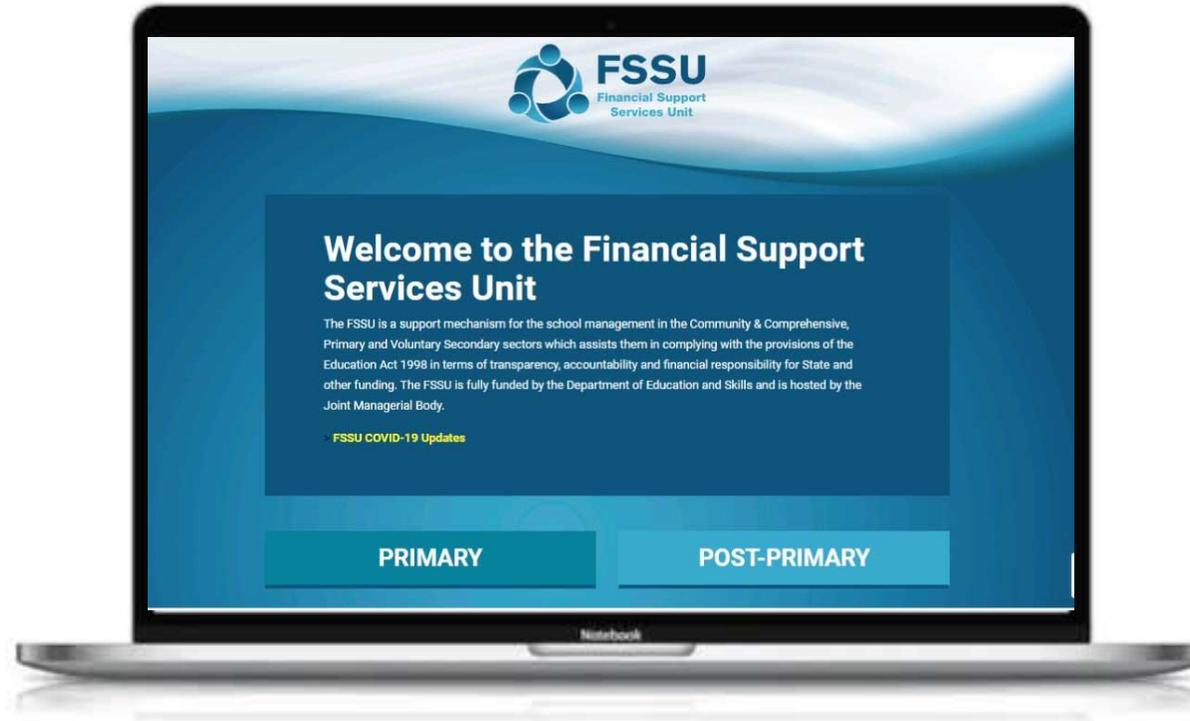


The Financial Support Services Unit





Sage 50 Webinar Training Video

BOM Income & Expenditure Report

Part 1 - Income

Presenter: Breda Murphy



Agenda

☐ BOM Income & Expenditure Report

Focus on recording Income accurately & efficiently in Sage 50

- Department Grants – Significance for school funding
- School generated Income with guidance on using the Clearing Account for efficient recording of monies from parents paid via an Online Payment solution system

Building confidence with Sage 50 reporting



BOM Income & Expenditure Report

Overview & Key Points

The BOM I&E Report contains:

- Financial Transactions for the **day to day running of the school**
- For a **specific Financial Year** – Sept 2021 – Aug 2022
- It should not include capital items
- Look at the overall picture initially across key headings comparing actual to Budget and Prior Year
- Does the bottom line seem reasonable?
- Avoid surprises – check report carefully if it is a large loss or unusually high profit
- Important to check postings to nominal ledger for accuracy

Sample Income & Expenditure Accounts			
Summary	Current Year	Budget	Prior Yr
	21/22	21/22	20/21
Total Dept Income	412,294	556,629	434,566
% of Total Income	0.74	0.73	0.60
Total School Generated Income	127,300	134,841	248,353
% of Total Income	0.23	0.18	0.34
Total Other Income	15,600	68,243	37,733
	0.03	0.09	0.05
Total Income	555,194	759,713	720,652
Total Expenditure	460,000	759,511	689,527
Net Profit	95,194	202	31,125



BOM Income & Expenditure Report

Overview of Income

Date: 25/02/2022 Sage 50cloud New Users 2021/2022 Dataset Page: 1
 Time: 09:42:53

BOM Income and Expenditure Account

From: Month 1, September 2021 To: Month 1, September 2021
 Chart of Accounts: FSSU

Income	Period	Budget	Difference	Prior Year
Department Income				
3010 Capitation	81,634.00	178,224.00	(96,590.00)	55,000.00
3020 Enhanced Capitation (DEIS)	0.00	30,000.00	(30,000.00)	0.00
3050 Support Services Grant	0.00	126,618.00	(126,618.00)	0.00
3100 Secretarial Grant	0.00	23,275.00	(23,275.00)	0.00
3130 Caretaker Grant	6,359.00	19,075.00	(12,716.00)	0.00
3150 Book Grant Income	0.00	13,536.00	(13,536.00)	0.00
3200 Transition Year Grant	0.00	1,520.00	(1,520.00)	0.00
3210 Leaving Cert Applied Grant	0.00	3,473.00	(3,473.00)	0.00
3240 Supervision and Substitution Grant	0.00	20,874.00	(20,874.00)	0.00
3245 Physics/Chemistry Grant	0.00	26.00	(26.00)	0.00
3250 Substitute Teachers	0.00	3,000.00	(3,000.00)	0.00
3277 COVID Minor Works Grant-Non Capital	0.00	10,000.00	(10,000.00)	7,000.00
3280 COVID Aide Grant	0.00	2,149.80	(2,149.80)	4,500.00
3281 COVID Capitation PPE Grant	21,216.00	8,000.00	13,216.00	2,400.00
3282 COVID Enhanced Supervision Grant	0.00	21,000.00	(21,000.00)	0.00
3283 COVID Capitation for Additional Cleaning Grant	9,540.00	6,600.00	2,940.00	7,670.00
Total Department Income:	118,749.00	467,370.80	(348,621.80)	76,570.00
School Generated Income				
3310 Transition Year income	11,660.00	0.00	11,660.00	0.00
3330 Book Rental	2,460.00	0.00	2,460.00	0.00
3390 School Administration Charges	0.00	0.00	0.00	4,500.00
3530 School Tours Income	650.00	0.00	650.00	0.00
3572 School Arts and Crafts Income	0.00	2,000.00	(2,000.00)	0.00
Total School Generated Income:	14,770.00	2,000.00	12,770.00	4,500.00
Other Income				
3650 Voluntary Contributions	12,290.00	0.00	12,290.00	0.00
Total Other Income:	12,290.00	0.00	12,290.00	0.00
TOTAL Income:	145,809.00	469,370.80	(323,561.80)	81,070.00

The report should be run cumulatively:

From Month 1: Sept 2021 to the month being reported on

It lists the income codes showing the total value of the postings for the date period selected along with the Budget and prior year figures

The income is recorded in Sage 50 using the Bank receipts feature in the Bank module. The Bank Feeds feature uses the same BR screen

It is vital that the Bank accounts are reconciled up to the month end being reported on and always review the Bank Rec report for any unreconciled receipts

This report is relied on by the Board so it is very important that Income is recorded accurately in Sage 50.

BOM Income & Expenditure Report

Checklist for recording income in Sage 50

1. Income is vital to the running of the school & needs careful recording in Sage 50

- Gather all the supporting paperwork and explanations for all monies in.
- FSSU Guideline for VSS Grants 21/22 is a useful resource

2. Sage 50 Bank Receipt program – Record receipts carefully

- Use **Income codes** from Nominal code list in Sage (Same as codes in FSSU Chart of Accounts?) **3010 - 3853**
- Bank Feeds / Create a Bank Receipt - gives the Bank receipt screen prepopulated with bank info
- Important to use the Cash Control Account and Clearing Account for recording school income

3. Always review the postings to Sage 50

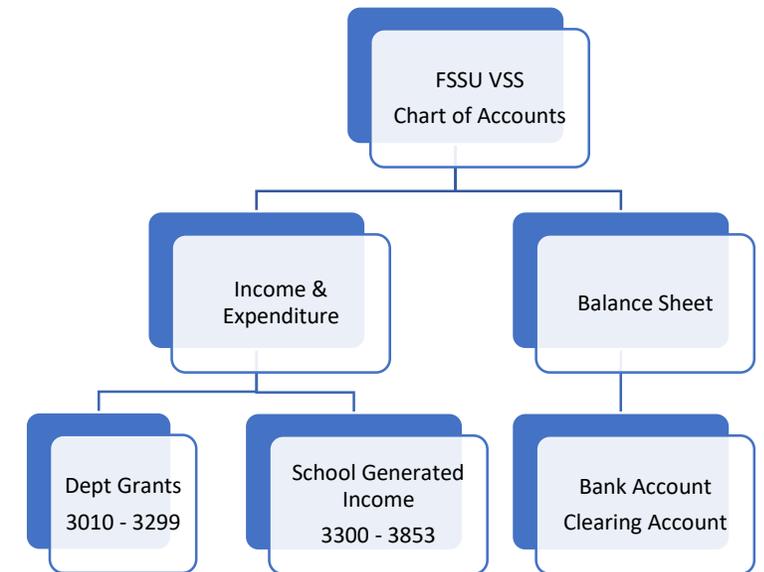
- Review the **List of Bank receipts report** in Sage 50 for accuracy of coding monthly
- Ongoing look up of the **nominal ledger activity** for the income codes – all credit postings?
- Review the **Bank reconciliation report** for old outstanding bank receipts and adjust if appropriate

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

- Compare all the Income codes against budget and prior year
- Do the figures make sense & Avoid Surprises

5. Analyse and review the key headings in the I&E Report

- ❖ **As an exercise for your school analyse the key Income headings**
 - ❖ What % is Total Department Grant income of Total Income
 - ❖ What are the top income types under School generated & other income
 - ❖ What is the impact of the covid grants on Total Income?



1. School Grants – VSS – FSSU Guidelines

Financial Guideline 2021/2022 - 11

Voluntary Secondary Schools

SUMMARY OF GRANTS PAYABLE 2021/2022						Sage 50 Nominal Code
No	Grant Description	Rate per Student	Instalments	Payment Due	Notes	
1	Capitation Standard Rate	€316	3	Sept/Jan/Apr	€450.40 per PWT/CID deducted from total for school basic salary.	3010
2	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)		1	Paid in advance in June 2021	Payable only to schools classified as DEIS.	3020
3	Support Services Grant	€224.50	3	Sept/Jan/Apr	Minimum for 2022 - €44,900	3050
4	Secretary	€40	3	Sept/Jan/Apr	Schools not in 1978 scheme. Min. Enrolment - 200. Maximum for 2022 - €14,000	3100
5	Secretary - School Services Support Fund (SSSF)	€26.50	3	Sept/Jan/Apr	Schools not in 1978 Scheme. Minimum for 2022 - €5,300 Maximum for 2022 - €9,275	3100
6	Caretaker	€34	3	Sept/Jan/Apr	Minimum Enrolment - 200 Maximum for 2022 - €11,900	3130
7	Caretaker- School Services Support Fund (SSSF)	€20.50	3	Sept/Jan/Apr	Payable to all schools. Minimum for 2022 - €4,100 Maximum for 2022 - €7,175	3130

This Guideline is a good information source:

- Provides guidance on the appropriate Nominal Code for recording in Sage 50.
- Full copy of this page in handouts
- Gather all supporting documentation for the DE Grants
- Know how they can be spent

How have the covid grants impacted on the composition of school Income?

Sample Income & Expenditure Accounts			
Summary	Current Year 21/22	Covid 20/21	Pre Covid 19/20
Total Dept Income	412,294	491,201	234,344
% of Total Income	0.74	0.79	0.53

2. Coding the lodgements from the Bank Statement

1. Code the Department Grants showing on the Bank statement

- Have an FSSU Chart of Accounts list at hand
- Print a Sage 50 nominal list either

2. Considerations when picking a nominal code for the Grants

- Is it for day to day running of school in the current financial year? Then 3010 - 3299
- Is it long term in nature or timing? Balance sheet codes 3900 - 3995

3. Other criteria to be mindful of:

- Where is the Income sitting in the Budget?
- Where was it coded in prior years?

4. Create a Department where appropriate

FSSU Chart of Accounts
September 2021

Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitalisation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3030	Non Teachers Pay Budget	Income	Department of Education
3050	Ancillary/School Support Services Grant	Income	Department of Education
3100	Secretarial Grant	Income	Department of Education
3130	Caretaker Grant	Income	Department of Education
3140	Special Education Equipment Grant	Income	Department of Education
3150	Book Grant Income	Income	Department of Education
3160	Book Rental Scheme Grant	Income	Department of Education
3170	Special Subject Grant	Income	Department of Education
3190	JCSP Grant	Income	Department of Education
3200	Transition Year Grant	Income	Department of Education
3210	Leaving Certificate Applied Grant	Income	Department of Education
3220	Grant for Traveller Students	Income	Department of Education
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
3230	ICT Grant Non Capital	Income	Department of Education
3240	Supervision and Substitution Grant	Income	Department of Education
3245	Physics/Chemistry Grant	Income	Department of Education
3255	State Exam Income	Income	Department of Education
3260	School Excellence Fund Income	Income	Department of Education
3270	Sports Complex Grant	Income	Department of Education
3275	Minor Works Grant-Non Capital	Income	Department of Education
3276	Temporary Accommodation Grant Income	Income	Department of Education
3277	COVID Minor Works Grant	Income	Department of Education
3280	COVID Aide Grant	Income	Department of Education
3281	COVID Capitalisation PPE Grant	Income	Department of Education
3282	COVID Enhanced Supervision Grant	Income	Department of Education
3283	COVID Capitalisation for Additional Cleaning Grant	Income	Department of Education
3284	COVID Funding for Replacement Caretaker Hours	Income	Department of Education
3285	COVID Funding for Replacement Secretarial Hours	Income	Department of Education
3286	COVID Funding for Replacement Cleaner Hours	Income	Department of Education
3287	COVID Funding for Replacement Bus Escort Hours	Income	Department of Education
3290	Other Non Capital DE Grant Income	Income	Department of Education
3292	Standardised Testing Grant	Income	Department of Education
3293	Summer Provision Grant	Income	Department of Education
3294	Bus Escort Grant	Income	Department of Education

2. Record Grants in Sage 50

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net T/C*	Tax
1800	01/09/2021	DE 09			0		3967.00 T9	0.00
1800	01/09/2021	DE 10			0		81634.00 T9	0.00

Using the Bank Feeds module, select the grants using Control & Alt and create a Bank Receipt, some info will be prepopulated, Nominal code and the detail have to be filled in

2. Record Grants in Sage 50

➤ Bank Account Module > Bank Receipt

Or

➤ Bank Feeds > Create a Bank Receipt

Recording DE Grants in Sage 50

Nominal code exercise for Sample Data of grants that are for the day to day running of the school

Bank Statement	Detail	Amount	Nominal Code	Income & Expend	Balance Sheet
01.09.2021	Schools Division Financial - DE				
	Caretaker Grant	3,967		3,967	
	Capitation Grant	81,634		81,634	
	Covid Cleaning Supports Cap Grant	9,540	3283	9,540	
	Covid enhanced supervision	30,310	2183	As it is being spent	30,310
	Covid Sanitiser & PPE	21,216	3281	21,216	
	SSSF Caretaker Grant	2,392		2,392	
	Total	149,059		118,749	30,310

BOM Income & Expenditure Report

3. Checking Bank Receipts report for accuracy of inputting

Date: 24/02/2022
Time: 16:28:21

Sage 50cloud New Users 2021/2022
List of Sales Receipts & Bank Receipts By Bank

Page: 1

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

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

** NOTE: All values FSSU Guidelines report are in the Bank Account's operating Currency **

Bank Code: 1800

Bank Name: Current Account 1

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	B	Bank Rec. Date
115	BR	01/09/2021	3130	DE1	Sept Caretaker Grant	3,967.00	0.00	3,967.00	N	
116	BR	01/09/2021	3010	DE2	Sept Cap	81,634.00	0.00	81,634.00	N	
117	BR	01/09/2021	3283	DE3	Covid Grant Sept	9,540.00	0.00	9,540.00	N	
118	BR	01/09/2021	2183	DE4	Covid Grant Sept	30,310.00	0.00	30,310.00	N	
119	BR	01/09/2021	3281	DE5	Covid Grant Sept	21,216.00	0.00	21,216.00	N	
120	BR	01/09/2021	3130	DE6	Sept Cap	2,392.00	0.00	2,392.00	N	
						<u>149,059.00</u>	<u>0.00</u>	<u>149,059.00</u>		
						<u>149,059.00</u>	<u>0.00</u>	<u>149,059.00</u>		

✓ Are the grants coded to the correct nominal codes?

✓ BR=Bank Receipt

BOM Income & Expenditure Report

Checking Nominal Ledger report

Date: 23/02/2022		Sage 50cloud New Users 2021/2022		Page: 1								
Time: 23:33:33		Nominal Activity - Excluding No Transactions										
Date From:	01/09/2021	N/C From:	3010	Date To:	30/09/2021							
Transaction From:	1	N/C To:	3299	Transaction To:	99,999,999							
N/C: 3010	Name: Capitation	Account Balance:		81,634.00 CR								
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
116	BR	01/09/2021	1800	DE2	Sept Cap	0	T9	81,634.00		81,634.00	-	N
Totals:										81,634.00		
History Balance:										81,634.00		
N/C: 3130	Name: Caretaker Grant	Account Balance:		6,359.00 CR								
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
115	BR	01/09/2021	1800	DE1	Sept Caretaker Grant	0	T9	3,967.00		3,967.00	-	N
120	BR	01/09/2021	1800	DE6	Sept Cap	0	T9	2,392.00		2,392.00	-	N
Totals:										6,359.00		
History Balance:										6,359.00		
N/C: 3281	Name: COVID Capitation PPE Grant	Account Balance:		21,216.00 CR								
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
119	BR	01/09/2021	1800	DES	Covid Grant Sept	5	T9	21,216.00		21,216.00	-	N
Totals:										21,216.00		
History Balance:										21,216.00		
N/C: 3283	Name: COVID Capitation for Additional Cleaning Grant	Account Balance:		9,540.00 CR								
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
117	BR	01/09/2021	1800	DE3	Covid Grant Sept	5	T9	9,540.00		9,540.00	-	N
Totals:										9,540.00		
History Balance:										9,540.00		

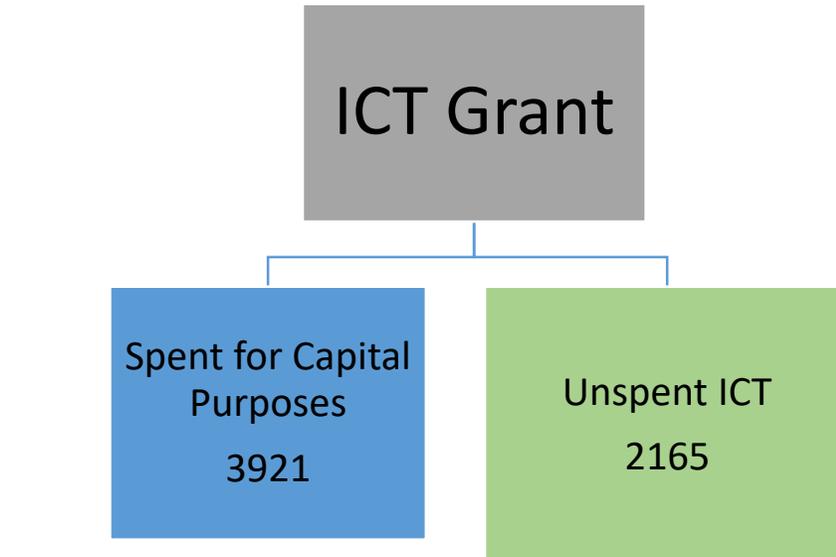
- ✓ Review for posting errors
- ✓ BR=Bank Receipt
- ✓ Receipts should be Credits to the income codes
- ✓ Check any Debit postings for accuracy.
- ✓ Expenses should never be coded to income codes

Recording DE Grants in Sage 50

Examples of Capital Grants that should be recorded in Balance Sheet

Bank Statement	Detail	Amount	Nominal Code	Income & Expend	Balance Sheet
05.09.2021	Digital Divide Grant	37,260	2165 Dept 6		37,260
			Or can be coded to 3921		
	ICT Grant	20,000	2165 Dept 7		20,000
		The amount used for day to day ICT Cost	3230		
	Planning Building				
	Emer Minor Works Grant Covid 19	25,000	3905 Dept 4		25,000

Auditors will sort out the final postings between 3921 > 2165 > 3230
 Know where the grants were posted
 Ensure you know what Grant is being used to purchase the products



Accounting for COVID-19 Grants

DES COVID Grant	Balance sheet Code Unspent	Example of what it can be spent on	Expense Code	Income code
COVID Minor Works	2169	Non capital grants & expenditure e.g. Rental of space	5316	3277
	2169	Capital grants & expenditure: Building work	3941	3905
	2169	Fixture, fittings and equipment	1425	3905
	2169	ICT	1465	3905
Capitation additional cleaning	2184	Additional cleaning hours	5804	3283
	2184	Additional cleaning non wage costs	5805	3283
Capitation for PPE, consumables & equip	2182	Sanitisers, face coverings, aprons, signage, pedal bins	5802	3281
Enhanced Supervision Grant	2183	Enhanced supervision wages cost	5803	3282

Focus on School generated income & The Clearing Account

Sample Income & Expenditure Accounts			
Summary	Current Year 21/22	Budget 21/22	Prior Yr 20/21
Total Dept Income	412,294	556,629	434,566
	38,400 Canteen		
	24,750 TY		
Total School Generated Income	127,300	134,841	248,353
<i>% of Total Income</i>	<i>0.23</i>	<i>0.18</i>	<i>0.34</i>
Vol Subs	14,010		
Total Other Income	15,600	68,243	37,733
	0.03	0.09	0.05
Total Income	555,194	759,713	720,652
Total Expenditure	460,000	759,511	689,527
Net Profit	95,194	202	31,125

Know the school income collection system

Parents give Cash or cheques to the School?

- Record receipts in Sage 50 fully and intact
- Use a Cash control account to record cash on a timely basis

Parents pay through an Online system

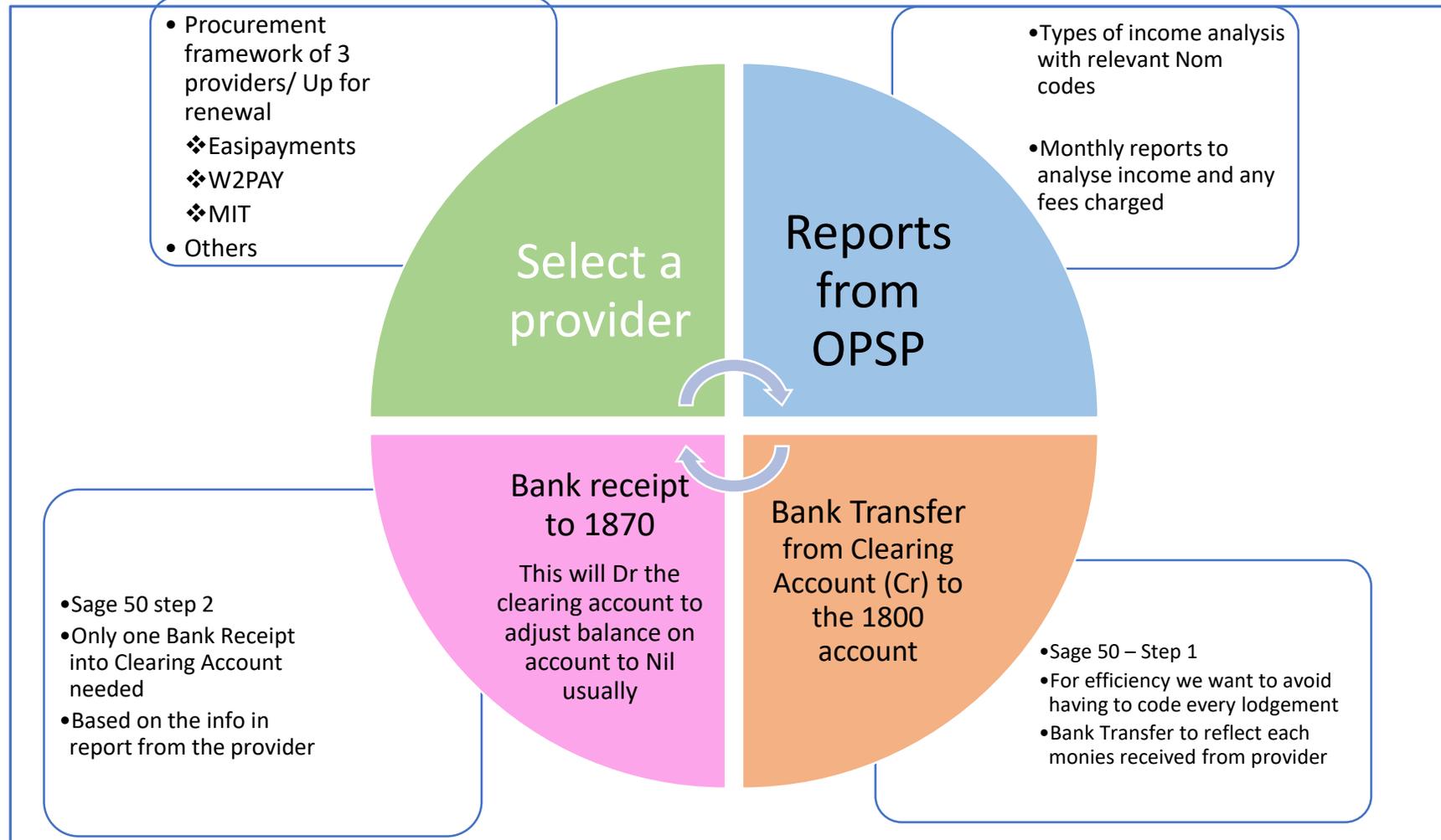
- An overview of an online Payments solution system
- Using The Clearing Account in the Bank Module to record the transactions in Sage 50

Note the top income types under each heading

Cash Account – Sample Data

Cash Account	Detail	Amount	Nominal Code	School Safe	Bank Account
1. Bank Receipt	Camino Collections	400	3750		
To Cash Account	TY Receipts	800	3310		
	After school study	1,300	3490		
		2,500		2,500	
Prepare Lodgement		2,410			
2. Transfer				(2,410)	2,410
Balance on cash account				90	

Operating an Online Payment Solution System

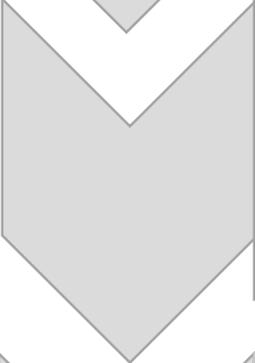


Practical Demonstration

Recording monies received from Way2pay in Sage 50



1. Record the receipts showing in the Bank Statement in Sage 50 using a Bank Transfer from Clearing Account to main Bank 1800



2. Run a report from the W2Pay system

3. Record a Bank Receipt in the Clearing Account based on this summary



4. Monitor balance in Clearing account at month end

5. Run the BOM Income & Exp report to see impact and look up the postings in the Nominal ledger in Sage 50.

Operating an Online Payment Solution System

Step 1 – Record a Bank Transfer in Sage 50 to show money lodged as per main Bank Statement

Bank Statement	Detail	Amount	Transfer to 1800	Transfer from 1870	
01.9.2021	W2P EP 1	3,200	Received 3,200	WTP transferred money	
02.9.2021	W2P EP 2	6,900			
03.09.2021	W2P EP 3	10,800			
04.9.2021	W2P EP 4	5,200			
05.09.2021	W2P EP 5	500			
Total		26,600		- 26,600	

Operating an Online Payment Solution System

Step 2/3 – Run a Summary Report from the OLSP for the relevant period

Description	Code	Gross	Fees	Net Paid
Voluntary contribution	3650	12,290	210	€12,080
TY	3310	11,660	190	€11,470
Book rental	3330	2,460	50	€2,410
School trip- lakes	3530	650	10	€640
Total		27,060	€460	€26,600

Operating an Online Payment Solution System

Step 4-5 – Look up nominal ledger for postings and monitor balance on clearing account

Date: 23/02/2022 **Sage 50cloud New Users 2021/2022** Page: 1
 Time: 23:10:00
Nominal Activity - Excluding No Transactions

Date From: 01/09/2021 N/C From: 1870
 Date To: 30/09/2021 N/C To: 1870
 Transaction From: 1
 Transaction To: 99,999,999

N/C: 1870 Name: Online Payment Solution Clearing Account Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2021			Brought Forward			0.00				
121	JC	01/09/2021	1870	TRANS	Bank Transfer	0	T9	3,200.00		3,200.00	-	N
123	JC	02/09/2021	1870	TRANS	Bank Transfer	0	T9	6,900.00		6,900.00	-	N
125	JC	03/09/2021	1870	TRANS	Bank Transfer	0	T9	10,800.00		10,800.00	-	N
129	JC	05/09/2021	1870	TRANS	Bank Transfer	0	T9	500.00		500.00	-	N
133	JC	01/09/2021	1870	TRANS	Bank Transfer	0	T9	5,200.00		5,200.00	-	N
135	BR	05/09/2021	1870	1	WTP Sept	0	T9	12,290.00	12,290.00		-	N
136	BR	05/09/2021	1870	2	WTP Sept	0	T9	11,660.00	11,660.00		-	N
137	BR	05/09/2021	1870	3	WTP Sept	0	T9	2,460.00	2,460.00		-	N
138	BR	05/09/2021	1870	4	WTP Sept	0	T9	650.00	650.00		-	N
139	BP	05/09/2021	1870	Charges	W2P	0	T9	460.00		460.00	-	N
Totals:									31,560.00	31,560.00		
History Balance:												

Balance on clearing account

Bank Transfer(JC) showing funds transferred to school

Bank receipt(BR) reflecting income in I&E account



4. Month end reports - Income review

➤ Run I&E Account

- Compare figures to budget
- Compare to 20/21
- Review the Nominal Activity report
- Worth Comparing to 19/20 at some stage
(Pre-Covid 5 months) / *Pre Covid full Year (18/19)*

➤ Run Balance Sheet

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

Review	Actual 2022	Budget	Prior Year 2021	Pre Covid Sept – ??? 2020 Archive A/cs
No of students				
Dept Income				
School gen Income				
Other Income				
Total Income				
Total Expenses				
Net Profit/Loss				
Comments				

BOM I&E Report to Jan 2022

5. Exercise – Key Performance Indicators

Analyse and review the key headings in the I&E Report for reasonableness
How have covid grants impacted on the composition of school income?

Sample Income & Expenditure Accounts			
Summary	Current Year 21/22	Covid 20/21	Pre Covid 19/20
Total Dept Income	412,294	491,201	234,344
% of Total Income	0.74	0.79	0.53
Total School Generated Income	127,300	109,769	178,890
% of Total Income	0.23	0.18	0.40
Total Other Income	15,600	18,095	30,152
	0.03	0.03	0.07
Total Income	555,194	619,066	443,386
Total Expenditure	460,000	425,000	430,000
Net Profit	95,194	194,066	13,386
Covid Grants	130k	210k	

- Data set for a school - 5 months to Jan 2022/21/20
- Exported the relevant I&E reports into excel
- Summarised the key headings & calculated %'s for an overview of Income
- **Pre-Covid (5 months) 2019/2020 comments**
 - the Department grants were 53% of Total Income
 - School generated income was 40%
 - Other income = 7%
 - *Smaller Net profit than expected* – next week review of expenditure might highlight issues
- It will be always be necessary to look at the full report & nominal activity to explain the variations.
- This overview provides guidance on where to focus our checking process.

Sage 50 Training – Spring 2022



Upcoming Sage 50 Webinar training:

- BOM I&E Report (Part 2) Expenditure
- Payroll Recording
- BOM Balance Sheet Recording Capital items
- Monthly BOM Reporting – forming good reviewing habits

Building your confidence with Sage 50 reporting:

- Run the school I&E report and review school Income
- Analyse it under the key headings and look for trends
- Look up the nominal activity for the income codes
 - Raises awareness of the reports in Sage 50
 - Will help in picking up posting errors

Don't forget to upgrade to Sage 50cloud

Please complete the Survey at the end of this webinar

- In particular are there any nominal codes in the COA where you would like additional clarification?

Thank You

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