# Surf Accounts for C&C Schools Quick Reference Guide

**Accounting for School Income Received in Advance** 

#### What is school income received in advance?

This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31<sup>st</sup> of August 2022 for the school year 2022/2023.

#### **Examples of school income received in advance**

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

## Using departments for school income received in advance

When entering the advanced income to Surf accounts it is vital to use the correct department. This will enable you to run a report on school income in advance by department. This report will give the figures for the income in advance for posting to the next school years accounts.



#### Step 1

Before entering the receipts, create departments for the various income streams if not already setup.

#### Instructions

- Click Settings (bottom left of the screen)
- Under Accounts Heading > select Departments.
- To add more departments, click the 'Add' icon (at the bottom left of the screen), scroll
  down to the bottom of the list of departments and in the blank box enter a code and
  description for the department you want to set up.
- Click 'Save' when done.

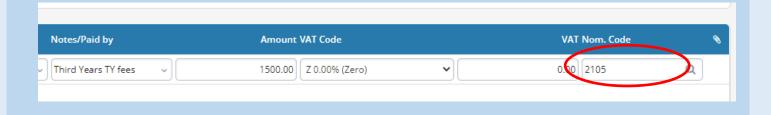
See section 1.5.1 of the Surf Manual also on how to create a department.

## **Accounting for school income received in advance**



## Step 2

On entering the receipt for the school generated income received in advance, it should be coded to account code 2105 "School Income Received in Advance", ensuring you use the correct department



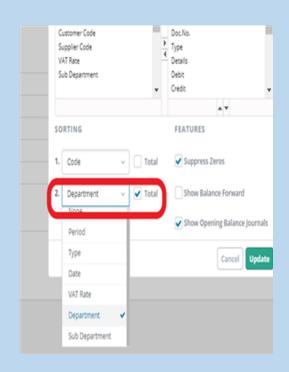
## Generating a report to show the breakdown of school income



## Step 3

#### **Instructions**

- Click on Reports > General Ledger Account
   Activity
- Select Period from "Sep-2021" & Period To
   "Current month" or "Aug-2022 (when generating the report after 31 August 2022).
- Select Acct. Code From "2105" & Acct. Code To "2105"
- Click on Advanced Settings
- Under Sorting box 2 select "Department" & tick the "Total" box, then click on Update.
- This will generate a report giving you the subtotals for each category/stream of income included in code 2105.



Click <u>here</u> to watch a short video on accounting for school income received in advance