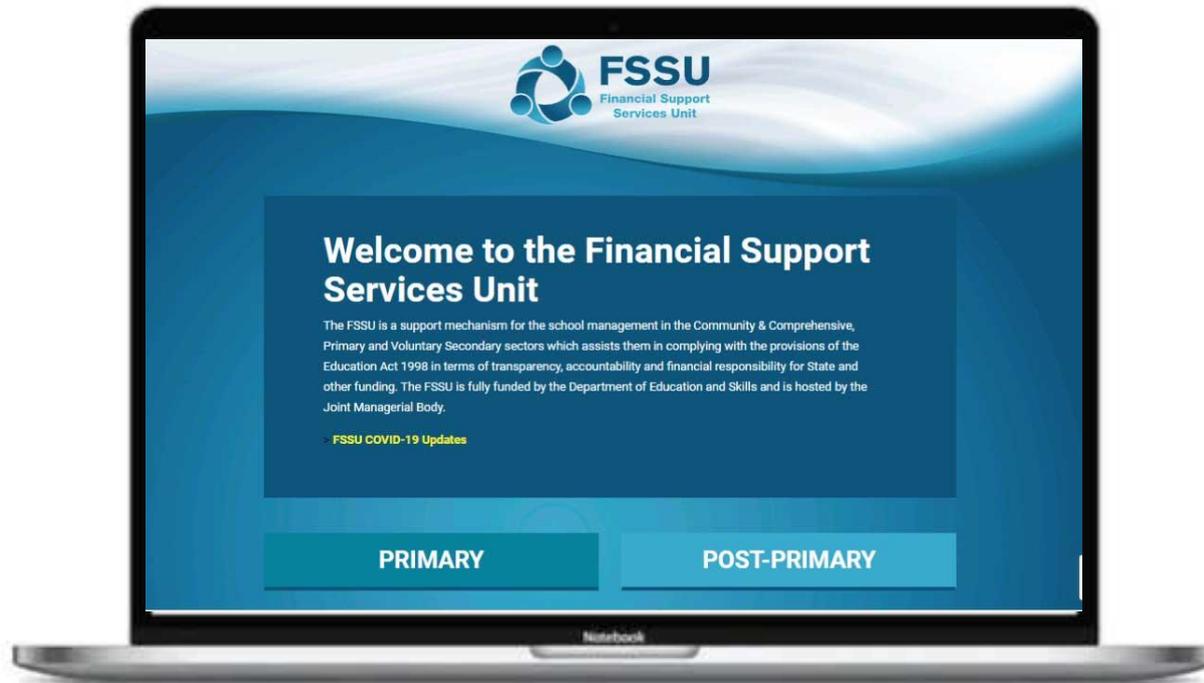




FSSU
Financial Support
Services Unit



FSSU
Financial Support
Services Unit

Welcome to the Financial Support Services Unit

The FSSU is a support mechanism for the school management in the Community & Comprehensive, Primary and Voluntary Secondary sectors which assists them 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 is fully funded by the Department of Education and Skills and is hosted by the Joint Managerial Body.

[FSSU COVID-19 Updates](#)

PRIMARY

POST-PRIMARY

Sage 50 Webinar Training Video



BOM - Balance Sheet

- Fixed Assets, Capital Grants & Capital Expenditure

Presenter: Breda Murphy



AGENDA

□ BOM Balance Sheet – An overview

Focus on recording Capital Grants & Expenditure accurately in Sage 50

- Balance Sheet Nominal codes including new codes added in Aug 2021
- Recording Full Capital costs including VAT & RCT

BOM Reporting requirements for Capital Income & Expenditure



BOM Balance Sheet

Checklist for recording Capital Expenditure

1. What is the Balance Sheet?

- An overview of the key headings in the Balance Sheet
- Always run from “Balance brought forward”

2. Recording Capital Grants & Expenditure in Sage 50

- Characteristics of Capital Expenditure
- Sage 50 – Fixed Asset Codes
- Overview of steps when recording capital expenditure
- Capital V Repairs
- Sample Demo Data including VAT & RCT Journal Entry

3. Always review the postings to Sage 50

- Look up the **nominal ledger activity** for the Asset nominal codes - all debit postings?
- Agree the Balance = Balance brought forward plus additions
- Keep a file of the invoices to support fixed asset additions
- Capital grant income codes should be a credit balance

4. Review the month end BOM reports

- Run Balance sheet from BF to reporting month
- Ensure the Capital Income & Expenditure summary ties into BOM Reports

5. Monitoring & Reporting on the spending of Capital Grants

Department Reporting from Sage 50

The Balance Sheet – An overview

The Balance Sheet report shows the school's assets and liabilities at a specific date in time. The Balance Sheet is categorised into codes using the FSSU Chart of Accounts as follows.

Fixed Assets



3940



1420/1425



1460/1465

Balance Sheet Balances – vital for accuracy of Accounts in Sage 50

The Balance Sheet report shows the school's assets and liabilities at a specific date in time.



- ❖ Always run from “Brought Forward”
- ❖ Always ensure the Balances Brought forward are the audited figures at August Year end

FSSU Chart of Accounts Aug 2021 Balance Sheet

New nominal accounts added to the Chart of Accounts – Green codes are new

- Code 1425 Capital: Covid minor works Fixtures, Fittings & Equipment
- Code 1435 Accumulated Depreciation: Covid minor works Fixtures, Fittings and Equipment
- Code 1465 Capital: Covid Minor Works ICT
- Code 1475 Accumulated Depreciation: Covid Minor Works ICT
- Code 3905 Covid Minor Works Capital Grant Income
- Code 3907 / Code 3992 Capital donations Income / Building expense
- Code 2240 PRSA Control Account

Code 3941 Covid Minor Works Building expense (change in name)

BOM Balance Sheet – Fixed Asset Codes

1400-1699 Fixed Assets – Assets of value to the school

1400-1410 Land and Buildings: Funds received for land and buildings are not reflected as fixed assets in the Balance Sheet of a school as set out in Section 15(3) Education Act

1420-1435: Fixtures, Fittings and Equipment: abbreviated as FF&E refers to movable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building for example desks, chairs, appliances etc.

1440-1450: Motor Vehicles: motor vehicle purchased by the school for example a bus.

1460-1475: ICT: purchase of ICT equipment for example data storage device, computer, printer, scanner, whiteboards etc.

| A/C No | Description |
|--------|--|
| 1400 | Capital: Land and Buildings |
| 1410 | Accumulated Depreciation: Land and Buildings |
| 1420 | Capital: Fixtures, Fittings and Equipment |
| 1425 | Capital: Covid Minor Works Fixtures, Fittings and Equipment |
| 1430 | Accumulated Depreciation: Fixtures, Fittings and Equipment |
| 1435 | Accumulated Depreciation: Covid Minor Works Fixtures, Fittings and Equipment |
| 1440 | Capital: Motor Vehicles |
| 1450 | Accumulated Depreciation: Motor Vehicles |
| 1460 | Capital: ICT |
| 1465 | Capital: Covid Minor Works ICT |
| 1470 | Accumulated Depreciation: ICT |
| 1475 | Accumulated Depreciation: Covid Minor Works ICT |
| 1480 | Capital: Other |
| 1490 | Accumulated Depreciation Other |

The accumulated Depreciation codes will be updated by the auditor at Year end

BOM Balance Sheet - Capital Codes

| | | |
|------|---|--------------------|
| 3900 | DE Capital Building Grant Income | Capital & Reserves |
| 3901 | Capital Projects Fundraising Income | Capital & Reserves |
| 3902 | Parents Contribution to Capital Projects Income | Capital & Reserves |
| 3903 | Patron/Trustee Contribution to Capital Projects Income | Capital & Reserves |
| 3904 | Other State Capital Projects Income | Capital & Reserves |
| 3905 | Covid Minor Works Capital Grant Income | Capital & Reserves |
| 3906 | Accumulated Amortisation of Capital Building Income | Capital & Reserves |
| 3907 | Capital Donations Income | Capital & Reserves |
| 3920 | DE Fixtures, Fittings & Equipment Grant Income | Capital & Reserves |
| 3921 | DE ICT Grant Capital Income | Capital & Reserves |
| 3925 | Accumulated Amortisation of Capital Equipment Income | Capital & Reserves |
| 3926 | Accumulated Amortisation of ICT Grant Capital Income | Capital & Reserves |
| 3940 | DE Capital Building Grant Expense | Capital & Reserves |
| 3941 | Covid Minor Works Building Expense | Capital & Reserves |
| 3960 | Capital Building Fundraising Expense | Capital & Reserves |
| 3970 | Parents Contribution to Capital Building Expense | Capital & Reserves |
| 3990 | Patron/Trustee Contribution to Capital Building Expense | Capital & Reserves |
| 3991 | Other State Capital Building Expense | Capital & Reserves |
| 3992 | Capital Donations Building Expense | Capital & Reserves |
| 3995 | Building Fund Account | Capital & Reserves |

3900-3999 Contribution to Fixed Assets:

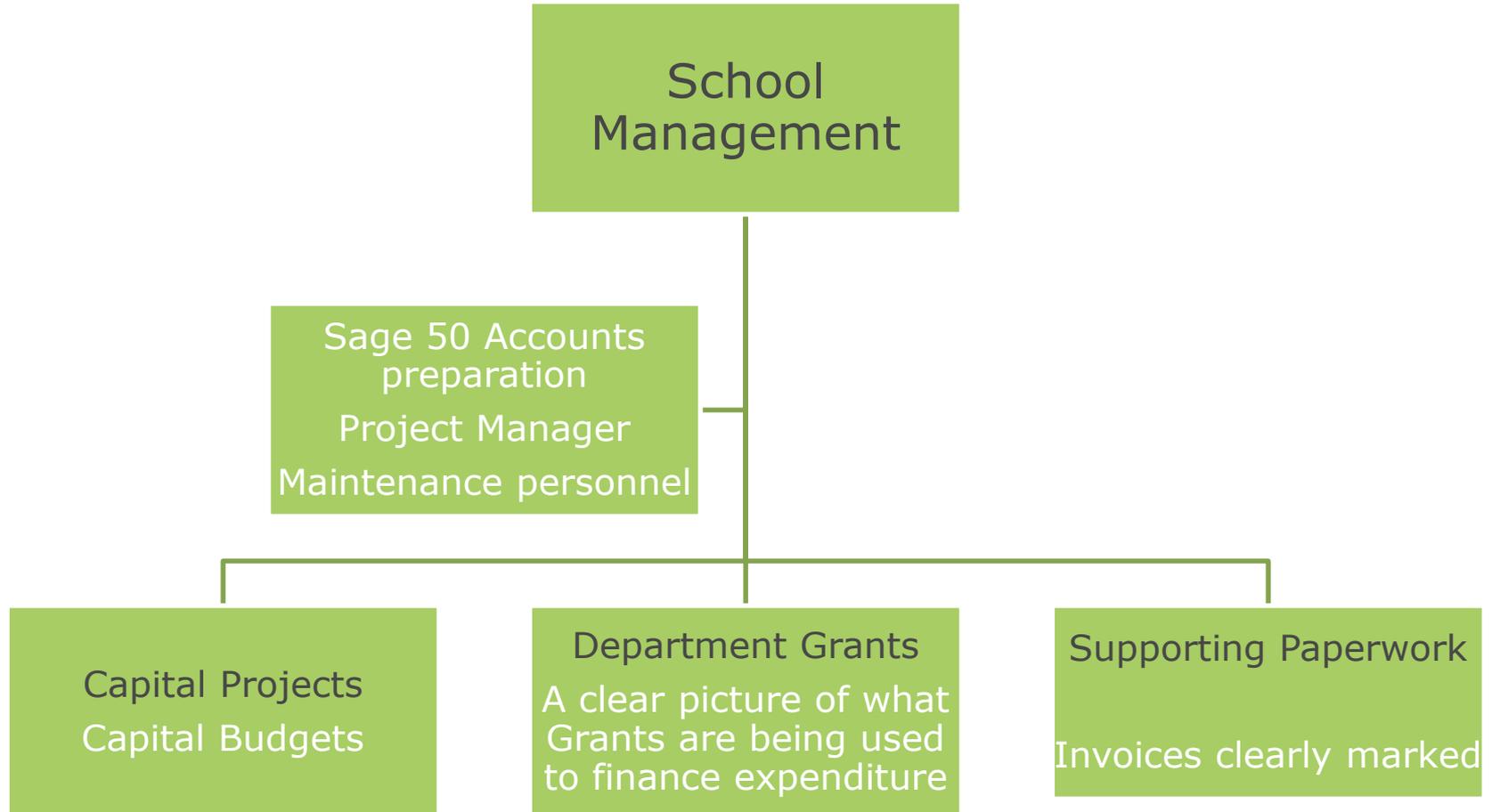
Land and Buildings – summary of capital income and expenditure for land and buildings.

Other Capital Grants e.g. ICT grant, Furniture and Equipment grants

Building Fund Account – accumulated capital income and expenditure for land and buildings brought forward.

The Accumulated Amortisation codes along with any movements to Code 3995 will be updated by the School Accountant at Year end

Good Communication within School Management



Updating Sage 50 for Capital Expenditure – Key Points

Category Examples

F&F&E

- Tables/Chairs
- Carpets
- Tiled Flooring

ICT

- Laptops
- Whiteboards
- Broadband Installation

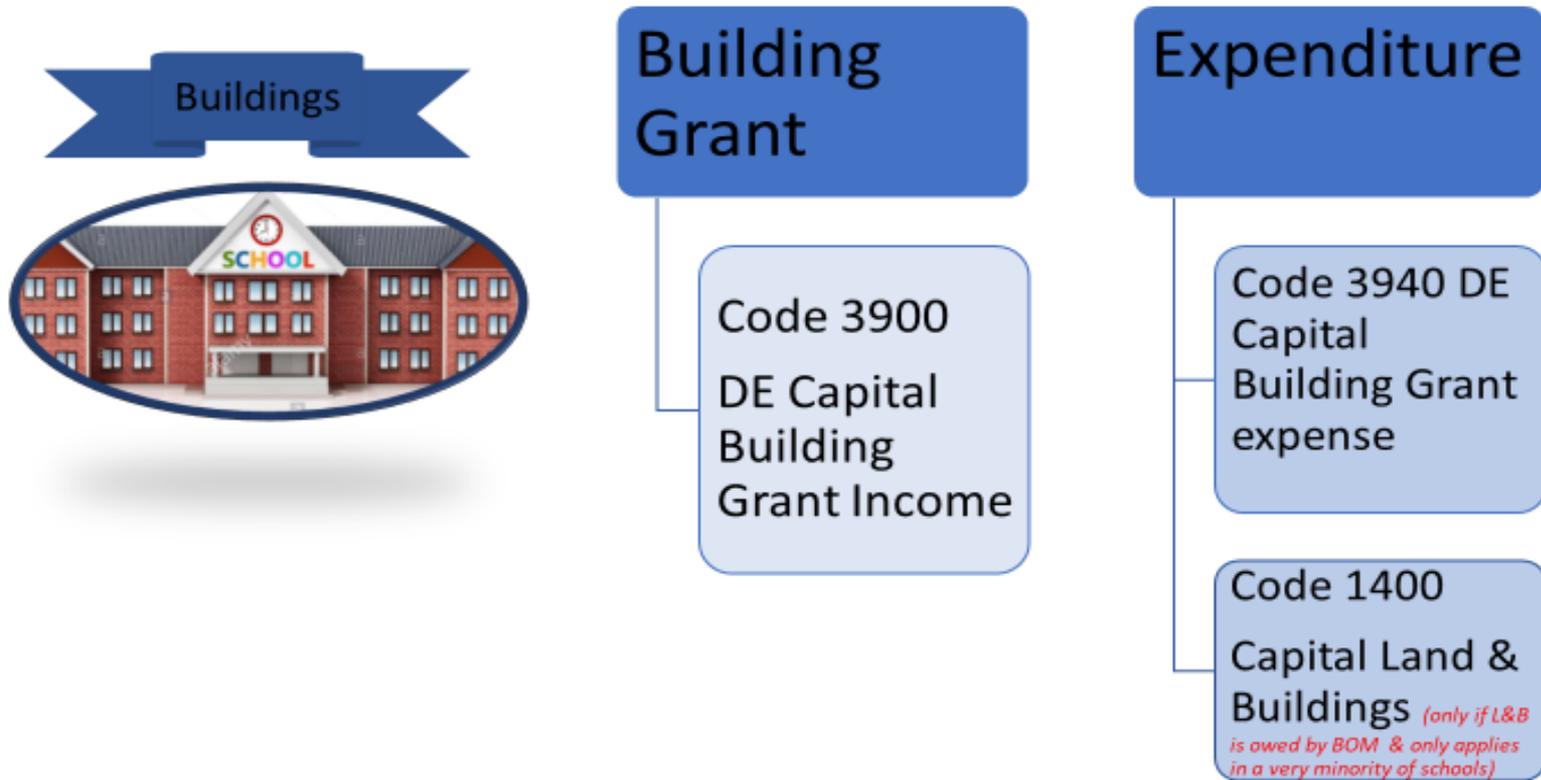
DE Capital Building Grant Expense

- Structural
- New Classroom
- Rewire

What to look out for

- High Value expenditure
- Useful life > 1 Year
- Capital Budget for School
- Application to Department for Funding
- Department Capital Grant received

Updating Sage 50 for Capital Building Expenditure



Note that in revised FSSU Chart of accounts –

Code 1400 – Only if Building is owned by School BOM (rare)

Updating Sage 50 for Capital Expenditure

Financed by Covid Minor Works Grants

Buildings



Covid Minor Works

Code 3905

DE Covid Minor Works
Capital Grant Income

Expenditure

Code 3941

DE Covid Minor Works
Building expense

Code 1425

Covid MW
Fixtures/Fittings/Equip

Code 1465

CMW ICT



Fixed Assets – Fixtures, Fittings & Equipment

Fixtures, Fittings & Equipment



FF&E Grant

Code 3920
DE Fixtures,
Fittings &
Equipment
Grant Income

Expenditure

Code 1420
Capital
Fixtures,
Fittings &
Equipment

Fixed Assets – Capital ICT

ICT-
Capital



ICT Grant

Code 3921
DE ICT Grant
Capital Income

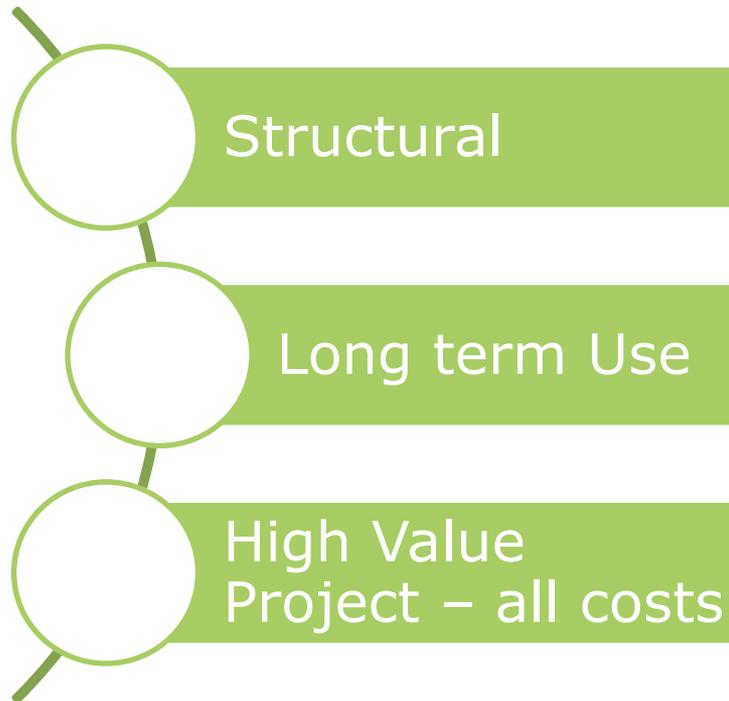
Expenditure

Code 1460
Capital ICT

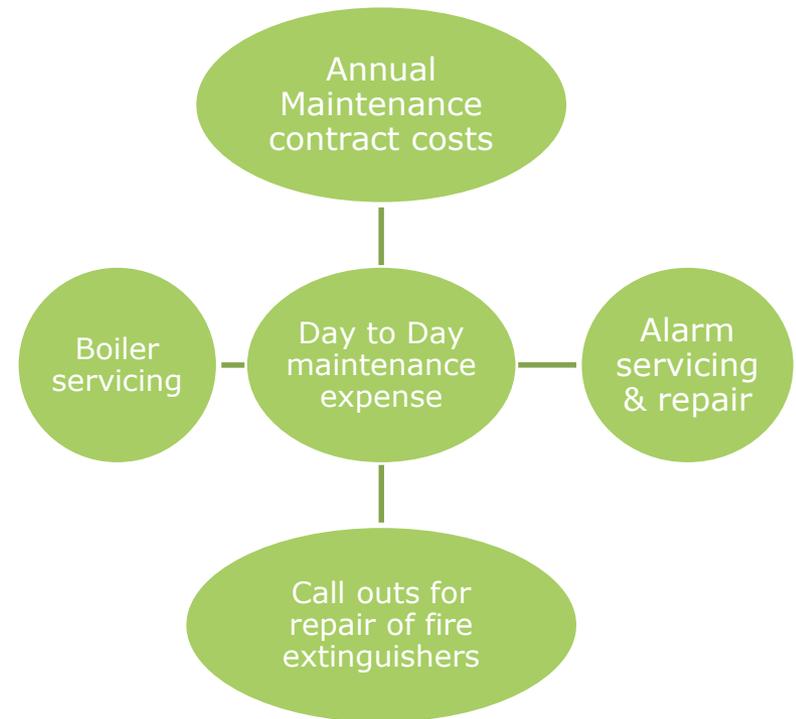
Unspent ICT grant balance posted to code: 2165

Capital V Repairs

Capital



Repairs



Summary of recording Capital expenditure in Sage 50



Demo Data for a Sample School Capital Budget – New Home Ec Room & Fitout

| Transaction Details | Income Code | Expense Code | Dept | Value |
|----------------------------|-------------|--------------|------|---------|
| DE Capital Grant | 3900 | | 30 | 250,700 |
| Home Ec room Building Cost | | 3940 | 30 | 207,577 |
| Wiring | | 3940 | 30 | 22,203 |
| Donations Parents | 3902 | | 30 | 7,400 |
| Fundraising | 3901 | | 30 | 3,500 |
| DE Equipment fitout | 3920 | | 30 | 25,800 |
| Cookers | | 1420 | 30 | 3,500 |
| Fridges | | 1420 | 30 | 2,500 |
| Tables/Seating | | 1420 | 30 | 3,400 |
| Kitchen Fitout | | 1420 | 30 | 17,200 |
| | | | | |
| | | | | |
| | | | | |

Capital Project – New Home Ec Room & Fitout

| | Date | Dept | Invoice | Detail |
|-------------------|-------|------|---------|--|
| Department Grant | 03/22 | | | |
| Fundraising | | | | Parents contributions Some fundraising |
| Builder | 03/22 | | 207,577 | VAT 13.5% to be paid by Principal Contractor |
| Electrical | 03/22 | | 22,203 | RCT 20% VAT 13.5% to be paid by PC |

School – Principal Contractor

RCT applies to:

- Construction Projects
- Emergency & Summer Works
- Installation of prefabs
- Repairs to buildings incl. electrical, plumbing
- Maintenance contracts with repair element



If RCT applies VAT applies

Is RCT is applicable ?



- installing, altering or repairing:
- security systems
- lighting systems
- heating systems
- air conditioning systems
- soundproofing systems
- ventilation systems
- power supply systems
- drainage systems
- sanitation systems
- water supply systems
- telecommunications systems

Is RCT applicable ?



- Maintenance Only Contracts
- Routine Cleaning
 - Computers & Hardware
- Professional fees i.e. architect fees etc
- Landscaping except where part of the build
- Fittings e.g. cookers, dishwashers, desk, chairs, fitted carpet & lino other than floor covering stuck down

Recording VAT Journal in Sage 50

| Detail | Dept | Code | Dr | Cr |
|------------------------|------|------|-----------|-----------|
| Home Ec Builder VAT | 30 | 3940 | 28,022.90 | |
| Home Ec Builder | | 2260 | | 28,022.90 |
| Electrical Co - VAT | 30 | 3940 | 2,997.41 | |
| Elec Co | | 2260 | | 2,997.41 |

Journal for 20% RCT Cost for Elec Co

| Detail | Dept | Code | Dr | Cr |
|--------------|------|------|----------|----------|
| Elect Co RCT | 30 | 3940 | 4,440.60 | |
| RCT Elec co | | 2270 | | 4,440.60 |
| | | | | |

Sage 50 – Look up Activity screen to check postings for Capital Building Grant Expense

Activity

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

3940 DE Capital Building Grant Expense

Show: This Financial Year Date: 01/09/2021 to 31/08/2022 Type: All O/S Only Trans.: 1 to 279

| No | Type | Date | Ref. | Ex.Ref. | Dept | Details | Amount | Debit | Credit |
|-----|------|------------|--------------------------|---------|------|-------------------|-----------|-----------|--------|
| 257 | BP | 29/03/2022 | Cosgrave... | | 30 | Cosgrave Builders | 207577.00 | 207577.00 | |
| 258 | BP | 22/03/2022 | Elec Co - ... RCT 20%... | | 30 | Elec Co Wiring | 20160.00 | 20160.00 | |
| 274 | JD | 22/03/2022 | | | 30 | Cosgrave Bros VAT | 28022.90 | 28022.90 | |
| 276 | JD | 22/03/2022 | | | 30 | Elec Co - VAT | 2997.41 | 2997.41 | |
| 278 | JD | 22/03/2022 | | | 30 | Elec Co RCT 20% | 4440.60 | 4440.60 | |

Balance: 263197.91 0.00

Sage 50 – Look up Activity screen to check postings for FF&E expenditure

Activity

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

1420 | Capital: Fixtures, Fittings and Equipment

Show: This Financial Year | Date: 01/09/2021 to 31/08/2022 | Type: All | O/S Only | Trans.: 1 to 279

| No | Type | Date | Ref. | Ex.Ref. | Dept | Details | Amount | Debit |
|-----|------|------------|--------------|---------|------|----------------|----------|----------|
| 259 | BP | 22/03/2022 | DID Elect... | | 30 | DID Cookers | 3500.00 | 3500.00 |
| 260 | BP | 22/03/2022 | DID Elect... | | 30 | DID Fridges | 2500.00 | 2500.00 |
| 261 | BP | 22/03/2022 | B2B | | 30 | Tables Chairs | 3400.00 | 3400.00 |
| 262 | BP | 22/03/2022 | Ryans | | 30 | Kitchen Fitout | 17200.00 | 17200.00 |

Balance: 26600.00

Sage 50 Department Report Review

Date: 23/03/2022

Sage 50cloud New Users 2021/2022

Page: 1

Time: 11:48:50

Nominal Ledger Departmental Analysis

Nominal Code From:

Tran No From: 1

Nominal Code To: 99999999

Tran No To: 99,999,999

Tran Date From: 01/01/1980

Dept No From: 30

Tran Date To: 31/12/2050

Dept No To: 30

Department Number 30

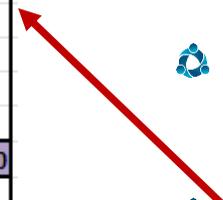
Department Name Home Economics Room - Build & Fitout

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> | <u>Balance</u> |
|------------|---|-------------------|-------------------|----------------|
| 1420 | Capital: Fixtures, Fittings and Equipment | 26,600.00 | | 26,600.00 |
| 1800 | Current Account 1 | | 2,397.91 | -2,397.91 |
| 2172 | Other Ringfenced Income Unspent | | | |
| 2260 | Reverse VAT Control Account | | | |
| 2270 | RCT Control Account | | | |
| 2320 | Other Loan | | | |
| 3900 | DE Capital Building Grant Income | | 250,700.00 | -250,700.00 |
| 3901 | Capital Projects Fundraising Income | | 3,500.00 | -3,500.00 |
| 3902 | Parents Contribution to Capital Projects Income | | 7,400.00 | -7,400.00 |
| 3920 | DE Fixtures, Fittings & Equipment Grant Income | | 25,800.00 | -25,800.00 |
| 3940 | DE Capital Building Grant Expense | 263,197.91 | | 263,197.91 |
| | Total for Dept. 30 | <u>289,797.91</u> | <u>289,797.91</u> | |
| | Grand Total: | <u>289,797.91</u> | <u>289,797.91</u> | |

BOM Reporting requirements for Capital Expenditure

| Capital Project Name: | | | |
|------------------------|------|------------------------------------|---|
| | | | |
| Capital Income | Code | Description | € |
| | 3900 | Department grants | |
| | 3901 | Fundraising Income | |
| | 3903 | Trustees/Patron contribution | |
| | 3902 | Parents Funding | |
| | 3907 | Donations | |
| | 3904 | Other (sports grant, lottery etc.) | |
| Total | | | 0 |
| | | | |
| Capital Expenditure | Code | Description | € |
| | 3940 | Professional Fees | |
| | 3940 | Building Contractor bills | |
| | 3940 | RCT/VAT payments | |
| | 1420 | Furniture and Fittings | |
| | 1460 | ICT (including wifi) | |
| | 3940 | Insurance | |
| | 3940 | Building Bond | |
| | 3940 | Retention payment | |
| | 3940 | Other | |
| Total | | | 0 |
| | | | |
| Surplus/Deficit | | | 0 |
| | | | |

-  BOM Income & Expenditure Report
-  Balance Sheet Year to Date (From Brought forward)
-  Capital Income & Expenditure Report



BOM Monthly Report for Capital Projects

Date: 23/03/2022

Time: 11:48:50

Sage 50cloud New Users 2021/2022

Nominal Ledger Departmental Analysis

Nominal Code From:
Nominal Code To: 99999999

Tran No From: 1
Tran No To: 99,999,999

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

Dept No From: 30
Dept No To: 30

Department Number 30

Department Name Home Economics Room - Build & Fitout

| <u>N/C</u> | <u>N/C Name</u> | <u>Debits</u> | <u>Credits</u> |
|------------|---|-------------------|-------------------|
| 1420 | Capital: Fixtures, Fittings and Equipment | 26,600.00 | |
| 1800 | Current Account 1 | | 2,397.91 |
| 2172 | Other Ringfenced Income Unspent | | |
| 2260 | Reverse VAT Control Account | | |
| 2270 | RCT Control Account | | |
| 2320 | Other Loan | | |
| 3900 | DE Capital Building Grant Income | | 250,700.00 |
| 3901 | Capital Projects Fundraising Income | | 3,500.00 |
| 3902 | Parents Contribution to Capital Projects Income | | 7,400.00 |
| 3920 | DE Fixtures, Fittings & Equipment Grant Income | | 25,800.00 |
| 3940 | DE Capital Building Grant Expense | 263,197.91 | |
| | Total for Dept. 30 | <u>289,797.91</u> | <u>289,797.91</u> |

Capital Project Home Economics Build & Fitout

Capital Income

| | | |
|------|---|----------------|
| 3900 | DE Capital Building Grant Income | 250,700 |
| 3920 | DE Fixtures, Fittings & Equipment Grant Income | 25,800 |
| 3902 | Parents Contribution to Capital Projects Income | 7,400 |
| 3901 | Capital Projects Fundraising Income | 3,500 |
| | Total Income | 287,400 |

Capital Expenditure

| | | |
|------|---|----------------|
| 3940 | DE Capital Building Grant Expense | 263,198 |
| 1420 | Capital: Fixtures, Fittings and Equipment | 26,600 |
| | Total Expenditure | 289,798 |

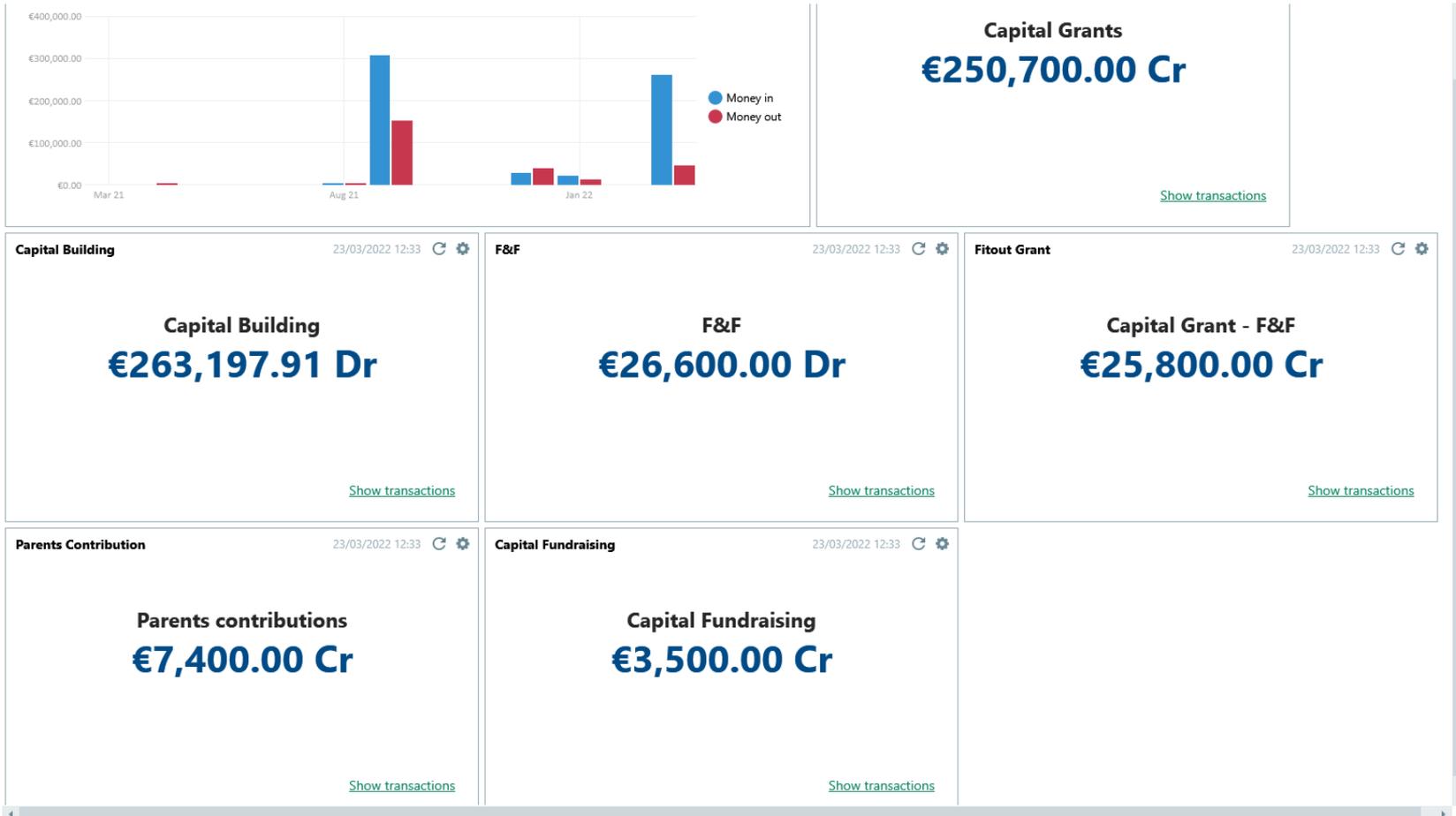
Deficit -2,398

Sage 50 – Business Dashboard

The screenshot displays the Sage 50 Business Dashboard interface. On the left is a navigation menu with categories like Home, Customers, Suppliers, and Departments. The 'Business dashboard' is selected and circled in red. The main area features a dashboard titled 'Capital Project Home Economics room' with a bar chart showing 'Money in' (blue) and 'Money out' (red) for March 21, August 21, and January 22. To the right of the chart is a summary card for 'Capital Grants' showing a total of €250,700.00 Cr. Below the chart are five summary cards: 'Capital Building' (€263,197.91 Dr), 'F&F' (€26,600.00 Dr), 'Fitout Grant' (Capital Grant - F&F, €25,800.00 Cr), 'Parents Contribution' (€7,400.00 Cr), and 'Capital Fundraising' (€3,500.00 Cr). Each card includes a 'Show transactions' link and a refresh icon.

| Category | Amount | Unit |
|------------------------------------|-------------|------|
| Capital Grants | €250,700.00 | Cr |
| Capital Building | €263,197.91 | Dr |
| F&F | €26,600.00 | Dr |
| Fitout Grant (Capital Grant - F&F) | €25,800.00 | Cr |
| Parents Contribution | €7,400.00 | Cr |
| Capital Fundraising | €3,500.00 | Cr |

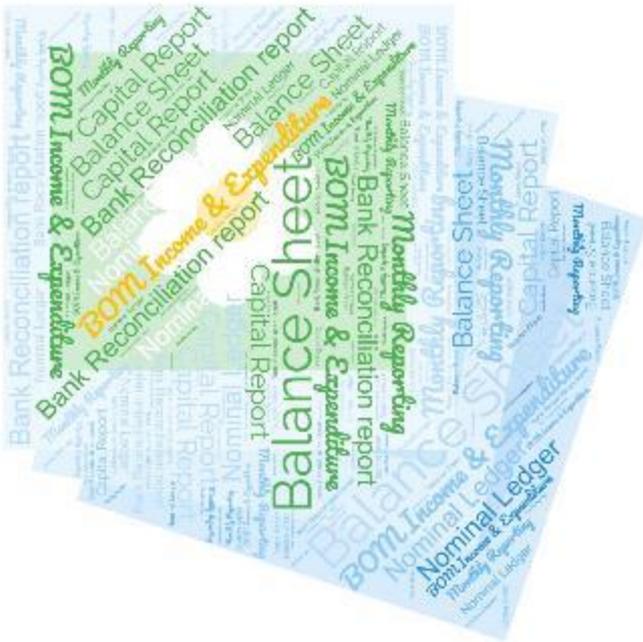
Sage 50 – Business Dashboard Screen Shot



Conclusion

Build your confidence with reporting on Capital expenditure from Sage 50:

- Awareness of what Capital projects are in progress
- Awareness of what Department Grants are used to finance expenditure
- Review the Nominal Activity for the relevant Balance Sheet codes
- Maintain a file of supporting paperwork for Capital Projects and Fixed asset additions
- Monthly BOM Capital Income & Expenditure report – Use a Department report and be familiar with postings to the nominal accounts



Upcoming Sage 50 Webinar training:

Monthly BOM Reporting – Final Webinar for Spring 2022



FSSU
Financial Support
Services Unit

Thank You for attending this
Sage 50 Webinar Training session