

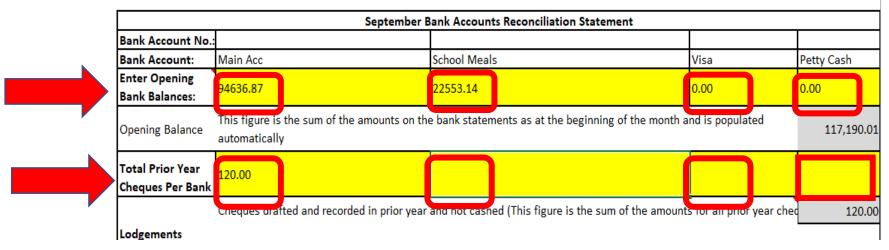


Accounts / Template Checklist

- ✓ Opening bank balances
- ✓ Cheques brought forward from previous year
- Closing balances
- ✓ Reconcile all bank accounts to zero
- ✓ Compile list of all uncashed cheques
- ✓ Uncashed cheques review cheques out of date
- Review of reports ensure consistency with categories selected
- ✓ Payroll reports Revenue
- ✓ Petty Cash
- ✓ Credit Card Statement
- ✓ Bank Statements

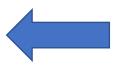


Check opening bank balances and cheques brought forward from previous year



Check closing balances

Main Acc	School Meals	Visa	Petty Cash	0.00
0.00	0.00	0.00	0.00	
Reconciled Balance	(This figure is relates to the bank balance	less any outstanding cheques not cashed)		115,019.58
Main Acc	School Meals	Visa	Petty Cash	
0.00	0.00	0.00	0.00	
Unreconciled Diffe	rence (This figure should be reconciled to 0	0.00 before being presented to the BOM)		0.00
			All Banks Reconciled	✓



Check all cheques written in the year have been entered

Check closing balances and reconcile all bank accounts to zero

Compile list of all uncashed cheques

ank Account:	Current-022	Savings-1	05	Bank 3	Bank 4
ank Account No	:0	0		0	0
pening Balance	(This figure is carried forward fr	om the prior month's c	closing ledger balance)		34,960.16
odgements odgements	(This figure is the total of the lo	dgements extracted fro	m monthly income workshee)	15,000.00
nyments ank Payments	(This figure is extracted from pa	yments records above))		13,335.16
losing Balance	(This figure automatically is calc	culated)			36,625.00
	Current-022	Savings-1	05	Bank 3	Bank 4
nter Closing	42000 00	0.00		0.00	0.00
ank Balances:	42000.00	0.00		0.00	0.00
ank Balance	This figure is the sum of the amo	ounts on the bank state	not yet cashed therefore do n	onth and is populated	42,000.00
utstanding Che	This figure is the sum of the amount of the sum of the su	written by school but : Cheque no 20156 20199	not yet cashed therefore do n	onth and is populated of appear on the bank statement Amount 70.00 305.00	42,000.00
ank Balance utstanding Che	This figure is the sum of the amo	written by school but : Cheque no 20156	not yet cashed therefore do n	onth and is populated of appear on the bank stateme Amount 70.00	42,000.00
utstanding Che ADD ROW to Outstanding	This figure is the sum of the amount of the sum of the su	written by school but : Cheque no 20156 20199	not yet cashed therefore do n	onth and is populated of appear on the bank statement Amount 70.00 305.00	42,000.00
utstanding Che ADD ROW to Outstanding Cheques	This figure is the sum of the amount of the sum of the su	written by school but : Cheque no 20156 20199 20300	not yet cashed therefore do n o.	onth and is populated of appear on the bank stateme Amount 70.00 305.00 5,000.00	42,000.00
utstanding Che ADD ROW to Outstanding Cheques	This figure is the sum of the amore This figure is the sum of the amore The Secretary (These figures relate to cheques Description Folens Bus hire Builders providers	written by school but : Cheque no 20156 20199 20300	not yet cashed therefore do n o.	onth and is populated of appear on the bank stateme Amount 70.00 305.00 5,000.00	42,000.00 ent)
utstanding Che ADD ROW to Outstanding Cheques	This figure is the sum of the amore (These figures relate to cheques Description Folens Bus hire Builders providers ce (This figure is relates to the b	written by school but : Cheque no 20156 20199 20300	not yet cashed therefore do n o.	onth and is populated of appear on the bank stateme Amount 70.00 305.00 5,000.00	42,000.00 ent)

Review list of uncashed cheques

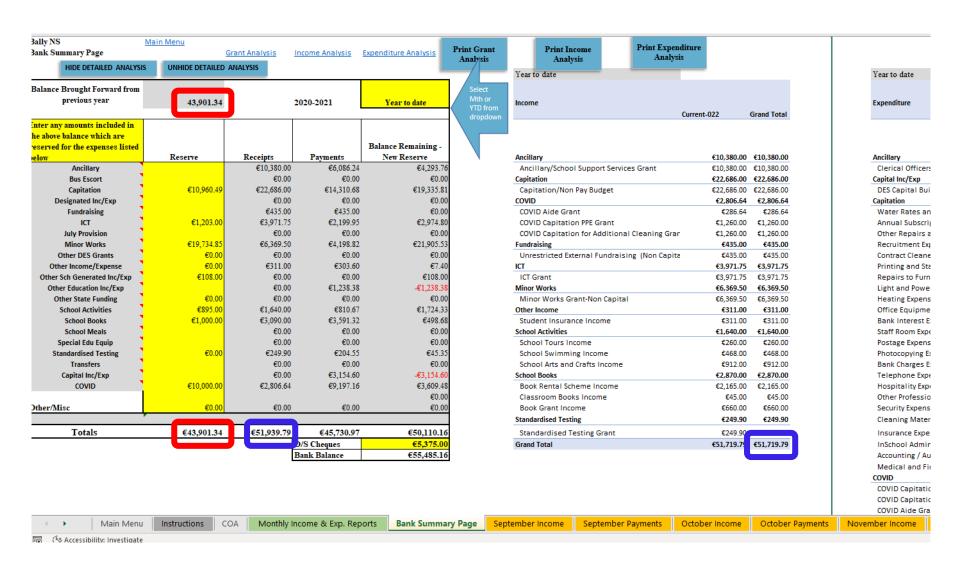
Write back any cheques older than six month, or which you don't expect to be presented.

Right Click		ADD ROW	HIDE ROWS UNHIDE ROWS				
✓	Bank	Date	Description	I Category	Cheque No. / DD / SO Reference No.	Amount	Bus Hire Expense
						-	İ
	Main Acc	31 August 2022	Murphy coaches cancelled cheque	Bus Hire Expense	523	- 300.00	- 300.00
						_	

Pay	ments Report		Main Menu	Print Report
				Frint Keport
Category	i▼ Da	ate 🚅	Description	Sum of Amount
Bus Hire Expense		01 January 2022	Murphy Coaches	300.00
		31 August 2022	Murphy coaches cancelled cheque	-300.00
Bus Hire Expense Total				0.00
Grand Total				0.00

Be sure to compile a list of outstanding cheques

Description	Cheque no.	Amount
Folens	20156	70
Bus hire	20199	305
Builders providers	20300	5000
	Total	5375



		Bank Payments	September			Payments Anal
Night Circle to the		ADD ROW	HIDE ROWS UNHIDE ROWS			
,	Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount
	BOI Main	12 September 2021	Irish Water	Water Rates Expense	EFT	435
	BOI Main	18 September 2021	Vodafone	Telephone Expense / SMS Text	DD	29
	BOI Main	14 September 2021	Irish Fencing Servises	Minor Works Grant (Non Capital) Expense	12349	3,750
Ī	BOI Main	22 September 2021	Vodafone	Telephone Expense / SMS Text	DD	35
Ī	BOI Main	22 September 2021	Notitied Fees	Bank Charges Expense	DD	20
	BOI Meals	02 September 2021	Fruit and Veg Supplier	DSP School Meals Food Costs	EFT	30
	BOI Meals	12 September 2021	Healthy Snacks Co.	DSP School Meals Food Costs	EFT	23
	BOI Main	15 September 2021	Oil Corrib	Heating Expense	12350	55
	BOI Meals	15 September 2021	Snack Supplier	DSP School Meals Food Costs	EFT	35
7			6th Class Tour Bus Deposit	School Tours Expense	12351	5
			6th Class Tour Trip Deposit	School Tours Expense	12352	15
	BOI Main	27 September 2021	Capital Project - IT Solutions Ltd	ICT Grant Capital	EFT	3,65
	BOI Main	30 September 2021	COVID Med Supplies	COVID Capitation for PPE Grant Expense	12353	1,18
	BOI Main	30 September 2021	Woodies Paint brushes and paint	Other Repairs and Maintenance Expense	12354	22
	BOI Main	30 September 2021	IT Support BM Computer Services	Computer Maintenance & Support Expense	12355	26
	BOI Main	03 September 2021	Payments Solutions Fees	InSchool Administration System Expense	DD	1
	BOI Meals	30 September 2021	Fruit and Veg Supplier	DSP School Meals Food Costs	12356	30
	BOI Main	30 September 2021	Rentokil Pest Control	Other Cleaning and Sanitation Expense	12357	14
	BOI Main	30 September 2021	The Telegraph Teacher Ad	Advertising / Public Relations Expense	12358	5
	BOI Meals	06 September 2021	Avonmore milk suppliers	DSP School Meals Food Costs	EFT	23
	Petty Cash	08 September 2021	Mr Price refil pads	Printing and Stationery Expense	Cash	2
	BOI Main	01 September 2021	Folens	Book Rental Scheme Expense		15
						14,63
					<u> </u>	
)	Mon	thly Income & Exp. Rep	oorts Actual v Budget Bank Summary Pa	ge September Income September Payments	Oct ⊕ : ◀	

<u>1er u</u>												
nts Bank	Start Date	Finish Date	Description	Category		Fil	ter Data		Report		Clear I	Data
						_						
Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount	Substitute	Privately (Supervisio	Adult Educ	Canteen Si	After Scho S	Summer C F
BOI Main	01/09/2021		Book Rental Scheme Expense		150.00		0.00			0.00	0.00	0.00
BOI Meals	02/09/2021	Fruit and Veg Su	DSP School Meals Food Costs	EFT	307.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOI Main	03/09/2021	Allianz Insuran	Student Insurance Expense	12345	320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOI Main	03/09/2021	Woodies DIY	Other Repairs and Maintenan	12346	16.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOI Main	03/09/2021	DEIS school jum	Uniform Expense	12347	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOI Main	03/09/2021	Multicolor	Photocopying Expense	12348	296.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOI Main	03/09/2021	Payments Solut	InSchool Administration Syste	DD	15.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOI Main	04/09/2021	IPPN	Annual Subscriptions Expense	SO	260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Payments Report			Main Menu		D: (D)
					Print Report
Category	ĵΤ	Date	Description	▼	Sum of Amount
Accounting Software/Payroll Software Expense		26 October 2021	Payroll Package		250.00
Accounting Software/Payroll Software Expense Total					250.00
Advertising / Public Relations Expense		30 September 2021	The Telegraph Teacher Ad		55.00
Advertising / Public Relations Expense Total					55.00
Annual Subscriptions Expense		04 September 2021	IPPN		260.00
Annual Subscriptions Expense Total					260.00
Bank Charges Expense		22 September 2021	Notitied Fees		26.50
		31 October 2021	BOI BOL CHARGE		25.00
Bank Charges Expense Total					51.50

- ICT Grant
- Minor Works Grant
- School Book Grant
- Standardised Testing Grant
- COVID-19 Grant
- Capital Grant
- Any other specific grant received



See website www.fssu.ie for further information on how specific grants may be spent.

Library Grant

One off grant to purchase books, audio books and other media for the purposes of improving the existing literacy resources of schools.

It is not intended for the purchase of textbooks and should not be used to supplement the Book Grant funding.

It also cannot be used for the purchase of fixtures and fittings for a library or for software such as accelerated reading programme.

Nominal Code	Description	Туре	Category
3290	Other Non Capital DE Grant Income	Income	Department of Education
4914	Other Non Capital DE Grants Expense	Expenditure	Education Other Expenditure











Thank You

If you have any further questions please telephone or email us Monday-Thursday 9-7 Friday 9-5

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