



Year End Template Checklists

Year End Template Checklist

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- ✓ Uncashed cheques - review cheques out of date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



Year End Template Checklist

Check opening bank balances and cheques brought forward from previous year

September Bank Accounts Reconciliation Statement				
Bank Account No.:				
Bank Account:	Main Acc	School Meals	Visa	Petty Cash
Enter Opening Bank Balances:	94636.87	22553.14	0.00	0.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			117,190.01
Total Prior Year Cheques Per Bank	120.00			
Lodgements	Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year cheques)			120.00

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 Difference (This figure should be reconciled to 0.00 before being presented to the BOM)				0.00
All Banks Reconciled				✓

Year End Template Checklist

**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**

Bank Account:	Current-022	Savings-105	Bank 3	Bank 4
Bank Account No:	0	0	0	0
Opening Balance	(This figure is carried forward from the prior month's closing ledger balance)			34,960.16
Lodgements				
Lodgements	(This figure is the total of the lodgements extracted from monthly income worksheet)			15,000.00
Payments				
Bank Payments	(This figure is extracted from payments records above)			13,335.16
Closing Balance	(This figure automatically is calculated)			36,625.00

	Current-022	Savings-105	Bank 3	Bank 4
Enter Closing Bank Balances:	42000.00	0.00	0.00	0.00
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated			42,000.00

Outstanding Cheq (These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)			
	Description	Cheque no.	Amount
ADD ROW to Outstanding Cheques	Folens	20156	70.00
	Bus hire	20199	305.00
	Builders providers	20300	5,000.00

Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)	36,625.00
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)	0.00

...	May Payments	June Income	June Payments	July Income	July Payments	August Income	August Payme
-----	--------------	-------------	---------------	-------------	---------------	---------------	--------------

Year End Template Checklist

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	Category	Cheque No. / DD / SO Reference No.	Amount	Bus Hire Expense
						-	
	Main Acc	31 August 2022	Murphy coaches cancelled cheque	Bus Hire Expense	523	- 300.00	- 300.00

Year End Template Checklist

Payments Report			Main Menu	Print Report
Category	Date	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

Year End Template Checklist

Bank Summary Page

HIDE DETAILED ANALYSIS

UNHIDE DETAILED ANALYSIS

Balance Brought Forward from previous year

43,901.34

2020-2021

Year to date

Enter any amounts included in the above balance which are reserved for the expenses listed below

	Reserve	Receipts	Payments	Balance Remaining - New Reserve
Ancillary		€10,380.00	€6,086.24	€4,293.76
Bus Escort		€0.00	€0.00	€0.00
Capitation	€10,960.49	€22,686.00	€14,310.68	€19,335.81
Designated Inc/Exp		€0.00	€0.00	€0.00
Fundraising		€435.00	€435.00	€0.00
ICT	€1,203.00	€3,971.75	€2,199.95	€2,974.80
July Provision		€0.00	€0.00	€0.00
Minor Works	€19,734.85	€6,369.50	€4,198.82	€21,905.53
Other DES Grants	€0.00	€0.00	€0.00	€0.00
Other Income/Expense	€0.00	€311.00	€303.60	€7.40
Other Sch Generated Inc/Exp	€108.00	€0.00	€0.00	€108.00
Other Education Inc/Exp		€0.00	€1,238.38	-€1,238.38
Other State Funding	€0.00	€0.00	€0.00	€0.00
School Activities	€895.00	€1,640.00	€810.67	€1,724.33
School Books	€1,000.00	€3,090.00	€3,591.32	€498.68
School Meals		€0.00	€0.00	€0.00
Special Edu Equip		€0.00	€0.00	€0.00
Standardised Testing	€0.00	€249.90	€204.55	€45.35
Transfers		€0.00	€0.00	€0.00
Capital Inc/Exp		€0.00	€3,154.60	-€3,154.60
COVID	€10,000.00	€2,806.64	€9,197.16	€3,609.48
Other/Misc	€0.00	€0.00	€0.00	€0.00
Totals	€43,901.34	€51,939.79	€45,730.97	€50,110.16
		W/S Cheques		€5,375.00
		Bank Balance		€55,485.16

Print Grant Analysis

Select Mth or YTD from dropdown

Print Income Analysis

Year to date

Income	Current-022	Grand Total
Ancillary	€10,380.00	€10,380.00
Ancillary/School Support Services Grant	€10,380.00	€10,380.00
Capitation	€22,686.00	€22,686.00
Capitation/Non Pay Budget	€22,686.00	€22,686.00
COVID	€2,806.64	€2,806.64
COVID Aide Grant	€286.64	€286.64
COVID Capitation PPE Grant	€1,260.00	€1,260.00
COVID Capitation for Additional Cleaning Grant	€1,260.00	€1,260.00
Fundraising	€435.00	€435.00
Unrestricted External Fundraising (Non Capital)	€435.00	€435.00
ICT	€3,971.75	€3,971.75
ICT Grant	€3,971.75	€3,971.75
Minor Works	€6,369.50	€6,369.50
Minor Works Grant-Non Capital	€6,369.50	€6,369.50
Other Income	€311.00	€311.00
Student Insurance Income	€311.00	€311.00
School Activities	€1,640.00	€1,640.00
School Tours Income	€260.00	€260.00
School Swimming Income	€468.00	€468.00
School Arts and Crafts Income	€912.00	€912.00
School Books	€2,870.00	€2,870.00
Book Rental Scheme Income	€2,165.00	€2,165.00
Classroom Books Income	€45.00	€45.00
Book Grant Income	€660.00	€660.00
Standardised Testing	€249.90	€249.90
Standardised Testing Grant	€249.90	€249.90
Grand Total	€51,719.79	€51,719.79

Print Expenditure Analysis

Year to date

Expenditure
Ancillary
Clerical Officers
Capital Inc/Exp
DES Capital Bu
Capitation
Water Rates an
Annual Subscri
Other Repairs a
Recruitment Exp
Contract Clean
Printing and Sta
Repairs to Furn
Light and Powe
Heating Expens
Office Equipme
Bank Interest E
Staff Room Exp
Postage Expens
Photocopying E
Bank Charges E
Telephone Exp
Hospitality Exp
Other Professio
Security Expens
Cleaning Mater
Insurance Exp
InSchool Admin
Accounting / Au
Medical and Fi
COVID
COVID Capitalit
COVID Capitalit
COVID Aide Gra

Main Menu

Instructions

COA

Monthly Income & Exp. Reports

Bank Summary Page

September Income

September Payments

October Income

October Payments

November Income

Year End Template Checklist

Right Click to tick	Payment Instructions September					
	Bank Payments September					Payments Analysis
	<div>ADD ROW</div> <div>HIDE ROWS</div> <div>UNHIDE ROWS</div>					
	✓ Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount
✓	BOI Main	12 September 2021	Irish Water	Water Rates Expense	EFT	435.00
✓	BOI Main	18 September 2021	Vodafone	Telephone Expense / SMS Text	DD	29.99
✓	BOI Main	14 September 2021	Irish Fencing Services	Minor Works Grant (Non Capital) Expense	12349	3,750.00
✓	BOI Main	22 September 2021	Vodafone	Telephone Expense / SMS Text	DD	35.99
✓	BOI Main	22 September 2021	Notitied Fees	Bank Charges Expense	DD	26.50
✓	BOI Meals	02 September 2021	Fruit and Veg Supplier	DSP School Meals Food Costs	EFT	307.65
✓	BOI Meals	12 September 2021	Healthy Snacks Co.	DSP School Meals Food Costs	EFT	234.00
✓	BOI Main	15 September 2021	Oil Corrib	Heating Expense	12350	555.00
✓	BOI Meals	15 September 2021	Snack Supplier	DSP School Meals Food Costs	EFT	354.00
			6th Class Tour Bus Deposit	School Tours Expense	12351	50.00
			6th Class Tour Trip Deposit	School Tours Expense	12352	150.00
✓	BOI Main	27 September 2021	Capital Project - IT Solutions Ltd	ICT Grant Capital	EFT	3,657.00
✓	BOI Main	30 September 2021	COVID Med Supplies	COVID Capitation for PPE Grant Expense	12353	1,184.22
✓	BOI Main	30 September 2021	Woodies Paint brushes and paint	Other Repairs and Maintenance Expense	12354	221.20
✓	BOI Main	30 September 2021	IT Support BM Computer Services	Computer Maintenance & Support Expense	12355	260.00
✓	BOI Main	03 September 2021	Payments Solutions Fees	InSchool Administration System Expense	DD	15.84
✓	BOI Meals	30 September 2021	Fruit and Veg Supplier	DSP School Meals Food Costs	12356	307.65
✓	BOI Main	30 September 2021	Rentokil Pest Control	Other Cleaning and Sanitation Expense	12357	145.20
✓	BOI Main	30 September 2021	The Telegraph Teacher Ad	Advertising / Public Relations Expense	12358	55.00
✓	BOI Meals	06 September 2021	Avonmore milk suppliers	DSP School Meals Food Costs	EFT	234.00
✓	Petty Cash	08 September 2021	Mr Price refil pads	Printing and Stationery Expense	Cash	20.72
	BOI Main	01 September 2021	Folens	Book Rental Scheme Expense		150.00
						14,631.95

Year End Template Checklist

[illegible]

Payments Report		Main Menu	Print Report
Category	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

Year End Template Checklist

- 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.

Year End Template Checklist

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	Type	Category
3290	Other Non Capital DE Grant Income	Income	Department of Education
4914	Other Non Capital DE Grants Expense	Expenditure	Education Other Expenditure

Year End Template Checklist



Payroll Reports



Petty Cash



Credit Card Statements



Bank Statements



Thank You

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

**FSSU Primary 01 910 4020
Email primary@fssu.ie**