	1500	1460	DigiGrant		1500
	Laptops	3,600	1465	Covid Minor Works		3,600
Microsoft	Licences	1800	4410	DigiGrant	1800	
Payroll	Assisting students with setting up their remote access to school online training	350	4410	DigiGrant	350	
JMB	Annual Membership	450	6700	Default = 0	450	
Concern	Donation to Concern – collected with non uniform fundraiser	250	4923	Default = 0	250	

3. Review the postings of Expenditure in Sage 50

Date: 07/03/2022 **Sage 50cloud New Users 2021/2022**
Time: 16:01:46 **Day Books: Bank Payments (Detailed, Base)**

Date From: 01/09/2021
Date To: 30/09/2021

Transaction From: 1
Transaction To: 99,999,999

Dept From: 0
Dept To: 999

**** NOTE: All report values are shown in Base Currency, unless oth**

Bank: 1800

No	Type	N/C	Date	Ref	Details	Dept	Net
146	BP	5316	01/09/2021	PM ENG	School Survey	4	750.00
147	BP	5316	01/09/2021	Sanitise	Air sterilizing kit	4	1,570.00
148	BP	4470	01/09/2021	Datapac	Software for	6	500.00
149	BP	1460	01/09/2021	Datapac	Whiteboards	6	1,500.00
150	BP	4410	01/09/2021	Microsoft	Licences	6	1,800.00
151	BP	4410	01/09/2021	Jane Doe	Setting up remote	6	350.00
152	BP	4470	01/09/2021	Intel	Robotic class aids	6	24,000.00
Totals							<u>30,470.00</u>

Date: 07/03/2022 **Sage 50cloud New Users 2021/2022**
Time: 15:55:58 **Day Books: Supplier Invoices (Detailed)**

Date From: 01/01/1980
Date To: 31/12/2050

Transaction From: 1
Transaction To: 99,999,999

Dept From: 0
Dept To: 999

Tran No.	Type	Date	A/C Ref	N/C	Inv Ref	Dept Details	Net Amount	Tax
145	PI	01/09/2021	ROBOTICI	4470		6 Robotics class	3,000.00	
Totals							<u>3,000.00</u>	

BOM Income & Expenditure Report

3. Checking Nominal Ledger report

Date:		07/03/2022		Sage 50cloud New Users 2021/2022		Page:		1		
Time:		17:05:30		<u>Nominal Activity - Excluding No Transactions</u>						
Date From:		01/09/2021		N/C From:		4110				
Date To:		30/09/2021		N/C To:		7850				
Transaction From:		1								
Transaction To:		99,999,999								
N/C:		4181		Name: Canteen Salaries		Account Balance:		17,687.		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
162	BP	09/09/2021	1800	ep2	Wages	14	T9	17,687.00	17,687.00	
								Totals:	17,687.00	
								History Balance:	17,687.00	
N/C:		4410		Name: Non Capital Computers / ICT Expense		Account Balance:		2,150.		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
150	BP	01/09/2021	1800	Microsoft	Licences	6	T9	1,800.00	1,800.00	
151	BP	01/09/2021	1800	Jane Doe	Setting up remote access	6	T9	350.00	350.00	
								Totals:	2,150.00	
								History Balance:	2,150.00	
N/C:		4470		Name: Technology Expenses		Account Balance:		27,500.		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
145	PI	01/09/2021	ROBOTICI		Robotics class	6	T9	3,000.00	3,000.00	
148	BP	01/09/2021	1800	Datapac	Software for robotic training	6	T9	500.00	500.00	
152	BP	01/09/2021	1800	Intel	Robotic class aids and Boards	6	T9	24,000.00	24,000.00	
								Totals:	27,500.00	
								History Balance:	27,500.00	
N/C:		4915		Name: Other Canteen Expenses		Account Balance:		18,077.		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
161	BP	09/09/2021	1800	ep1	Canteen	14	T9	18,077.00	18,077.00	
								Totals:	18,077.00	
								History Balance:	18,077.00	
N/C:		5316		Name: COVID Minor Works Grant (Non Capital) Expense		Account Balance:		5,520.		
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
146	BP	01/09/2021	1800	PM ENG	School Survey	4	T9	750.00	750.00	
147	BP	01/09/2021	1800	Sanitise	Air sterilizing kit hire	4	T9	1,570.00	1,570.00	
178	BP	30/09/2021	1800	1	Dividers	5	T9	3,200.00	3,200.00	
								Totals:	5,520.00	
								History Balance:	5,520.00	

- ✓ Review for posting errors
- ✓ BP=Bank Payment
- ✓ Payments are Debits to the cost codes
- ✓ PI = Purchase Invoice
- ✓ Expenses should never be coded to income codes
- ✓ Income should never be netted against a cost code

BOM Income & Expenditure Report

Monitoring the spending of Department Grants

From:		To:		Month 5 Jan 2022								
Chart of Accounts:		FSSU										
				Period	Budget	Department in Sage 50						
Top Income codes by value						Default = 0	ICT = 7	Canteen = 3	Covid MW NO 4	Covid NO 5	DigiGrant NO 6	
3010	Capitation			102,866	151,193	102,866						
3050	Support Services Grant			82,466	125,772	82,466						
3230	ICT Grant Non Capital			51,486	39,873		51,486					
3281	Covid Capitation Cleaning and PPE Grant			45,050	50,000					45,050		
3282	Covid Supervision and Substitution Grant			42,754	55,000					42,754		
3420	Canteen Income			37,599	61,456			37,599				
3277	Covid Minor Works Grant - Non Capital			25,000	30,000				25,000			
3310	Transition Year Students			21,036	23,050	21,036						
3100	Secretarial Grant			15,517	23,275	15,517						
3650	Vol. Subs / Registration			15,260	20,000	15,260						
3430	Tuck Shop Income			13,852	23,048	13,852						
3150	Book Grant			13,224	13,440	13,224						
3130	Caretaker Grant			12,717	19,075	12,717						
3286	Covid Capitation for Replacement Cleaning Hours			11,908	14,000					11,908		
3283	Covid Cap for additional cleaning			8,753	20,900					8,753		
3490	Study			7,974	15,945	7,974						
3240	Supervision / Substitution			7,391	20,241	7,391						
3390	School Admin Charge			6,795	8,798	6,795						
				521,649	715,067	299,098	51,486	37,599	25,000	108,466	0	
2165				37260								37260

Monitoring the spending of Ring Fenced Grants

	Income Code	Expenditure Code	Balance sheet code	Detail
Book Grant	3150	4730	2160	Book grant can only be spent on educational text/ebooks on the curriculum
State Exam Income	3225	4155	2170	State exam commission reimburses the school for the cost incurred by in running the state exams Balance owed to school is paid on foot of the completed SEC claim form – this is usually completed by the accounts secretary at the end of June.
Supervision & Substitution Grant	3240	4150	2170	Where a teacher has opted out of supervision and substitution scheme, an amount equivalent to the supervision and substitution allowance has been allocated to the teacher's school for the provision of supervision and substitution duties.

BOM Income & Expenditure Report

Ringfenced Grants & Income – Monitor spending for value of unspent amount

Ringfenced Income Analysis						
Date:	Income code	Value	Expense code	Value	Unspent	Comment
Book Grant	3150		4730		0	
Supervision & Substitution Grant	3240		4150		0	
ICT Grant Non Capital	3230		4410		0	
COVID Minor Works Grant Non Capital	3277		5316		0	
COVID Capitation PPE Grant	3281		5802		0	
COVID Enhanced Supervision Grant	3282		5803		0	
COVID Capitation for Additional Cleaning Grant	3283		5804		0	
Bus Escort Grant	3294		4196		0	
DEASP School Meals Grant	3296		4912		0	
After School Study Income	3490		4190		0	
School Musical Income	3520		4720		0	
School Tours Income	3530		4710		0	
Total		0		0	0	

4. Month end reports - Expenditure review

➤ Run I&E Account

- Compare figures to budget
- Compare to 20/21
- Review the Nominal Activity report
- Run the necessary Department reports to monitor Spend to date

➤ Run Balance Sheet

- Bank reconciliation prepared for all bank accounts
- Review unreconciled items for accuracy
- Agreed Balance on Clearing Account?

4. Month end reports

Monitoring the Spending of income using Departments

Date: 07/03/2022

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Time: 17:18:30

Departmental Analysis (Totals)

N/C From 2165

Tran Date From 01/09/2021

Tran No From 1

Department From 1

N/C To 99999999

Tran Date To 31/08/2022

Tran No To 99,999,999

Department To 19

<u>Dept Number</u>	<u>Dept Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
4	Exceptional Minor Works (Air Sterilizing project)	2,320.00	25,000.00	-22,680.00
5	Covid Grant Funding	63,760.00	61,066.00	2,694.00
6	DigiGrant	29,650.00	37,260.00	-7,610.00
13	Tuck Shop Income	13,162.00	13,852.00	-690.00
14	Canteen Income	35,764.00	37,599.00	-1,835.00
15	TY Income 21/22	17,042.00	21,036.00	-3,994.00
16	School Admin charges 21/22	6,087.00	6,795.00	-708.00
19	Study	3,590.00	7,974.00	-4,384.00
		<u>171,375.00</u>	<u>210,582.00</u>	<u>-39,207.00</u>

4. Month end reports - Expenditure review

											History Balance:		17,687.00	
N/C:		4410		Name: Non Capital Computers / ICT Expense				Account Balance:		2,150.00 DR				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>		
150	BP	01/09/2021	1800	Microsoft	Licences	6	T9	1,800.00	1,800.00	-	-	N		
151	BP	01/09/2021	1800	Jane Doe	Setting up remote access	6	T9	350.00	350.00	-	-	N		
Totals:									2,150.00					
History Balance:									2,150.00					
N/C:		4470		Name: Technology Expenses				Account Balance:		27,500.00 DR				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>		
145	PI	01/09/2021	ROBOTICI		Robotics class	6	T9	3,000.00	3,000.00	-	-	-		
148	BP	01/09/2021	1800	Datapac	Software for robotic training	6	T9	500.00	500.00	-	-	N		
152	BP	01/09/2021	1800	Intel	Robotic class aids and Boards	6	T9	24,000.00	24,000.00	-	-	N		
Totals:									27,500.00					
History Balance:									27,500.00					
N/C:		4915		Name: Other Canteen Expenses				Account Balance:		18,077.00 DR				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>		
161	BP	09/09/2021	1800	ep1	Canteen	14	T9	18,077.00	18,077.00	-	-	N		
Totals:									18,077.00					
History Balance:									18,077.00					
N/C:		5316		Name: COVID Minor Works Grant (Non Capital) Expense				Account Balance:		5,520.00 DR				
<u>No</u>	<u>Type</u>	<u>Date</u>	<u>Account</u>	<u>Ref</u>	<u>Details</u>	<u>Dept</u>	<u>T/C</u>	<u>Value</u>	<u>Debit</u>	<u>Credit</u>	<u>V</u>	<u>B</u>		
146	BP	01/09/2021	1800	PM ENG	School Survey	4	T9	750.00	750.00	-	-	N		
147	BP	01/09/2021	1800	Sanitise	Air sterilizing kit hire	4	T9	1,570.00	1,570.00	-	-	N		

4. Month end reports - Expenditure review by Department

Date: 07/03/2022
Time: 17:25:53

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Page: 1

Nominal Departmental Analysis (Detailed)

N/C From 2165 Tran Date From 01/09/2021 Tran No From 1 Department From 6
N/C To 99999999 Tran Date To 31/08/2022 Tran No To 99,999,999 Department To 6

Dept Number 6 **Dept** DigiGrant
N/C 2165 **Name** ICT Grant Unspent

Tran Number	Type	Date	Details	Debit	Credit	Balance
153	BR	01/09/2021	Digital Divide Grant		37,260.00	-37,260.00
Account Totals					<u>37,260.00</u>	<u>-37,260.00</u>

N/C 4410 **Name** Non Capital Computers / ICT Expense

Tran Number	Type	Date	Details	Debit	Credit	Balance
150	BP	01/09/2021	Licences	1,800.00		1,800.00
151	BP	01/09/2021	Setting up remote access	350.00		350.00
Account Totals				<u>2,150.00</u>		<u>2,150.00</u>

N/C 4470 **Name** Technology Expenses

Tran Number	Type	Date	Details	Debit	Credit	Balance
145	PI	01/09/2021	Robotics class	3,000.00		3,000.00
148	BP	01/09/2021	Software for robotic training	500.00		500.00
152	BP	01/09/2021	Robotic class aids and Boards	24,000.00		24,000.00
Account Totals				<u>27,500.00</u>		<u>27,500.00</u>
Department				<u>29,650.00</u>	<u>37,260.00</u>	<u>-7,610.00</u>
Grand Totals				<u>29,650.00</u>	<u>37,260.00</u>	<u>-7,610.00</u>

Criteria for Nominal Departmental Analysis (Detailed)

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) 2165 and 99999999
Transaction Date Between (inclusive) 01/09/2021 and 31/08/2022
Transaction No Between (inclusive) 1 and 99999999
Department Between (inclusive) 6 and 6

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help

OK

Cancel

BOM Income & Expenditure Report

5. Exercise – Key Performance Indicators

Top School expenditure list under each category

BOM Income and Expenditure Account								
From:	Month 1, September 2021	To:	Month 5, Jan 2022					
Chart of Accounts:		FSSU		Period	Budget	Var	Prior Year	
Total Education Salaries:			2%	11,150	59,300	-48,150	32,721	7%
Total Education Other:			28%	136,643	200,946	-64,303	124,908	25%
Total Repairs Maintenance & Establishment:			47%	224,887	402,167	177,281	432,268	49%
Total Administration:			21%	102,899	140,600	-37,701	176,436	17%
Total Financial:			1%	6,919	11,082	-4,163	11,312	1%
TOTAL Expenditure:				482,497	814,095	331,597	777,646	
NET PROFIT/(LOSS)				77,850	1,901	75,949	30,178	

Education Other		
4915	Canteen expense	18,077
4590	Transition Year	17,042
4741	School Books	15,929
4913	Erasmus Expense	14,158
4410	Non Capital Computers / IT Expense	13,653
4671	Games Travel	7,670
4760	School Year book/Journals	6,087
4430	Woodwork / Building Cons	6,067
4916	Student Insurance	5,772
4750	Mock Exam Expenses	5,515
Repairs Maintenance & Establishment		
5316	Covid Minor Works Grant Expense	77,200
5110	Cleaners' Wages	22,876
5111	Canteen Wages	17,687
5800	Other Repairs & Maint.	16,987
5803	Covid Supervision and Substitution Grant Wages	16,565
5550	Light and Power	16,417
5450	Insurance	15,153
5510	Heating	9,049
Administration		
6010	Secretarial:Wages	26,664
6355	Non ICT Grant funded office computers	25,282
6830	School Tuck-shop	13,162
6700	Annual Subscriptions	8,004
6250	Telephone	5,935
6305	Photocopying	3,946
6150	Advertising / Public Rels	3,491
6300	Stationary	2,702
6730	Inschool admin system expense	2,372

BOM I&E Report to Jan 2022

5. Exercise – Key Performance Indicators

What are the top school expenditures in value terms for 21/22?

Nom code	Detail	Period	Budget	Var	Prior Year to Aug 21
5316	Covid Minor Works Grant Expense	77,200	30,000	47,200	67,083
6010	Secretarial:Wages	26,664	58,569	-31,905	60,943
6355	Non ICT Grant funded office computers	25,282	1,341	23,941	46,910
5110	Cleaners' Wages	22,876	37,171	-14,295	40,410
4915	Canteen expense	18,077	292	17,785	25,274
5111	Canteen Wages	17,687	28,532	-10,846	28,144
4590	Transition Year	17,042	27,000	-9,958	23,713
5800	Other Repairs & Maint.	16,987	21,000	-4,013	19,877
5803	Covid Supervision and Substitution Grant Wages	16,565	55,000	-38,435	46,031
5550	Light and Power	16,417	27,000	-10,583	25,495
4741	School Books	15,929	18,274	-2,345	10,458
5450	Insurance	15,153	27,000	-11,847	26,590
4913	Erasmus Expense	14,158	16,000	-1,842	343
4410	Non Capital Computers / IT Expense	13,653	12,700	953	17,677
6830	School Tuck-shop	13,162	12,000	1,162	13,842
5510	Heating	9,049	20,000	-10,951	15,829
5010	Caretaker(s): Wages	8,756	26,365	-17,609	27,105
6700	Annual Subscriptions	8,004	1,635	6,369	8,103

- Data set for a school - 5 months to Jan 2022/21/20
- Exported the relevant I&E reports into excel
- Sorted the expense list into value order

- It will be always be necessary to look at the full report & nominal activity to explain the variations.
- This provides a good overview on school costs
- Some costs look high, check that costs are for day to day purposes and not capital
- List can be shortened as two cost types stand out

BOM Income & Expenditure Report

Top School expenditure - Payroll

				Period	Budget	Var	Prior Year
Expenditure							to Aug 21
Education Salaries							
4150		Supervisors Salaries		4,556	19,600	-15,044	8,198
4152		State Exam Supervisors		76	14,500	-14,424	11,480
4155		State Exam Aides Salaries		0	6,700	-6,700	6,987
4190		Study		4,318	16,200	-11,882	3,774
4196		Bus Escort		2,200	2,300	-100	2,283
Total Education Salaries:				11,150	59,300	-48,150	32,721
5010		Caretaker(s): Wages		8,756	26,365	-17,609	27,105
5011		Covid Replacement Caretaker		1,830	0	1,830	23,386
5110		Cleaners' Wages		22,876	37,171	-14,295	40,410
5111		Canteen Wages		17,687	28,532	-10,846	28,144
5803		Covid Supervision and Substitution Grant Wages		16,565	55,000	-38,435	46,031
5804		Covid Capitation for Cleaning Wages Expense		7,495	10,000	-2,505	25,422
Administration							
6010		Secretarial:Wages		26,664	58,569	-31,905	60,943
Total Payroll				113,022	274,938	-161,916	284,162
				23%	34%		37%
TOTAL Expenditure:				482,497	814,095	-331,597	777,646

Sage 50 Training – Spring 2022



Upcoming Sage 50 Webinar training:

- Payroll Recording
- BOM Balance Sheet Recording Capital items
- Monthly BOM Reporting – forming good reviewing habits

Build your confidence with Sage 50 reporting and analyse:

- The highest value expenditures for the school
- Look at the ringfenced grants & dedicated Income to see how much is spent YTD
- Look up the nominal activity for the top value items under each category and review for unusual items
 - Raises awareness of the reports in Sage 50
 - Will help in picking up posting errors

Don't forget to upgrade to Sage 50cloud

Thanks for filling in Questionnaire at end of last week's webinar , gave focus for this webinar

Thank You

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Recording Fundraising Income & Expenses in Sage 50

Detail	Income Code	Expenditure Code	Detail
Restricted school fundraising	3574	4922	Restricted funds are funds held for a purpose as specified by the donor. These funds cannot be used for any other purpose
Unrestricted School Fundraising	3575	4925	Fundraiser for general school use
Restricted external Fundraising	3852	4923	A fundraiser for a specific charity, aware, cancer support etc
Unrestricted External Fundraising	3853	4924	Fundraiser and not stated which Charity it is for
Designated Income	3851	4918	Designated funds are unrestricted funds that have been earmarked for a particular purpose. It is not as strict a criteria as Restricted Funds and the Board can alter what the funds are for. E.g. Past pupil donation for Library

Monitoring the spending of Ring Fenced Grants

	Income Code	Expense Code	Balance Sheet code	Detail
Bus Escort	3294	4196		The Bus Escort Scheme is operated by the School Transport Section of the Department of Education.
School meals Grant	3296	4912		The School Meals Programme provides funding towards provision of food services for disadvantaged school children. Priority for funding is currently given to schools which are part of the Department of Education's initiative for disadvantaged schools, 'Delivering Equality of Opportunity in Schools' (
DEIS (DEIS schools only)	3020	General running cost of school 10% of grant should go towards home school liaison officer		

Monitoring the spending of Ring Fenced Grants

	Income Code	Expense Code	Balance Sheet code	Detail
COVID Minor Works	3277	5316	2169	Non capital grants & expenditure e.g. Rental of space
	3905	3941	2169	Capital grants & expenditure:
	3905	1425	2169	Building work
	3905	1465	2169	Fixture, fittings and equipment, ICT
Exceptional Minor Works Grant	3905	1425	2181	Used to purchase HEPA air cleaner unit, additional furniture for outside, single desks etc.
		3941		Used for the purposes of construction, alteration, extending the school building or structure
Capitation for PPE, consumables & equip	3281	5802	2182	Sanitisers, face coverings, aprons, signage, pedal bins
Enhanced Supervision Grant	3282	5803	2183	Enhanced supervision wages cost