

**Monthly Accounts preparation – New Users Questions & Answers**

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|  | Attendee Questions | Response |
| 1 | What examples of capital expenses would there be against School Library Grant? | Any structural costs would be capitalised  “Grants for the purchase of books, audio books and other material will be paid directly to schools.  All expenditure in connection with the scheme must be vouched and schools must be able to *prove that expenditure was used on the purchase of materials allowed under the scheme.*  Schools, on request, must provide the Department with a *written statement of the expenditure* of the grant and *any remaining balances* and other relevant information.” |
| 2 | Where would you code a payment to FX Assistance - allowance? | The Foreign language assistance payment  Use Nominal code 4198 – other educ salaries  Income to code 3290 |
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| 3 | Would training cost for admin staff fall into other admin cost? | Code consistently with budget and prior year |
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| 4 | Would you set up a dept for DEIS income & expenditure or is this day-to-day running | Not necessary as it is for the general running of the school |
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| 5 | Will any of the webinars cover how to handle adjustments made after annual accounts signed off? | This query ensured I focussed more on Year end adjustments in the March webinar |