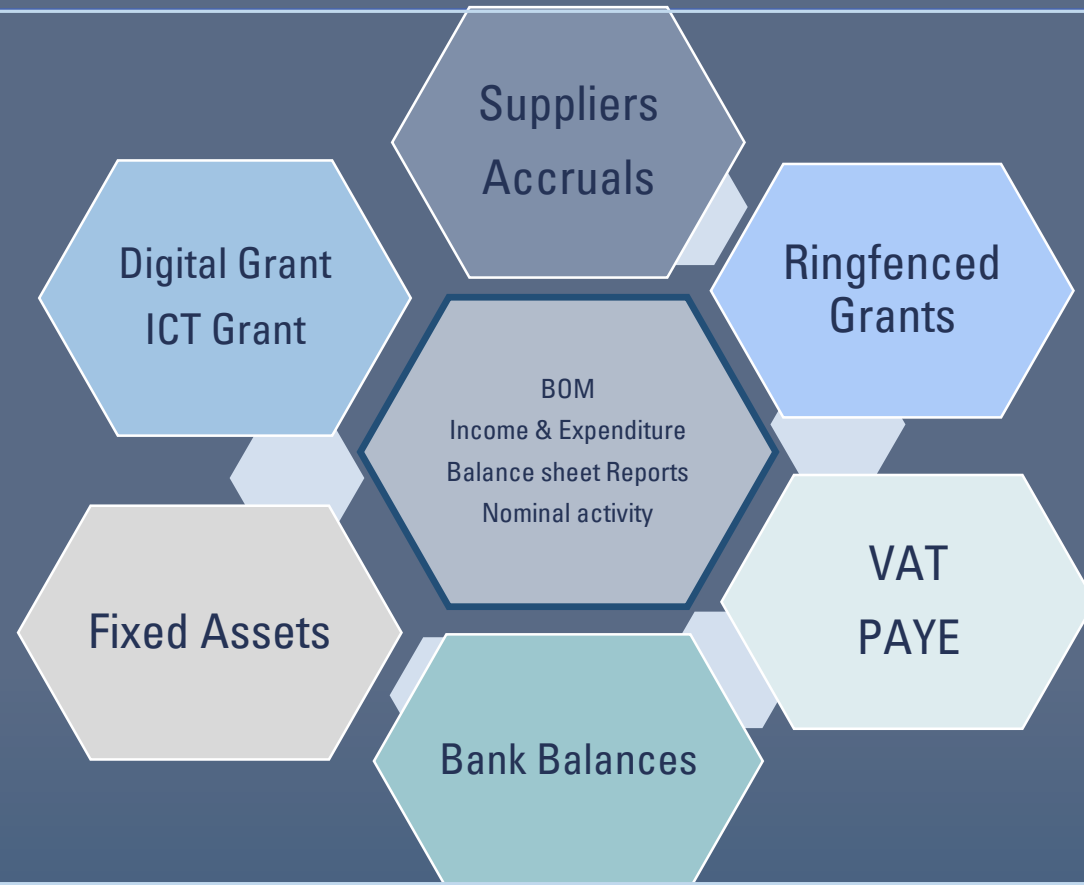




Welcome to this FSSU training Webinar





Key Points for finalising the Year end Accounts in Surf

Breda Murphy
Accounts support &
training

Webinar



Recording



Email



Handouts



www.fssu.ie

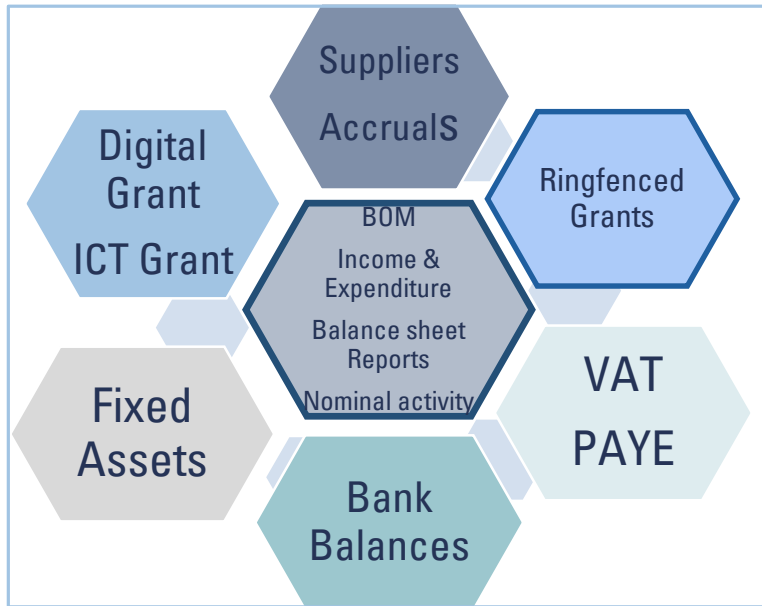
Q&A

Questions

Learning points of this webinar

1. Introduction – Keeping SURF up to date & getting organized for the Year end
2. What is new and what is important for the August accounts preparation
3. Key tasks in finalizing the August Accounts
4. Other likely accountant queries
5. Summary & Latest Surf News





Introduction

August Accounts preparation – it is the same process as any other month

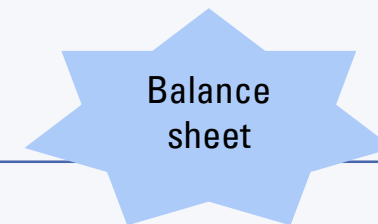
But it is the end of the Financial Year so the accounts require a little extra attention to detail

The FSSU Year end Guideline provides a detailed step by step approach to the Year end Accounts preparation process.

This webinar will outline some of the key tasks for finalising the August Accounts & provide guidance on gathering the supporting Year end paperwork for the school Accountant.

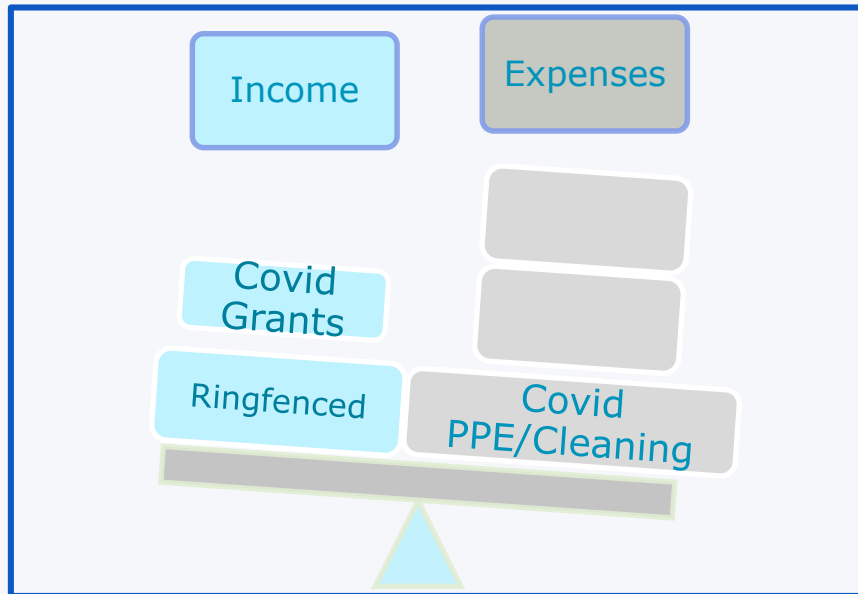
SURF Accounts – Accounts Preparation & Organisation

- ❖ Update Surf promptly & accurately
- ❖ Open a Year end file for all supporting paperwork
- ❖ Time reviewing the accounts is time well spent



2. Income & Expenditure Account August 2022

FSSU Financial Year end Guideline - 06



1. What is new for 2021/2022?
 - New once off Department Grants this year & reporting requirements
 - Latest updates to the chart of accounts
2. What is important
 - Code and record transactions in Surf carefully
 - Review General Ledger for accuracy
3. Suggestions for reviewing the Income & Expenditure & general ledger reports for accuracy and completeness
4. Bank Reconciliations – Important for accuracy

What is new for 2021/2022?

New Once off DE Grants for 2021/2022

Grant Description	Payment Due	Notes	Surf Nominal Code
Exceptional Minor Works Grant Funding	Dec 2021	FSSU Guideline <u>No 20 2021/2022</u>	3905
		Supporting Enhanced Ventilation Department reporting	2169 (Unspent)
The Digital Strategy Grant for ICT infrastructure	Dec 2021	FSSU Guideline <u>No 34 2021/2022</u>	3921
		Department reporting crucial	1461 2165 (Unspent)
Grant to address the digital divide and learners at risk of educational disadvantage	Dec 2021	FSSU Guideline <u>No 34 2021/2022</u>	3921
		Create a department to be able to report to DE	1461 2179 (Unspent)
School Library Book Capital Grant	May 2022	FSSU Guideline <u>No 32 2021/2022</u>	3155 (Income)
		Create a Department	4641 (Expense)
			2161 (Unspent)

Recording ICT & Digital Grants received

- Take care recording the Grants received in Dec 2021 in SURF
- A unique Department report will be required for each of these grants

Create a unique Department for the Digital Divide Grant in SURF separate from the ICT dept

This funding was secured through the EU NRRP Facility to address the digital divide

schools will be required to submit a record of how the funding was utilised to address the needs of learners at risk of educational disadvantage through the digital divide in their school before the end of the school year.

Detail	The Digital Strategy Grant for ICT infrastructure	Grant to address the digital divide and learners at risk of educational disadvantage
	All school	Projects/Programmes/ <u>Activities with additional supports for learners at risk of educational disadvantage:</u>
	Digital Learning Plan Annually	Schools should plan for the effective and targeted use of this funding as part of their Digital Learning Plan (DLP).
Teaching Computing Devices		Support for expansion of capacity and opportunity for STEAM subjects and projects,
PC's		
Laptops		
Tablets		
		virtual or augmented reality, and game-based learning.
Equipment for the provision of DCG		
Projectors		classroom-based assessment
interactive flat screens		
Fixed and wireless networking, and including cabling, switches and installation		
Cloud based tools and applications to support learning		Digital technology can also support wellbeing activities
Maintenance and repair of equip purchased with this funding		
Recording Transactions in Sage 50		
Income	3921	3921
Capital Expenses	1460 / 1461	1460 / 1461
Non Capital Income / expense code	3230 / 4410	3230 / 4410
Department	ICT	Digital Disadvantage
Unspent code	2165	2179

**Update to FSSU Chart of Accounts FSSU Guideline No 40 2021/2022
& Guideline 2022/2023 0- 09**

A sample of New Nominal Codes

Code	Description	
4640	Library Non Grant Funded Expense	New nominal name
4315	Student Photocopying expenses	New for Sept 1st
3380	Student Photocopying Income	New for Sept 1st
1420	Capital: F&F &Equip B/Fwd	New name relevant from 1.9.2022
1421	Capital: F&F &Equip ADDITIONS	New code
1461	Capital: ICT Additions	New Code

Income & Expenditure Account review

Checking for accuracy & completeness

1. Monitor Total Income, Expenditure and Net Profit V Budget V Prior Year – Is bottom line as expected?
2. These figures must be for the actual full financial year and relate to the day to day running of the school
3. Compare actual to prior year & budget on a line by line basis- remember that this years costs would be higher as school was open for full academic year compared with 2021
4. Look up general ledger report to ensure transactions have been posted to the correct codes, income to income codes / expenses to expense codes / no netting out. Follow up debit balances on income codes
5. Review general ledger postings for completeness – e.g. all payroll week numbers to week 35 + Revenue costs to Y/E
6. Check what is in “Other” & Reimbursable - School Income & expenses must go to their relevant code headings for consistency of school reporting. Also check repair codes for high value items that are potentially a capital expense
7. Check the general ledger that correct departments are assigned especially where the Dept report will be relied upon for calculations

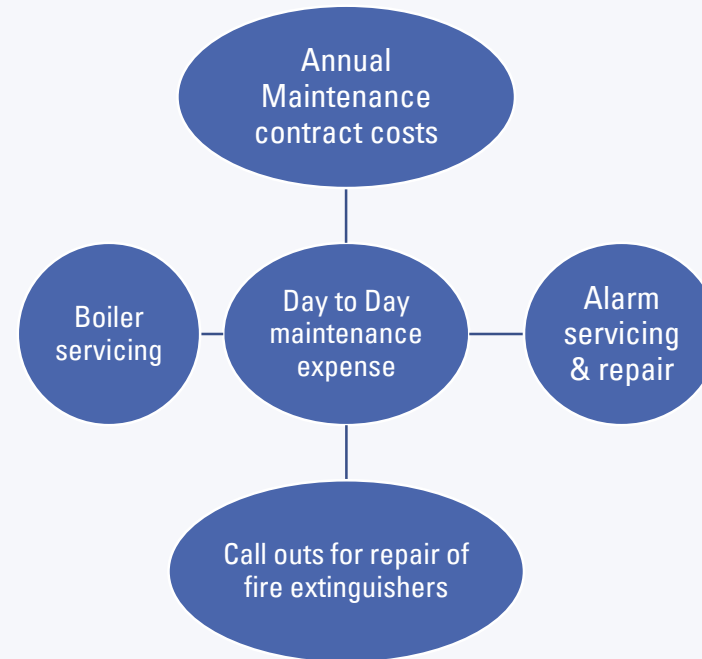
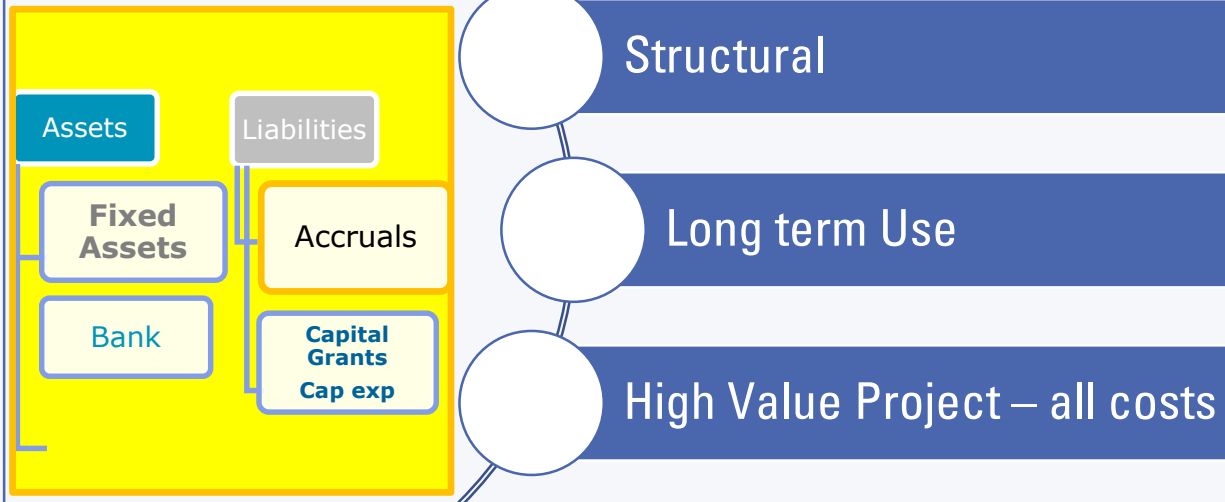
Income & Expenditure Account

Demo Data Summary (before review)

	Current Full year	Budget	Prior Year	Comments
Income	535,000	490,000	470,500	Unspent Grants Covid Refund
Expenditure	441,000	488,000	465,100	PY (covid effect)
Net Profit	94,000	2,000	4,900	Bottom line – if its too good to be true?

Capital V Repairs

Balance sheet



Review Bank Rec reports

Bank Reconciliation Report Sample School Data

1800 Current Account	31/08/2022
Balance as per Surf Accounts	44,653.95
Balance per Bank Statement	45,330.95
Less un-presented Payments	-677.00
Plus un-presented Lodgment	-
Reconciled Balance	44,653.95

Date	Ref.No	Lodg.No. Type	Description	Payments	Receipts
01/02/2022	26036	Payment	Retirement gift	500.00	-
23/04/2022	26043	Payment	Card income	12.00	-
17/08/2022	26110	Payment	Soccer Club Registration	165.00	-
Totals:				€677.00	-

5.8 To cancel old cheques

To cancel old outstanding cheques:

1. Make a list of the cheques that need to be cancelled. The list should state the cheque / payment reference, payee, amount, nominal code and department.
2. Go to 'Banking' > select 'Payments'
3. Enter the details of each payment on the cancel list as a negative payment.
4. When reconciling the bank account match the outstanding cheques to the negative payments.

Payments	Receipts	Balance	Select All <input type="checkbox"/>
		0.00	
200.00	0.00		<input type="checkbox"/>
-500.00	0.00	500.00	<input checked="" type="checkbox"/>
500.00	0.00	0.00	<input checked="" type="checkbox"/>
500.00	0.00		<input type="checkbox"/>
0.00	50.00		<input type="checkbox"/>
0.00	50.00		<input type="checkbox"/>

Match negative payments against old outstanding cheques

Bank reconciliation reports review actions:

1. Has a bank reconciliation report been prepared for all school bank accounts?
2. Check the date on the bank reconciliation report to ensure it is reconciled to the accounting period currently prepared (up to month end date).
3. Ensure that there is no difference on each bank reconciliation statement.
4. Check the closing balance on the bank statement to the closing balance on the bank reconciliation report to ensure they match.
5. Review the un-presented payments for accuracy, checking for
 - a. Old/stale cheques – cheques more than six months old should be followed up
 - b. Possible duplicated payments entries,
 - c. Online payments/EFT should not be on the list of un-presented payments.
6. Review the outstanding receipts for accuracy, checking for
 - a. Possible duplicated receipts entries,
 - b. Errors.
7. Correct any errors noted



3. Key Tasks in finalizing the August accounts (Focus on Balance Sheet)

3. Finalising August Accounts - A closer review of Year end balances

Closer review of Year end Accounts for accuracy & completeness

Gathering information to ensure accounts reflect everything owed by the school at YE

Supplier's ledger & Control Accounts

Future Years Grants/Income

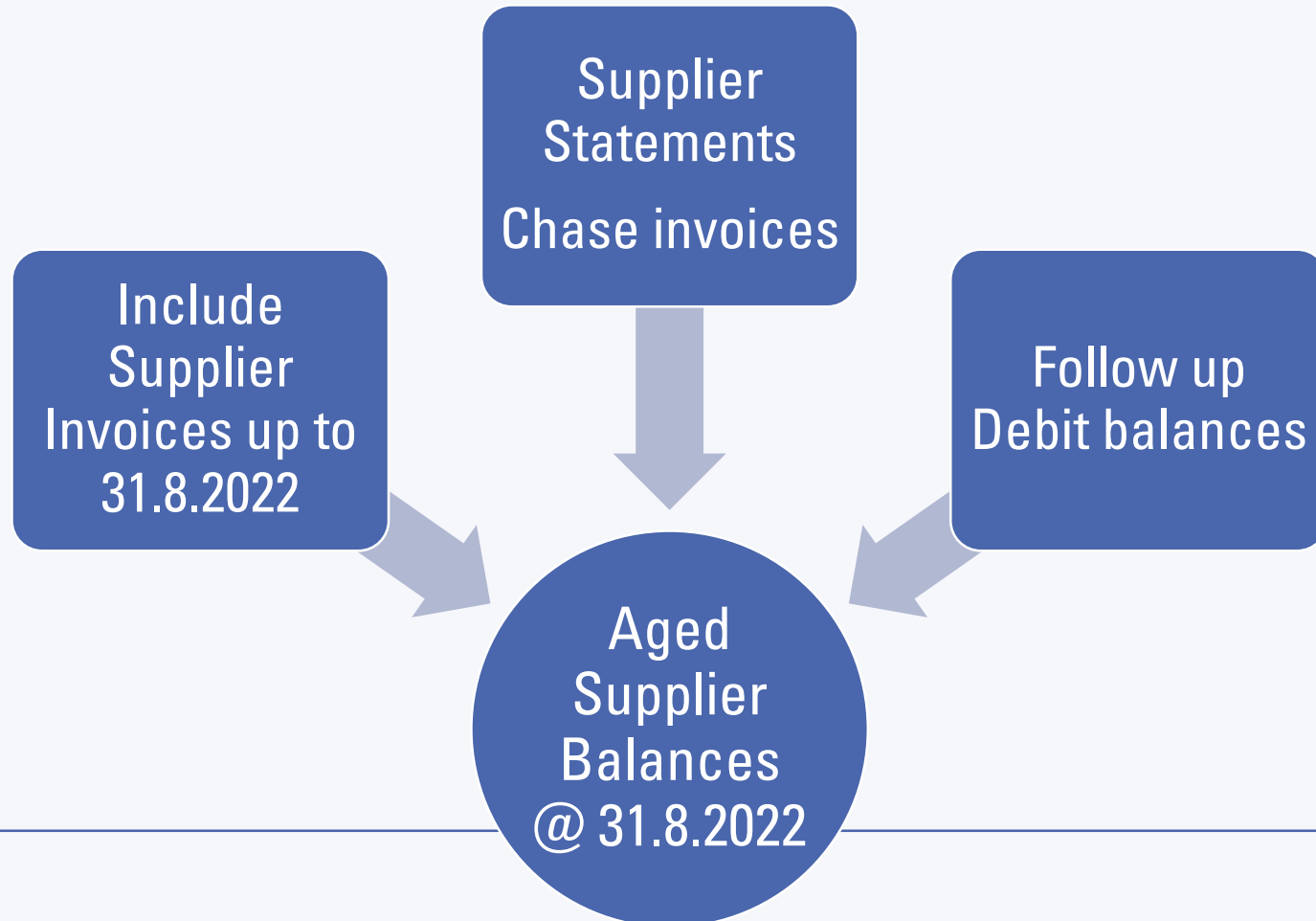
- A. Calculating Grants received in advance
- B. Ringfenced Grants & recording unspent amounts at Y/E
- C. Accounting for the Covid Refund
- D. Recording Income in advance

August Accounts review to date

1. Review Income & Expenditure Report – investigate anything unusual
2. Review general ledger activity
3. Bank Reconciliation Reports review
4. Capital V Repairs – Review

Aged Supplier Balances

Check for accuracy & Completeness



Suppliers Ledger/ Accruals review

Income & Expenditure - COVID
Test Company

Date Range: 1st Sep 2021 To 31st Aug 2022

		2022			
Code	Description	Current Period	Budget	Variance	C
		€	€	€	
Income and Expenditure Account					
Income					
Income Department Grants					
3281	COVID Capitation PPE Grant	36,300.00	-	36,300.00	
3282	COVID Enhanced Supervision Grant	38,600.00	-	38,600.00	
3283	COVID Capitation for Additional Cleaning Grant	12,100.00	-	12,100.00	
		€87,000.00	-	€87,000.00	
	TOTAL Income	€87,000.00	-	€87,000.00	
Expenditure					
Expenditure Repairs, Maintenance and Establishment					
5802	COVID Capitation for PPE Grant Expense	33,400.00	-	33,400.00	
5803	COVID Enhanced Supervision Grant Wages Expense	8,900.00	-	8,900.00	
5804	COVID Capitation for Cleaning Wages Expense	3,500.00	-	3,500.00	
		€45,800.00	-	€45,800.00	
	TOTAL Expenditure	€45,800.00	-	€45,800.00	
	NET SURPLUS/DEFICIT	€41,200.00	-	€41,200.00	

Record all purchase invoices up to 31.8.2022

In demo data, Invoice for 5,200 relating to covid cleaning will impact refund calculation

EXPENDITURE					
Nominal/General Ledger Codes	5802	5803	5804	5805	
Expenditure	€33,400	€8,900	€3,500	€5,200	€51,000
TOTAL	€33,400	€8,900	€8,700		€51,000
UNSPENT (OVERSPENT)	€2,900	€29,700	€3,400		€36,000

Payroll Journals up to week 35

Or

Record Revenue payment for
August 2,500 in SURF @31.8.2022

Ensure Supplier account and invoice
are flagged as RCT in SURF:

When you record the **payment to the supplier**,
SURF will automatically post the RCT journal so you
don't have to

Amounts owed to Revenue at Year end Control Account balances

Journal Template at Year end			
	Date : 31.8.2022		
N/C	<u>Name</u>	Dr	Cr
5310	Repairs	3,000	
2260	VAT Control account		3,000

Record Journal entry in SURF to reflect all VAT due at
31.8.2022



Building Confidence using SURF Accounts

Future Years / Balance sheet balances

Identify Income/Grants relating to future Years

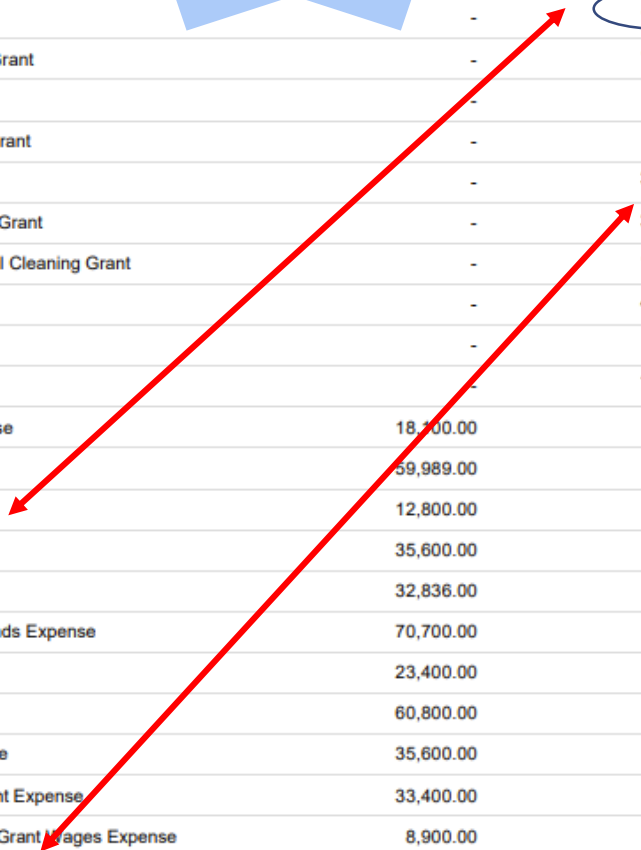
- A. Grants received in advance
- B. Ringfenced / unspent
- C. Covid Refund
- D. Income for 22/23

Simple Trial Balance Report
Test Company

Period: 1st Sep 2021 To 31st Aug 2022

Code	Description	Debit	Credit
3010	Capitation/Non Pay Budget		135,000.00
3030	Non Teachers Pay Budget		77,000.00
3050	Ancillary/School Support Services Grant		52,000.00
3150	Book Grant Income		17,600.00
3155	School Library Books Capital Grant		17,800.00
3200	Transition Year Grant		6,900.00
3240	Supervision and Substitution Grant		3,538.00
3281	COVID Capitation PPE Grant		32,300.00
3282	COVID Enhanced Supervision Grant		38,600.00
3283	COVID Capitation for Additional Cleaning Grant		12,100.00
3310	Transition Year Income		47,500.00
3510	Bus Income		4,200.00
3650	Voluntary Contributions		76,900.00
4111	Privately Paid Teachers Expense	18,100.00	
4590	Transition Year Expense	59,989.00	
4730	Book Grant Expense	12,800.00	
5010	Caretaker Wages Expense	35,600.00	
5110	Cleaners Wages Expense	32,836.00	
5310	Repairs to Buildings and Grounds Expense	70,700.00	
5510	Heating Expense	23,400.00	
5550	Light and Power Expense	60,800.00	
5800	Other Repairs and Maintenance	35,600.00	
5802	COVID Capitation for PPE Grant Expense	33,400.00	
5803	COVID Enhanced Supervision Grant Wages Expense	8,900.00	
5804	COVID Capitation for Cleaning Wages Expense	3,500.00	
6010	Clerical Officers/Secretarial Wages Expense	45,800.00	
1800	Current Account 1	80,013.00	
Totals:		€521,438.00	€521,438.00

Grant income should = grant expense



Current Liabilities
Current Liability Creditors

2100	Creditors Control Account	-
<hr/>		
Current Liability Accruals		
2105	School Income Received in Advance	-
2150	Grants Received in Advance	-
2151	Book Grant Received in Advance	-
2152	DEIS Grant Received in Advance	-
2160	Book Grant unspent	-
2165	ICT Grant Unspent	-
2166	Minor Works Grant Unspent	-
2167	JCSP Grant Unspent	-
2168	Non Teachers Pay Budget Grant Unspent	-
2169	COVID Minor Works Grant Unspent	-
2170	Supervision and Substitution grant unspent	-
2171	Other Ringfenced Grants Unspent	-
2172	Other Ringfenced Income Unspent	-
2179	Digital Grant Unspent	-
2180	School Excellence Fund Unspent	-
2181	Covid Aide Grant Unspent	-
2182	COVID Capitation for PPE Grant Unspent	-
2183	Covid Supervision and Substitution Grant Unspent	-
2184	COVID Capitation for Additional Cleaning Grant Unspent	-
2185	COVID Replacement Hours Unspent	-
2200	Net Wages Control Account	-
2210	Union Fees Control Account	-
2220	Single Public Service Pension Scheme Control Account	-
2230	ASC Control Account	-
2240	PRSA Control Account	-
2250	PAYE/PRSI/USC/LPT Control Account	-
2260	Reverse VAT Control Account	-
2270	RCT Control Account	-

Must bring forward unspent grants & monies relating to future years



Surf Accounts for C&C Schools

Quick Reference Guide

Accounting for Grants Received in Advance

What are Grants received in advance?

This is a grant received in the current accounting period that belongs to a future accounting year e.g., grants received between now and the 31st of August for the next school year. Below is a list of the most common grants received in advance.

Grant	Received in	For the period	Element in advance
Non-Pay Grant	July	July/August/September	1/3
Non-Teaching Pay Grant	July	July/August/September	1/3
Book Grant	June	Next School Year September/August	100%
SSSF Grant	June	July/August/September/October	50%
DEIS Grant	June	Next School Year September/August	100%

Outlined below are the steps on how to calculate, post and report on the grants received in advance.

A. Grants Received in advance

Book Grant: received in June 22 is for the school year 2022-23 and should be coded to 2151 Book grant received in advance.

Any payment for books or to parents for books for the next school year should be treated as prepayments.

Non-Pay Grant and Non Teaching Pay Grant: 1/3 of the grant received in July is for September 2022 and should be coded to 2150 grants received in advance

SSSF: 50% of the grant received in June is for Sept/Oct and should be coded to 2150 grants received in advance

DEIS Grant: received in June 22 is for the school year 22-23 and should be posted to 2152 - Deis grant received in advance.

August 2022 Accounts

Accounting for Grants received in advance

Calculation of Grants Received in Advance Template					
School Name	Sample C&C school				
School Roll Number	12345A				
Year Ended	31st August 20XX				
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	Surf Accounts Debit Code	Surf Accounts Credit Code
Non-Pay Grant		1/3	€0.00	3010	2150
Non-Teaching Pay Grant		1/3	€0.00	3030	2150
SSSF Grant		50%	€0.00	3050	2150
Book Grant		100%	€0.00	3150	2151
DEIS Grant		100%	€0.00	3020	2152
	<u>€0.00</u>		<u>€0.00</u>		
Instructions:					
1) Enter the school name and roll number in the white boxes					
2) Enter the grant amount received during the period Jun-Aug in the yellow boxes					
3) In Surf Accounts post a journal entry for each of the above grants with the € element received in advance to the Debit & Credit codes identified above. Alternatively you can use the next sheet to import the journal, see instructions on the next tab.					

Sample journal on slide 29

Income & Expenditure - BGR Test Company		
Code	Description	Current Period
		€
Income and Expenditure Account		
Income		
Income Department Grants		
3150	Book Grant Income	17,600.00
		€17,600.00
TOTAL Income		€17,600.00
Expenditure		
Expenditure Education Other		
4730	Book Grant Expense	12,800.00
		€12,800.00
TOTAL Expenditure		€12,800.00
NET SURPLUS/DEFICIT		€4,800.00

Journal entry
outlined on slide 29

B. Unspent Grants at Year End

Step 1: Calculate the amount of the grant unspent at the 31.08.2022 (Income Less Expenditure)

Step 2: Post a journal dated 31.08.2022 to transfer the unspent element to the balance sheet.

Step 3: Post a journal dated 01.09.2022 to transfer the unspent element back to the Income & Expenditure report for use in the 31.08.2022 year

Financial Guideline 2022/2023-07 Year End on Surf Accounts

– Appendix 2 contains a link to a worksheet to assist with the calculation of unspent grants at the year end.

August 2022 Demo Accounts

Accounting for ringfenced Grants

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME			EXPENDITURE		Surplus/Deficit	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	
Book Grant	3150	17,600	Book Grant Expenses	4730	12,800	4,800	
Book rental income	3330		Book rental scheme expense	4740		0	
School Library Books Capital Grant	3155	17,800	School Library Books Capital Grant Expense	4641	0	17,800	
Supervision & Substitution Grant	3240	3,538	Supervision & Substitution Expense	4150		3,538	
Bus Escort Grant	3294		Bus Escort Salary Expense	4196		0	
DEASP School Meals Grant	3296		DSP School Meals Food Costs	4912		0	
Non Teacher Pay Grant	3030						
			NTPG - Clerical officers salaries	5010			
			NTPG - Caretakers salaries	6010			
			NTPG - Cleaners salaries	5110			
			NTPG - Pensioners salaries	7500			
ICT Grant - Non capital			ICT Grant Non-Capital Expense	4410			
ICT Grant - Capital			Capital: ICT	1460		0	
Instructions:							
Income: Review the Grant income nominal account on Surf accounts, to ensure the postings are correct. Enter the total amount of the grant received/carried forward into the current year in column D							
Expenditure: Review the expenditure nominal account on Surf accounts, to ensure the postings are correct. Enter the total amount of the expenditure out of the grant for the current year in column F							
Balance of Grant unspent: A formula has been entered here to automatically calculate the amount of the unspent grant.							

August 2022 Demo Accounts

Example of Single line journal in SURF

JOURNALS DETAILS

TYPE

Single Line

Date	Ref No.	Notes	Debit Code	Credit Code	Amount	DEP
31/08/2022	1	Unspent Lib Grant	3155	2161	17,800.00	LIB
31/08/2022	2	Unspent S&S	3240	2170	3,538.00	SS
31/08/2022	3	NTP Grant rec in advance	3030	2150	1,000.00	NTP

Slide 28

Slide 25/26

JOURNALS DETAILS

TYPE

Single Line

Date	Ref No.	Notes	Debit Code	Credit Code	Amount	DEP
31/08/2022	wk no 31		3150	2160	4,800.00	BGR

Book grant

unspent

Slide 27

26

Return of Unspent Covid Capitation funding supports
for the 2021/2022 school year

COVID 19 GRANT SUMMARY FOR THE PERIOD ENDING 31ST AUGUST 2022

The greyed out cells contain formula please do not use.

Please enter your grant income and expenditure in the appropriate orange cells in the

	COVID PPE & Sanitation	COVID Enhanced Supervision	COVID Cleaning Wages	COVID Cleaning Materials etc.	TOTAL
INCOME (Grants Received)					
Nominal/General Ledger Codes	3281	3282	3283		
September 2021	€12,800	€14,000	€4,400		€31,200
January 2022	€12,800	€14,000	€4,400		€31,200
April 2022	€10,700	€10,600	€3,300		€24,600
TOTAL	€36,300	€38,600	€12,100		€87,000
EXPENDITURE					
Nominal/General Ledger Codes	5802	5803	5804	5805	
Expenditure	€33,400	€8,900	€3,500	€5,200	€51,000
TOTAL	€33,400	€8,900	€8,700		€51,000
UNSPENT (OVERSPENT)	€2,900	€29,700	€3,400		€36,000

Important The Department has not requested a refund of the COVID Minor Works grant unspent	COVID PPE & Sanitation				€2,900
	COVID Enhanced Supervision				€29,700
	COVID Cleaning Materials & Wages				€3,400
	Refund due				€36,000

C. Covid Refund Calculation

1. Read the FSSU Guidelines on the Covid Refund
2. Covid Minor Works does not have to be refunded
3. Completeness & accuracy checks on the nominal postings to the expenditure codes are vital
4. Ensure that **all costs incurred up to 31.08.22** but not yet paid are accrued. Don't bring in Sept 2022 costs
5. Use the Covid Grant reconciliation Template to calculate the COVID Refund
6. Print the final template for the Year end file to provide back up for the year end journals in Surf for any covid grants unspent
7. DE Refund is due 30.9.2022 – review work will be complete

Covid Refund Journal

TYPE

Single Line

Date	Ref No.	Notes	Debit Code	Credit Code	Amount	DEP
31/08/2022	Y/E	Covid Refund	3281	2182	2,900.00	COVID
31/08/2022	<input type="text" id="g	Covid Refund	3282	2183	29,700.00	COVID
31/08/2022	Y/E	Covid Refund	3283	2184	3,400.00	COVID

Income & Expenditure - COVID Test Company

Date Range: 1st Sep 2021 To 31st A
20

2022

Code	Description	Current Period	Budget	Variance
		€	€	€
Income and Expenditure Account				
Income				
Income Department Grants				
3281	COVID Capitation PPE Grant	33,400.00	-	33,400.00
3282	COVID Enhanced Supervision Grant	8,900.00	-	8,900.00
3283	COVID Capitation for Additional Cleaning Grant	8,700.00	-	8,700.00
		€51,000.00	-	€51,000.00
	TOTAL Income	€51,000.00	-	€51,000.00
Expenditure				
Expenditure Repairs, Maintenance and Establishment				
5802	COVID Capitation for PPE Grant Expense	33,400.00	-	33,400.00
5803	COVID Enhanced Supervision Grant Wages Expense	8,900.00	-	8,900.00
5804	COVID Capitation for Cleaning Wages Expense	3,500.00	-	3,500.00
5805	COVID Capitation for Cleaning Non Wages Expense	5,200.00	-	5,200.00
		€51,000.00	-	€51,000.00
	TOTAL Expenditure	€51,000.00	-	€51,000.00

Current Liabilities

Current Liability Creditors

2100	Creditors Control Account	5,200.00
		€5,200.00

Current Liability Accruals

2150	Grants Received in Advance	1,000.00
2160	Book Grant unspent	4,800.00
2161	School Lib Book Grant Unspent	17,800.00
2170	Supervision and Substitution grant unspent	3,538.00
2182	COVID Capitation for PPE Grant Unspent	2,900.00
2183	Covid Supervision and Substitution Grant Unspent	29,700.00
2184	COVID Capitation for Additional Cleaning Grant Unspent	3,400.00
2200	Net Wages Control Account	3,500.00
2250	PAYE/PRSI/USC/LPT Control Account	2,500.00
2260	Reverse VAT Control Account	3,000.00
		€72,138.00

Current Assets less Current Liabilities

€49,175.00

D. Recording Income in advance

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 31st 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

Use
code
2105

If Income in advance is currently in this Years income codes then *prepare a list of this income*

A journal will be required dated 31.8.2022 to

- Dr Income codes
- Cr code 2105 in the Balance sheet
- select journal type accrual

Income & Expenditure - NTP Test Company		
Code	Description	Current Period
€		
Income and Expenditure Account		
Income		
Income Department Grants		
3030	Non Teachers Pay Budget	89,700.00
		€89,700.00
	TOTAL Income	€89,700.00
Expenditure		
Expenditure Repairs, Maintenance and Establishment		
5010	Caretaker Wages Expense	39,000.00
5110	Cleaners Wages Expense	15,836.00
		€54,836.00
Expenditure Administration		
6010	Clerical Officers/Secretarial Wages Expense	48,400.00
		€48,400.00
	TOTAL Expenditure	€103,236.00
	NET SURPLUS/DEFICIT	€-13,536.00

SURF Department reports will be very useful for audit file

With sample school data

- Why no unspent balance for NTP Grant
- Dept report shows overspend
- Check for accuracy and completeness

SURF Department reports (I&E & GL)

3030-Non Teachers Pay Budget					
3030	31/08/2022		-	90,700.00	Non teacher pay grant -90,700.00
3030	31/08/2022	NTP Grant rec in advance	1,000.00	-	Non teacher pay grant -89,700.00
		Totals:	€1,000.00	€90,700.00	€-89,700.00
5010-Caretaker Wages Expense					
5010	31/08/2022		35,600.00	-	Non teacher pay grant 35,600.00
5010	31/08/2022	week no 31 - 35	3,400.00	-	Non teacher pay grant 39,000.00
		Totals:	€39,000.00	-	€39,000.00
5110-Cleaners Wages Expense					
5110	31/08/2022		15,836.00	-	Non teacher pay grant 15,836.00
		Totals:	€15,836.00	-	€15,836.00
6010-Clerical Officers/Secretarial Wages Expense					
6010	31/08/2022	week no 31 - 35	2,600.00	-	Non teacher pay grant 2,600.00
6010	31/08/2022		45,800.00	-	Non teacher pay grant 48,400.00
		Totals:	€48,400.00	-	€48,400.00

Income & Expenditure Account

Summary after review

	Actual	Budget	Prior Year	Comment
Income	495,000	490,000	470,500	
Expenditure	494,100	488,000	465,100	
Net Profit	900	2,000	4,900	Actual looks more realistic

Balance Sheet Balances

Summary after review

1461	Capital: ICT Additions	3,000.00	-
1800	Current Account 1	126,513.00	-
2100	Creditors Control Account	-	5,200.00
2150	Grants Received in Advance	-	1,000.00
2160	Book Grant unspent	-	4,800.00
2161	School Lib Book Grant Unspent	-	17,800.00
2170	Supervision and Substitution grant unspent	-	3,538.00
2182	COVID Capitation for PPE Grant Unspent	-	2,900.00
2183	Covid Supervision and Substitution Grant Unspent	-	29,700.00
2184	COVID Capitation for Additional Cleaning Grant Unspent	-	3,400.00
2200	Net Wages Control Account	-	3,500.00
2250	PAYE/PRSI/USC/LPT Control Account	-	2,500.00
2260	Reverse VAT Control Account	-	3,000.00
3921	DE ICT Grant Capital Income	-	31,800.00
Totals:		€585,138.00	€585,138.00



A close-up photograph of a person's hands writing on a document with a silver pen. The document is on a clipboard and has some faint text. In the background, there is a white cup of coffee on a saucer and a pair of red-rimmed glasses. The scene is set on a light-colored wooden desk.

4. Other likely Accountant queries

Guide on Preparing Month End Reports & Supporting Documents

Contents

Introduction	2
Step 1: Preparation before inputting information to the accounts system	2
Step 2: Recording accounts information in the accounts package	3
Step 3: Review the financial reports for reasonableness and accuracy	3

3.2. Debtors and Prepayments

1700: Sales Ledger Control – refers to monies owed to the school for unpaid invoices issued for services e.g., hall rental

1710: Stock – refers to class materials, cleaning materials and other consumable goods held in the school.

1720: Prepayments – refers to expenses paid in advance.

1730 Grants Due – refers to grants due from State and other bodies for example, monies may be owed at the end of the accounting year from the State Exams Commission for the state exams held in June or retention monies due on capital projects.

Prepayment journal also to recognise Grant Income due

Any expenses prepaid or Grants due?

Costs paid in 2022 but relate to Sept 2022 – Aug 2023 Prepayment Journal @ 31.8.2022

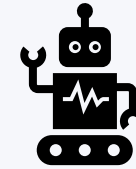
Journal Template at Year end			
Date :			
N/C	Name	Dr	Cr
4710	School trip deposit		x
1720	Prepaid	x	
3255	State exam Income		x
1730	Grants due	x	
	Debits = Credits	x	x

Fixed Asset Additions

General Ledger Account Activity Test Company

Date Range: 1st Sep 2021 To 31st Aug 2022

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1800-Current Account 1							
1800	31/08/2022	10	SLJRNL	Digital disadvantage	16,800.00	-	16,800.00
Totals:					€16,800.00	-	€16,800.00
3921-DE ICT Grant Capital Income							
3921	31/08/2022	10	SLJRNL	Digital disadvantage	-	16,800.00	-16,800.00
Totals:					-	€16,800.00	€-16,800.00
8080-Annual Depreciation: Other							
Totals:					-	-	-
Totals:					€16,800.00	€16,800.00	-



Auditor/accountant will ask for supporting paperwork

To classify Digital Grant as unspent at Y/E - Year end Audit adjustment
Dr: 3921 with 16,800
Cr: 2179 with 16,800

Fixed Asset Additions

General Ledger Account Activity					Date Range: 1st Sep 2021 To 31st Aug 2022		
Test Company					Debit	Credit	Balance
Code	Date	Doc.No.	Type	Details			
1461-Capital: ICT Additions							
1461	31/08/2022	9	SLJRNL	Digi Grant	3,000.00	-	3,000.00
Totals:					€3,000.00	-	€3,000.00
1800-Current Account 1							
1800	31/08/2022	9	SLJRNL	Digi Grant	-	3,000.00	-3,000.00
1800	31/08/2022	8	SLJRNL	Digi Grant	15,000.00	-	12,000.00
Totals:					€15,000.00	€3,000.00	€12,000.00
3921-DE ICT Grant Capital Income							
3921	31/08/2022	8	SLJRNL	Digi Grant	-	15,000.00	-15,000.00
Totals:					-	€15,000.00	€-15,000.00



Department report and supporting paperwork

To classify Digital Grant as unspent at Y/E - Year end Audit adjustment

Dr: 3921 with 12,000

Cr: 2165 with 12,000



Capital Grants & Expenditure



Building Grant

Code 3900
DE Capital Building Grant Income

Expenditure

Code 3940 DE Capital Building Grant expense

Code 1400 Capital Land & Buildings (only if L&B is owed by BOM & only applies in a very minority of schools)

Auditor/accountant will ask for Supporting documents

Template to assist with reporting on Capital projects on the website
Department reporting from Sage will also assist here

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

3150	Book Grant Income	-	12,800.00
3200	Transition Year Grant	-	6,900.00
3281	COVID Capitation PPE Grant	-	33,400.00
3282	COVID Enhanced Supervision Grant	-	8,900.00
3283	COVID Capitation for Additional Cleaning Grant	-	8,700.00
3310	Transition Year Income	-	47,500.00
3510	Bus Income	-	4,200.00
3650	Voluntary Contributions	-	76,900.00
4111	Privately Paid Teachers Expense	18,100.00	-
4590	Transition Year Expense	59,989.00	-
4730	Book Grant Expense	12,800.00	-
5010	Caretaker Wages Expense	39,000.00	-
5110	Cleaners Wages Expense	15,836.00	-
5310	Repairs to Buildings and Grounds Expense	73,700.00	-
5510	Heating Expense	40,400.00	-
5550	Light and Power Expense	60,800.00	-
5800	Other Repairs and Maintenance	35,600.00	-
5802	COVID Capitation for PPE Grant Expense	33,400.00	-
5803	COVID Enhanced Supervision Grant Wages Expense	8,900.00	-
5804	COVID Capitation for Cleaning Wages Expense	3,500.00	-
5805	COVID Capitation for Cleaning Non Wages Expense	5,200.00	-
6010	Clerical Officers/Secretarial Wages Expense	48,400.00	-
1461	Capital: ICT Additions	3,000.00	-
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2170	Supervision and Substitution grant unspent	-	3,538.00
2182	COVID Capitation for PPE Grant Unspent	-	2,900.00
2183	Covid Supervision and Substitution Grant Unspent	-	29,700.00
2184	COVID Capitation for Additional Cleaning Grant Unspent	-	3,400.00
2200	Net Wages Control Account	-	3,500.00
2250	PAYE/PRSI/USC/LPT Control Account	-	2,500.00
2260	Reverse VAT Control Account	-	3,000.00
3921	DE ICT Grant Capital Income	-	31,800.00
Totals:		€585,138.00	€585,138.00

Trial Balance at Y/E

Starting point for auditor/accountant

1. The Year end Accounts file – brimming with supporting paperwork – the key to many queries
2. Anticipate questions – review of key reports
3. Develop a better Understanding of what auditors/accountants are asking for and why they want it.
4. Don't let technical terms put you off, ask them to explain what they mean
5. Trust in your knowledge of the accounts
6. *Auditors are here to finalise the accounts – welcome it*
7. Always ask for a breakdown of what is included in the final Balance sheet balances. (Accruals, Income & grants in advance and any unspent balances)

Feeling more confident, **every step helps**, take time to consider the reports

Year end Accounts file opened

All financial Data entered
All banks reconciled & adjust old items
Review Nominal ledger & follow up queries

Complete worksheet for unspent grants
Final Reviewing & adjusting
Filling Year end accounts file

Surf is date driven

Keep accounts up to date
for new Fin Year (September onwards)

Once Y/E adjustments are in SURF don't delay running Year end



Reviewing & meeting with Principal
Listing Accruals/Prepayments
Revenue returns

Accountant notified that accounts are ready for review (can add accountant as a user)
Complete Covid Refund Template and make COVID refund to DE

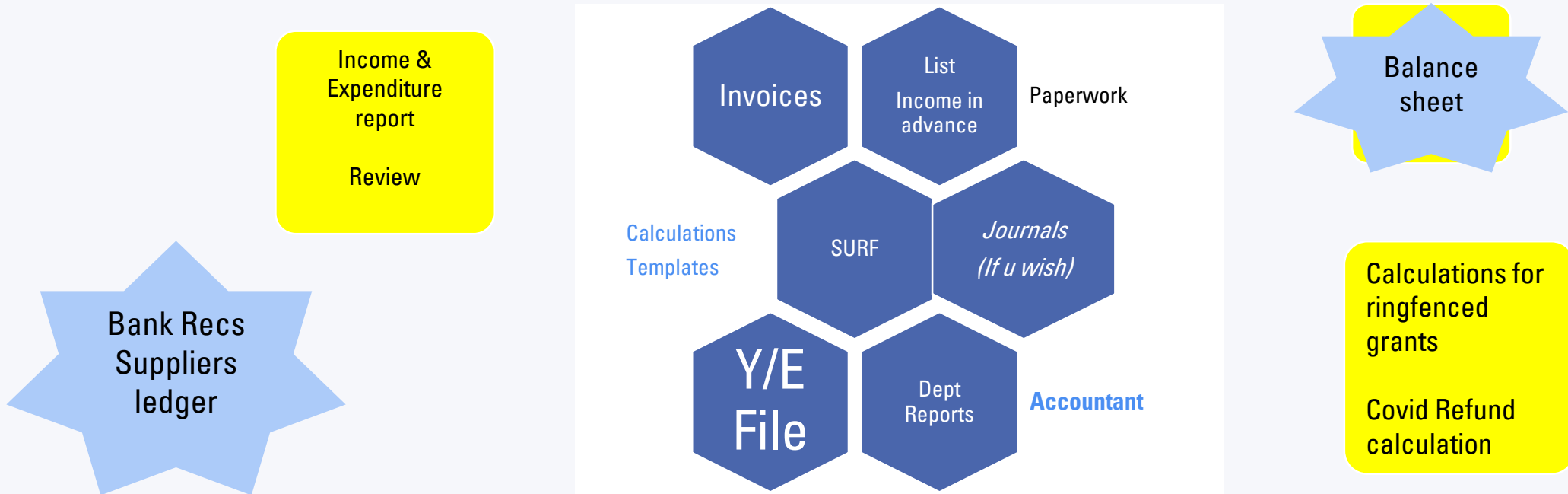
Timeline



Summary

SURF Accounts – Every little step helps

(Whatever you are able to do is enough)



Logged in User

MY DETAILS

E-MAIL *

bredamurphy@fssu.ie

TITLE FORENAME * SURNAME *

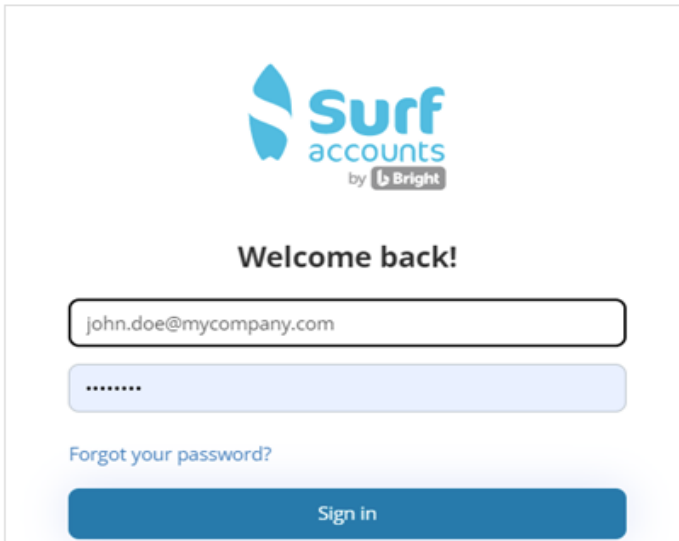
MULTI-FACTOR AUTHENTICATION

Off Phone Authenticator App

Download the **Authenticator app** from **Google Play/ Apple App Store**

Authentication using Authenticator App

1. Open the Surf Accounts **Login** page.
2. Log in with your existing email address and password.



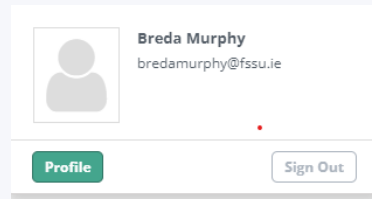
Surf accounts by Bright

Welcome back!

Forgot your password?


Latest SURF news

 **New multi-factor authentication for logging into SURF**



 **Recent Guideline detailing more Chart of accounts changes.**

New codes for Combined covid PPE & Cleaning (3288,5806,2186)

 See www.fssu.ie for more FSSU training videos including Standardising the Chart of accounts & a new method of importing the budget into SURF





Thank You for attending