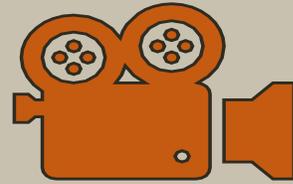


Accounting for Capital Grants

FSSU

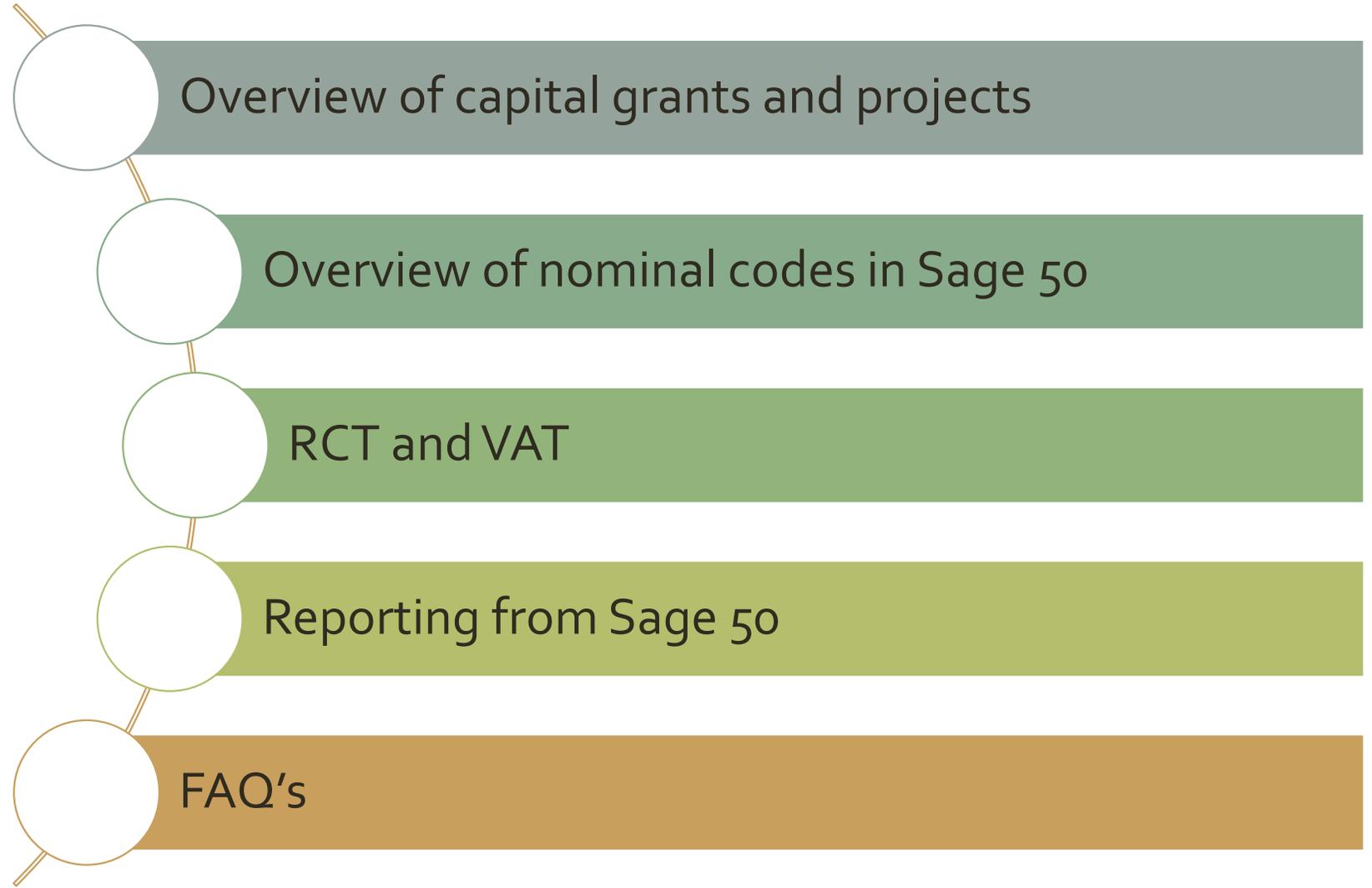


Webinar



Accounting for Capital Grants

- Agenda



Overview of Capital Projects

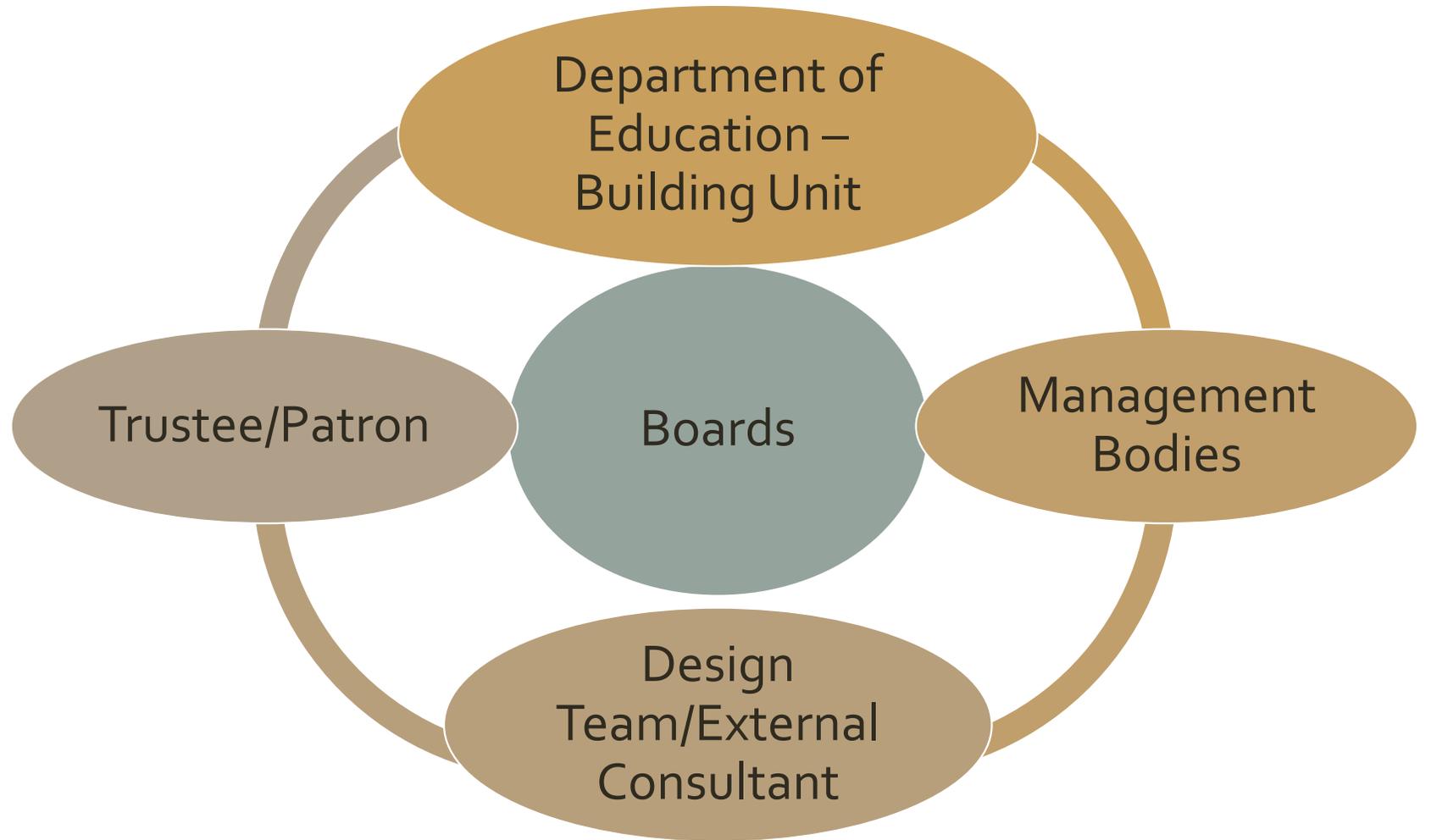
Parties
Involved

Capital
Project

Project
Stages



Parties Involved



Parties Involved

All Capital
Projects

Patron/Trustee approval

Department of Education approval



Capital
Projects

Major
Construction/Development
Projects

Summer Works

Capital Project

Emergency Works

Additional Accommodation

Capital Projects

Summer Works Projects

Window replacement project

Electrical works

Roof work

Science labs

Mechanical works

External environment

Capital Projects

Emergency
Works

Life safety systems

Electrical works

Roof work

Toilet facilities

Universal access works

Major
Projects

Extension

Refurbishment

Construction of new school building

Capital
Projects

Capital Projects

Additional
accommodation
scheme

< 3 years rent temporary accommodation

> 3 years option to purchase prefabricated
structure

Project stages

Stage 1

- Preliminary Design

Stage 2

- Developed Design

Stage 2b

- Detailed Design

Stage 3

- Tender Action including appointment of contractor

Stage 4

- Construction

Stage 5

- Handover and Final Account

Capital Building

FF& E

Temp. Acc.

Overview of Nominal Codes



Preparing to record and report from Sage 50 (Section 1)

Task	Sage 50	Handouts
Gather Project Info	A. All paperwork - ref B; file in Sage B. Budget information for template C. Check Chart of account codes - (contribution to Fixed Asset Codes) in Sage 50	Template to assist with reporting on Capital Project Supplier App Form

Recording Capital Project in Sage 50 Checklist

Task	Sage 50 Bank Module	Handouts
Gather Project Info	A. All paperwork - ref & file in Sage B. Budget information for template C. Check Chart of account codes - (contribution to Fixed Asset Codes) in Sage 50	Template to assist with reporting on Capital Project Supplier App Form
Overview of Capital Projects		
Register contract in ROS		
	1. Create a department in Sage 50 for the Cap Project & use add documents feature.	
Relevant Contract Invoice	2. Record VAT Journal in Sage 50 3. Record DE Grant in Sage 50 (Use Dept)	
Notify payment to Revenue		
Making payment to Supplier	4. Record payment in Sage 50 Record RCT journal in Sage 50 if appropriate	Could consider using the Supplier's ledger for the project
VAT Return	Record VAT Payment in VAT control account in Sage 50	
RCT Return	Record RCT payment in RCT Control account in Sage 50	
Regular monthly reporting from Sage 50	5. Review nominal activity to check for accuracy of recording	
Cap Project reporting template	6. Run department report to report on & to monitor capital Project	

Capital Project Paperwork

Budget Information

Excel reporting template

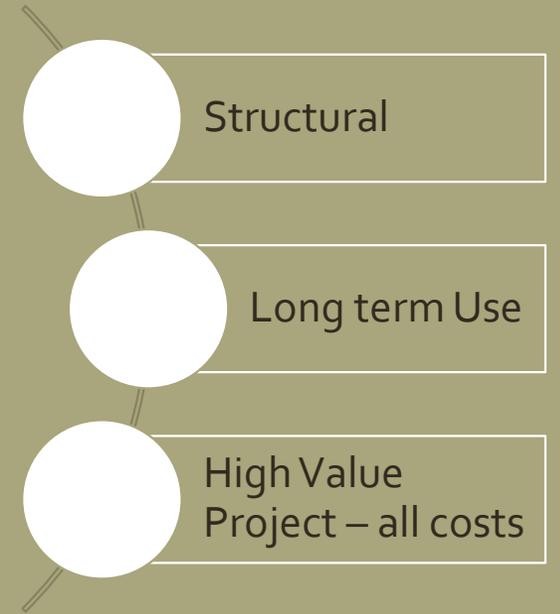
Sage 50 Nominal Codes

Create a department

Project description	New Science Lab	31/03/2023			
Income	COA code		Actual	Budget	Variance
			€	€	€
	3900	Department grants		365,500	- 365,500
	3920	Dept F&F Grant		110,000	- 110,000
Total			-	475,500	- 475,500
Expenditure					
	3940	Professional Fees		25,000	- 25,000
	3940	Building Contractor bills		270,000	- 270,000
	3940	VAT payments		36,450	- 36,450
	1420	Furniture and Fittings		110,000	- 110,000
	3940	Retention payment		34,050	- 34,050
Total			0	475,500	-475,500
Surplus/Deficit			0	0	0

FSSU Chart of Accounts – Capital Project Nominal codes

3900	DE Capital Building Grant Income	Capital & Reserves
3901	Capital Projects Fundraising Income	Capital & Reserves
3902	Parents Contribution to Capital Projects Income	Capital & Reserves
3903	Patron/Trustee Contribution to Capital Projects Income	Capital & Reserves
3904	Other State Capital Projects Income	Capital & Reserves
3905	Covid Minor Works Capital Grant Income	Capital & Reserves
3906	Accumulated Amortisation of Capital Building Income	Capital & Reserves
3907	Capital Donations Income	Capital & Reserves
3920	DE Fixtures, Fittings & Equipment Grant Income	Capital & Reserves
3921	DE ICT Grant Capital Income	Capital & Reserves
3925	Accumulated Amortisation of Capital Equipment Income	Capital & Reserves
3926	Accumulated Amortisation of ICT Grant Capital Income	Capital & Reserves
3940	DE Capital Building Grant Expense	Capital & Reserves
3941	Covid Minor Works Building Expense	Capital & Reserves
3960	Capital Building Fundraising Expense	Capital & Reserves
3970	Parents Contribution to Capital Building Expense	Capital & Reserves
3990	Patron/Trustee Contribution to Capital Building Expense	Capital & Reserves
3991	Other State Capital Building Expense	Capital & Reserves
3992	Capital Donations Building Expense	Capital & Reserves
3995	Building Fund Account	Capital & Reserves



1420	Capital: Fixtures, Fittings and Equipment Cost B/Fwd
1421	Capital: Fixtures, Fittings and Equipment Additions

Accounting

Set up a
Department e.g
Extension 23/24,
Emergency
Works 2024

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)*

Accounting

Set up a
Department e.g
Extension 23/24,
Emergency
Works 2024

Building Grant

Code 3900
DE Capital
Building Grant
Income

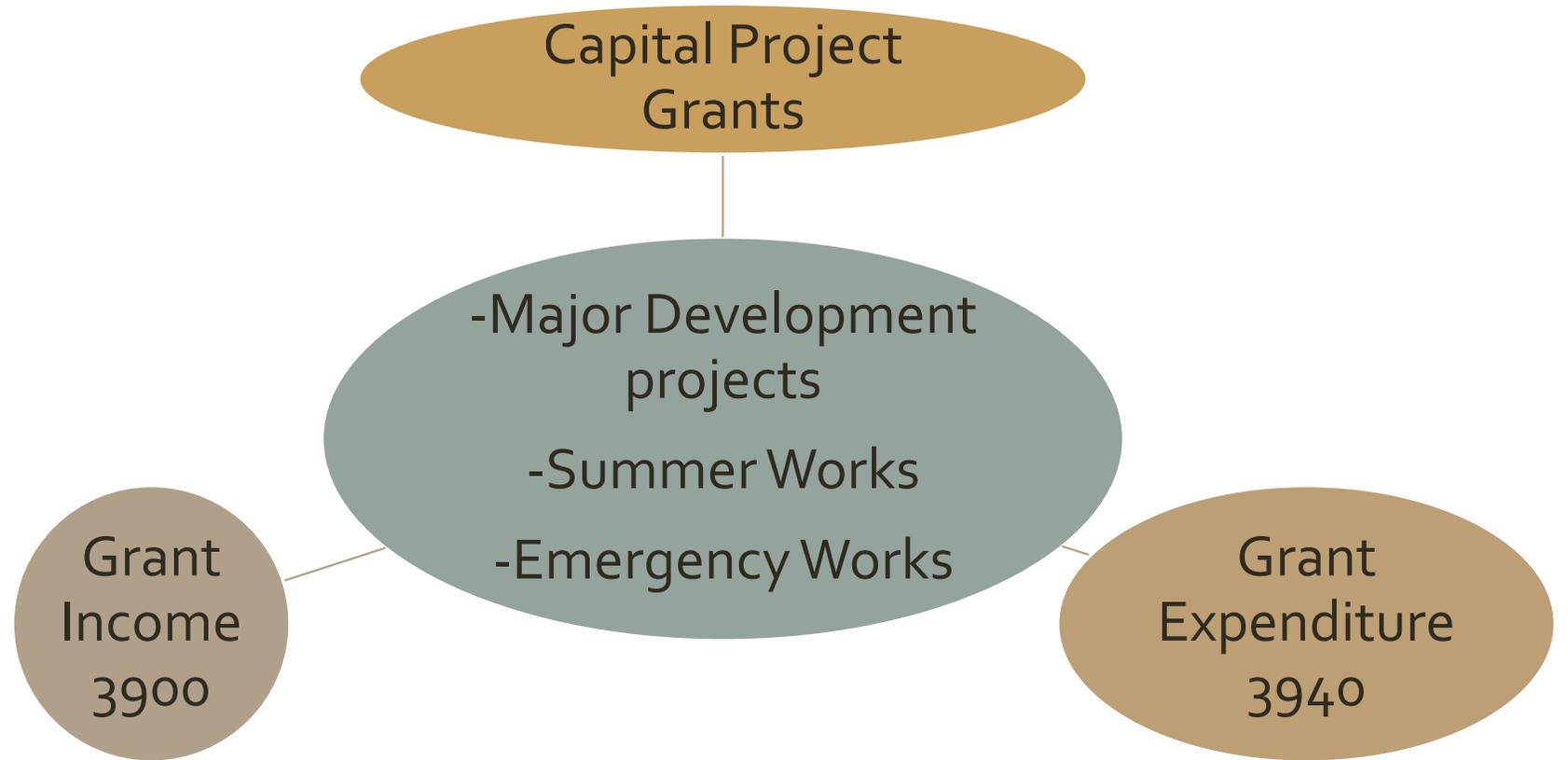
Expenditure

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)*

Accounting

Unspent Year end
grant code 2171



Paperwork



An Roinn Oideachais
Department of Education

Duillín Íocaíochta / Remittance Advice

Íocaí / Payee:

School Name

Uimhir na hÍocaíochta / Payment Number:

Dáta na hÍocaíochta / Payment Date:

Ainm an Chuntais / Account Name:

Uimhir an Chuntais / Account Number:

Dáta an tSonraisc / Invoice Date	Uimhir an tSonraisc / Invoice Number	Cur Síos / Description	Méid an tSonraisc / Invoice Amount	Méid na hÍocaíochta / Payment Amount
		School Roll No.	Summer Works	341,299.85

Seol fiosruithe chuig /
Please refer enquiries to:



Planning Building
057 932 4300

Iomlán / Total:

341,299.85

Code 3900
DE Capital Building
Grant Income

Accounting

Set up a
Department e.g
Loose
Furniture23/24

FF&E Grant

Code 3920
DE Fixtures, Fittings
& Equipment Grant
Income

Expenditure

Code 1421
Capital Fixtures,
Fittings &
Equipment
Additions

Accounting

Set up a Temp
Accom. Department

Temp. Accommodation
Grant

Code 3276
Temporary
Accommodation
Grant Income

Temp. Accommodation
Expense

Code 5551
Rent of Temporary
Accommodation
Expense

Accounting

Dáta an tSonraisc / Invoice Date	Uimhir an tSonraisc / Invoice Number	Cur Síos / Description	Méid an tSonraisc / Invoice Amount	Méid na híocaíochta / Payment Amount
03-JAN-2023		1 RENT JAN-JUN-23 PREFAB RENTAL INSTASPACE	10,553.40	10,553.40
Seol fiosruithe chuig / Please refer enquiries to:		Planning Building 057 932 4343		
03-JAN-2023		RENT JAN-JUN-23 PREFABS RENTAL INSTASPACE	15,990.00	15,990.00
Seol fiosruithe chuig / Please refer enquiries to:		Planning Building 057 932 4343		
03-MAR-2023	{ }	} - Equipment for new Science room & new DCG r	34,210.67	34,210.67
Seol fiosruithe chuig / Please refer enquiries to:		Planning Building 057 932 4300		
Iomlán / Total:				60,754.07

Prefab rental:

Grant income 3276 Temp. Acc.
Grant Income
Expenditure 5551 Rent of Temp.
Acc. Exp

Equipment for new science room & new DCG:

Grant income 3920 DE Fixtures, Fittings &
Equipment Grant Income
Expenditure 1421 Capital: Fixtures, Fittings &
Equipment Additions

Preparation

Budget

Paperwork



Budget Template

Project description		New Science Lab	31/03/2023			
Income	COA code			Actual	Budget	Variance
				€	€	€
	3900	Department grants			365,500	- 365,500
	3920	Dept F&F Grant			110,000	- 110,000
Total				-	475,500	- 475,500
Expenditure						
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	3940	Building Contractor bills			270,000	- 270,000
	3940	VAT payments			36,450	- 36,450
	1420	Furniture and Fittings			110,000	- 110,000
	3940	Retention payment			34,050	- 34,050
Total				0	475,500	-475,500
Surplus/Deficit				0	0	0

Paperwork



CAPITAL
PROJECT FILE



ANNUAL VAT
FILE



ANNUAL RCT
FILE

Supplier Set up Form

Information required to set up new suppliers

Basic information – name, address, contact details

Tax information – tax registration number and tax access number

Payment of the grant will issue upon receipt of an original invoice(s) and written confirmation of the following:

- The Board of Management has obtained Contractor's tax reference number and proof of identity

Capital Project File



Capital Project file/Folder

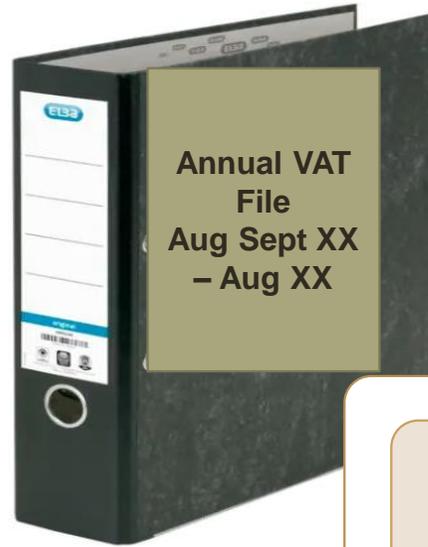
Budget

Grant Remittance Slips

Stage Cert's

Supplier invoice

VAT File



**VAT
file/Folder**

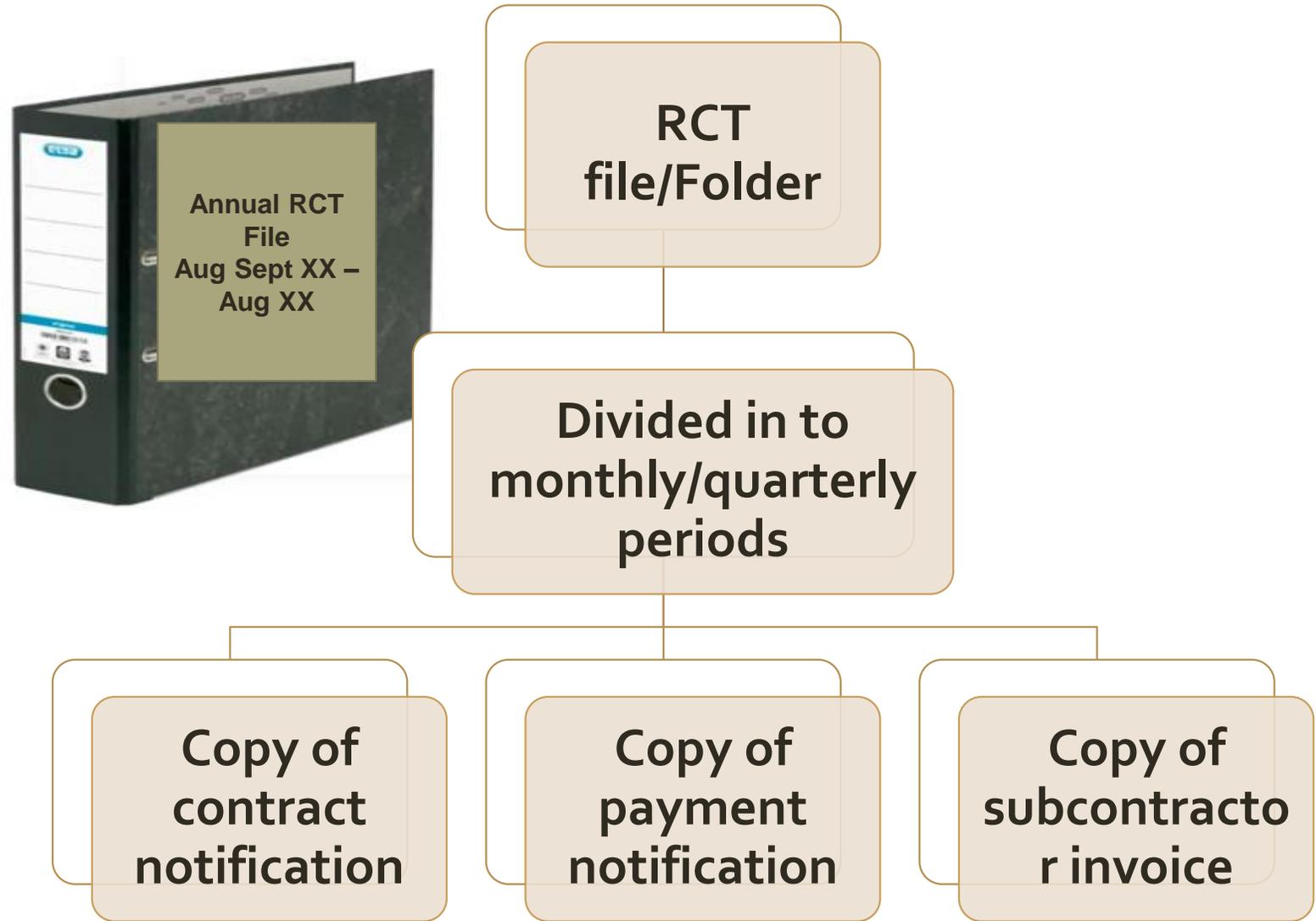
**Divided in to
bimonthly/quarterly
periods**

**Copy of VAT
3 Return
printed from
ROS**

**Calculation
of the VAT 3
liability**

**Copy of
subcontractor
invoice**

RCT File



VAT & RCT Supporting Excel Sheet

School Name:												
School Year: Sept 22-Aug 23												
		Date of Inv	Supplier Name	Inv No	Invoice amount	VAT @ 13.5%	VAT @ 23%	VAT JNL Entered on Accounts package (Y/N)	Payment Date	Payment Amount	RCT Deducted (if any)	RCT accounted for on accounts package (Y/N)
VAT PERIOD	SEPT/OCT 2022	No subcontractor invoices										
VAT PERIOD	NOV/DEC 2022	No subcontractor invoices										
VAT Period	Jan/Feb 2023	28/01/2023	D Martin	100	46,666		6,300	Y				
VAT PERIOD	MAR/APR 2023											

RCT

What is
RCT

SIN

Contract
notification



Relevant Contract Tax

Principal Contractor

- *“any board or body established by or under statute ... and funded wholly or mainly out of funds provided by the Oireachtas”.*



Is RCT is applicable ?

RCT

- Construction Projects
- Emergency & Summer Works
- Installation of prefabs
- Repairs to buildings incl. electrical, plumbing
- Maintenance contracts with repair element
- Rendering buildings complete

RCT

- Maintenance Only Contracts
- Routine Cleaning
- Computers & Hardware
- Professional fees ie architect fees etc
- Landscaping except where part of the build
- Other goods and services

Is RCT is applicable ?

RCT

- Construction Projects
- Emergency & Summer Works
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- Repairs to buildings incl. electrical, plumbing
- Maintenance contracts with repair element
- Rendering buildings complete

RCT

- Maintenance Only Contracts
- Routine Cleaning
- Computers & Hardware
- Professional fees ie architect fees etc
- Landscaping except where part of the build
- Other goods and services

A group of people are gathered around a wooden table, looking at and pointing to architectural blueprints. The scene is brightly lit, and the focus is on the hands and the documents. The background is slightly blurred, showing more people and a bright environment.

Site Identifier Number (SIN)

- Unique number identifying the project or site
- Generated by Revenue on ROS

RCT - SIN

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

LA BZKQ

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? *

Yes No

Contract Details

Sector *

Construction

Nature of Work *

Test

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Yes

Please enter the Revenue Site Identifier Number *

D1212345C

Verify Revenue Site Identifier Number

Main Principal

Test Principal Ltd

Site Name and Area

D1212345C
Test Revenue Site
CastleView House
South Great Georges Street

Dublin 2
Eircode



RCT - SIN

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Existing Site Locations

Please select from one of the existing sites below by clicking on the green tick icon or press "New Site" to create a new site.
Note: Sites in italics are inactive sites.

Revenue Site Identifier	Project	Address Line 1	Address Line 2	Address Line 3	County	Pincode	Select Site
D0290778521N	est Project Very Long Title	Test Addr1 1	Test Addr2 1	Test Addr3 1	Dublin 2	C441893	✓
D1818016210D	st Project Very Long Title 2	Test Addr1 2	Test Addr2 2	Test Addr3 2	Dublin 18	C441893	✓
D1041503904W	1 Project Very Long Title 3	Test Addr1 3	Test Addr2 3	Test Addr3 3	Dublin 10	C441893	✓
WES64071892L	Project Very Long Title 4	Test Addr1 4	Test Addr2 4	Test Addr3 4	Co. Westmeath	C441893	✓
D0896783128N	Project Very Long Title 5	Test Addr1 5	Test Addr2 5	Test Addr3 5	Dublin 8	C441893	✓
CAV60820700L	roject Very Long Title 6	Test Addr1 6	Test Addr2 6	Test Addr3 6	Co. Cavan	C441893	✓
D153533914A	oject Very Long Title 7	Test Addr1 7	Test Addr2 7	Test Addr3 7	Dublin 15	C441893	✓
LAO32808723C	ject Very Long Title 8	Test Addr1 8	Test Addr2 8	Test Addr3 8	Co. Laois	C441893	✓
LIN89118075U	ect Very Long Title 9	Test Addr1 9	Test Addr2 9	Test Addr3 9	Co. Limerick	C441893	✓
KIK27434219H	ct Very Long Title 10	Test Addr1 10	Test Addr2 10	Test Addr3 10	Co. Kilkenny	C441893	✓
D0884432678S	2 Very Long Title 11	Test Addr1 11	Test Addr2 11	Test Addr3 11	Dublin 8	C441893	✓
GAL32173200R	Very Long Title 12	Test Addr1 12	Test Addr2 12	Test Addr3 12	Co. Galway	C441893	✓
D005720920E	Very Long Title 13	Test Addr1 13	Test Addr2 13	Test Addr3 13	Dublin 20	C441893	✓
WAT73580330M	ery Long Title 14	Test Addr1 14	Test Addr2 14	Test Addr3 14	Co. Waterford	C441893	✓
MON81307348S	ry Long Title 15	Test Addr1 15	Test Addr2 15	Test Addr3 15	Co. Monaghan	C441893	✓
D1295470073S	y Long Title 16	Test Addr1 16	Test Addr2 16	Test Addr3 16	Dublin 12	C441893	✓
LOU45201501T	Long Title 17	Test Addr1 17	Test Addr2 17	Test Addr3 17	Co. Louth	C441893	✓
LON12050423N	Long Title 18	Test Addr1 18	Test Addr2 18	Test Addr3 18	Co. Longford	C441893	✓
D1287538045O	ong Title 19	Test Addr1 19	Test Addr2 19	Test Addr3 19	Dublin 12	C441893	✓
LEI65418372U	ng Title 20	Test Addr1 20	Test Addr2 20	Test Addr3 20	Co. Leitrim	C441893	✓

RCT - SIN

Site Name and Address

Site/Project Name *	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2 *	<input type="text"/>
Address Line 3	<input type="text"/>
County	<input type="text" value="Please select one..."/>
Eircode	<input type="text"/>

Generate Site Identifier >



A group of people, including a woman in a purple top and a man in a plaid shirt, are gathered around a wooden table. They are looking at and pointing to a large set of architectural blueprints spread out on the table. The scene is brightly lit, suggesting an office or meeting room environment. The text "RCT Contract Notifications" is overlaid on the image in a black, sans-serif font.

RCT Contract Notifications

RCT

Contract
Notification

Subcontractors name

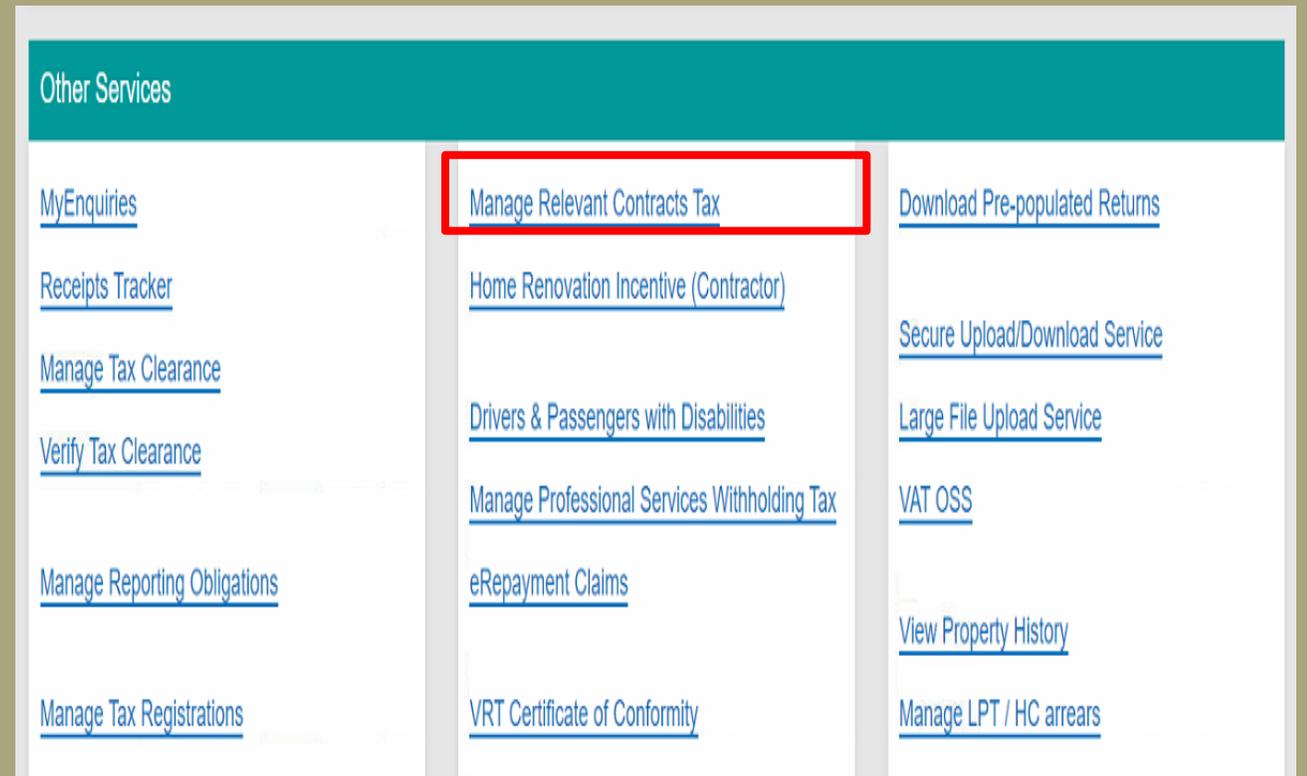
Subcontractors tax reference number

Estimated contract value

RCT- Contract Notification

To notify the contract on ROS

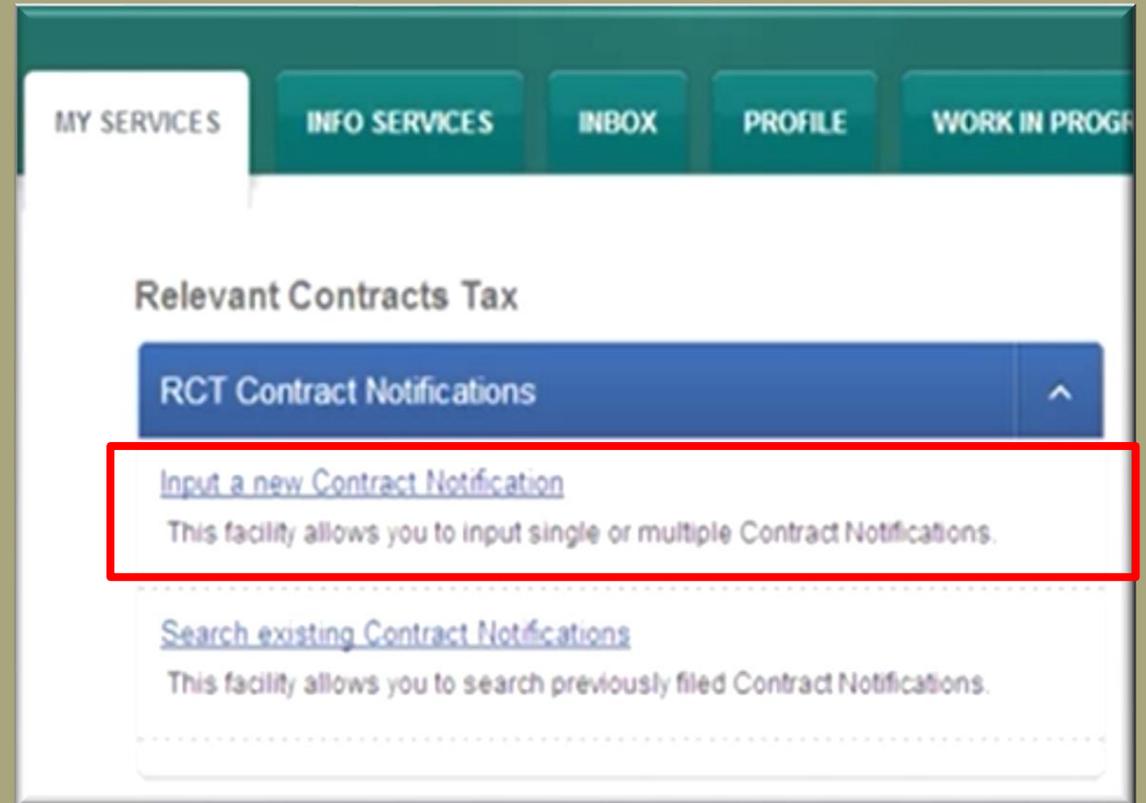
1. Log on to ROS
2. Go to **'MY SERVICES' TAB**
3. Click on **Manage Relevant Contract Tax**



RCT- Contract Notification

To notify the contract on ROS

1. Go to RCT Contract Notifications
2. Click on **Input a new Contract Notification**



RCT- Contract Notification

Declaration

Read and tick this box to proceed

Relevant Contracts Tax

Contract Notification - Contract Details 1-2

* Denotes a required field

Declaration

I am satisfied, having regard to the guidelines published by the Revenue Commissioners as to the distinction between a contract of employment and a relevant contract, that the contract which I propose to enter into with the subcontractor on this form is NOT a contract of employment *

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Start Date of Work *

End Date of Work *
If the contract has ended, please enter today's date.

Estimated Value Of Contract *

Cancel Continue >

Relevant Contracts Tax

Contract Notification - Contract Details 2-2

* Denotes a required field

Are you satisfied that the contract is NOT a labour only contract? * Yes No

Cancel < Back Continue >

RCT- Contract Notification

Information you will need from the sub-contractor:

- Sub-contractor tax reference number
- Sub-contractors name
- Fixed place of business

Relevant Contracts Tax

Contract Notification - Contract Details 1-2

* Denotes a required field

Declaration

I am satisfied, having regard to the guidelines published by the Revenue Commissioners as to the distinction between a contract of employment and a relevant contract, that the contract which I propose to enter into with the subcontractor on this form is NOT a contract of employment *

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

Contract Details

Sector * Please select one... ▾

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? * Please select one... ▾

Start Date of Work *

End Date of Work *

If the contract has ended, please enter today's date.

Estimated Value Of Contract *

Cancel Continue >

Relevant Contracts Tax

Contract Notification - Contract Details 2-2

* Denotes a required field

Are you satisfied that the contract is NOT a labour only contract? * Yes No

Cancel < Back Continue >

RCT- Contract Notification

Information you will need from the sub-contractor:

- Sub-contractor tax reference number
- Sub-contractors name
- Fixed place of business

Relevant Contracts Tax

Contract Notification - Contract Details 1-2

* Denotes a required field

Declaration

I am satisfied, having regard to the guidelines published by the Revenue Commissioners as to the distinction between a contract of employment and a relevant contract, that the contract which I propose to enter into with the subcontractor on this form is NOT a contract of employment *

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Start Date of Work *

End Date of Work *

If the contract has ended, please enter today's date.

Estimated Value Of Contract *

Cancel

Relevant Contracts Tax

Contract Notification - Contract Details 2-2

* Denotes a required field

Are you satisfied that the contract is NOT a labour only contract? * Yes No

Cancel

RCT- Contract Notification

Information you will need from the sub-contractor:

- If subcontractor information not available please tick this box to input additional information

Relevant Contracts Tax

Contract Notification - Contract Details 1-2

* Denotes a required field

Declaration

I am satisfied, having regard to the guidelines published by the Revenue Commissioners as to the distinction between a contract of employment and a relevant contract, that the contract which I propose to enter into with the subcontractor on this form is NOT a contract of employment *

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Start Date of Work *

End Date of Work *

If the contract has ended, please enter today's date.

Estimated Value Of Contract *

Cancel Continue >

Relevant Contracts Tax

Contract Notification - Contract Details 2-2

* Denotes a required field

Are you satisfied that the contract is NOT a labour only contract? * Yes No

Cancel < Back Continue >

RCT- Contract Notification

Information you will need from the sub-contractor:

- Sector
- Nature of Work
- Site Identifier Number *
* Only create new SIN if building project work being carried out
- Start and End Dates
- Estimated Value of the work

Relevant Contracts Tax

Contract Notification - Contract Details 1-2

* Denotes a required field

Declaration

I am satisfied, having regard to the guidelines published by the Revenue Commissioners as to the distinction between a contract of employment and a relevant contract, that the contract which I propose to enter into with the subcontractor on this form is NOT a contract of employment *

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Start Date of Work *

End Date of Work *

If the contract has ended, please enter today's date.

Estimated Value Of Contract *

Cancel

Relevant Contracts Tax

Contract Notification - Contract Details 2-2

* Denotes a required field

Are you satisfied that the contract is NOT a labour only contract? * Yes No

Cancel

RCT- Contract Notification

Relevant Contracts Tax

Contract Notification - Contract Details 1-2

* Denotes a required field

Declaration

I am satisfied, having regard to the guidelines published by the Revenue Commissioners as to the distinction between a contract of employment and a relevant contract, that the contract which I propose to enter into with the subcontractor on this form is NOT a contract of employment *

Subcontractor Personal Details

Sub Tax Reference Number *

Sub Name *

Indicate if Tax Reference Number is not available

Does the Subcontractor have a fixed place of business to take orders, bookings for contracts, store materials and equipment etc? * Yes No

Contract Details

Sector *

Nature of Work *

Have you been provided with a Revenue Site Identifier Number for this Project/Contract? *

Start Date of Work *

End Date of Work *

If the contract has ended, please enter today's date.

Estimated Value Of Contract *

Cancel Continue >

Relevant Contracts Tax

Contract Notification - Contract Details 2-2

* Denotes a required field

Are you satisfied that the contract is NOT a labour only contract? * Yes No

Cancel < Back Continue >

Tick yes to confirm this is NOT a labour only contract

RCT- Contract Notification

Relevant Contracts Tax

Contract Notification Information

Contract Notification Summary

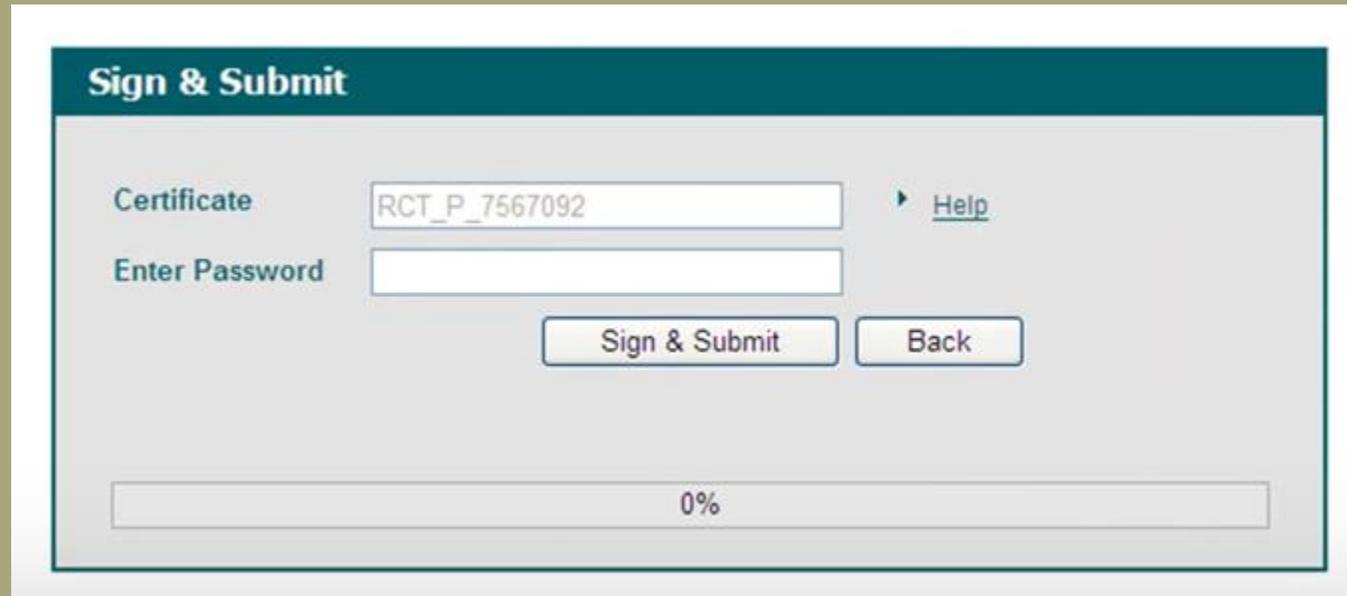
You can use the filters on the below table to refine your results.
Select a Contract Notification and Add to add a contract notification.
Select a Contract Notification and Cancel to delete contract notification details.
Select a Contract Notification and Edit to edit contract notification details.

Once you have finished, select the continue button to complete the contract registration.

Sub Tax Reference Number	Sub Name	Contract Start Date	Contract End Date
<input type="text"/>			
1966850V	Tim Burr	18/11/2011	25/01/2012

If you have another Contract to input click on Add. Click Continue to proceed.

RCT- Contract Notification



The screenshot shows a web form titled "Sign & Submit" with a teal header. The form contains two input fields: "Certificate" with the value "RCT_P_7567092" and "Enter Password" which is empty. To the right of the "Certificate" field is a "Help" link. Below the input fields are two buttons: "Sign & Submit" and "Back". At the bottom of the form is a progress bar showing "0%".

Enter Password

Click Sign and Submit

Search existing contract notifications

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Relevant Contracts Tax

RCT Contract Notifications ^	RCT Payment Notification ^
Input a new Contract Notification This facility allows you to input single or multiple Contract Notifications.	Input Payment Notification This facility allows you to submit single or multiple payment notifications.
Search existing Contract Notifications This facility allows you to search previously filed Contract Notifications.	Search Existing Payment Notifications This facility allows you to search previously filed payment notifications.
	Download RCT Payment Notifications Made This facility allows you to view RCT payments you have made.

Cancel

Search existing contract notifications

Relevant Contracts Tax

Contract Notification Summary

[Search Older Contract Notifications](#)

You can use the filters in the table below to refine your results.

View/Download in [CSV](#) or [XML](#)

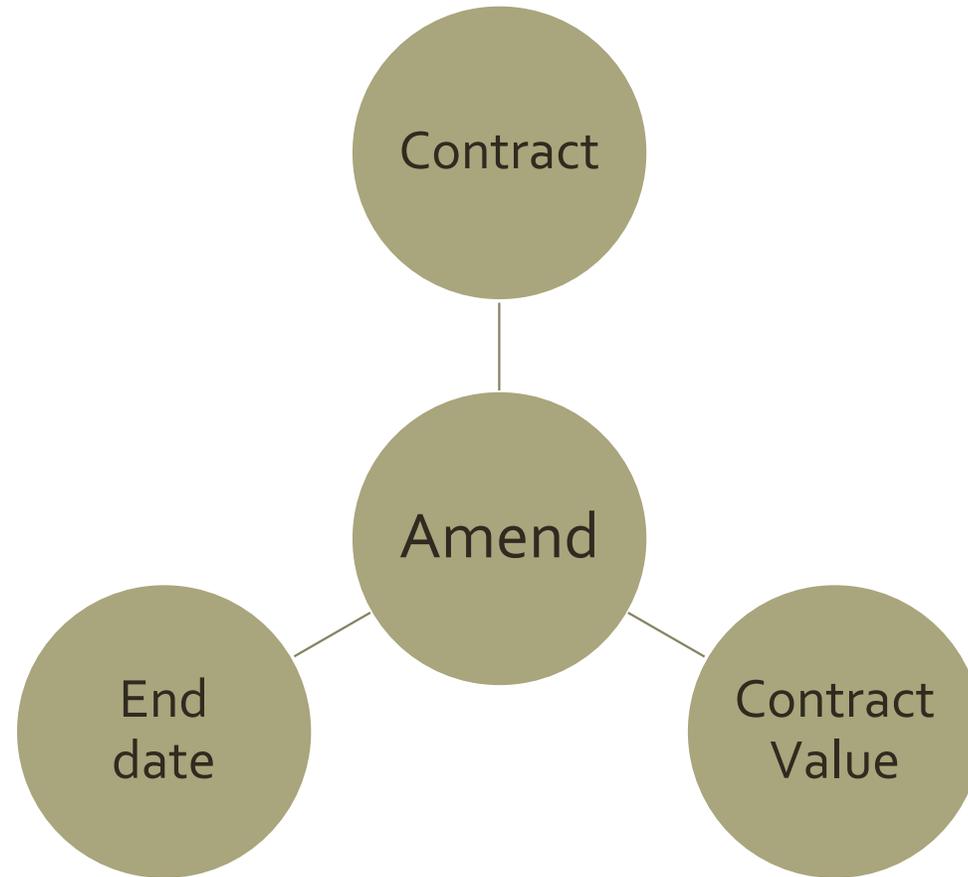
Select a Contract Notification and View to view the contract notification details.

Select the Contract Notification and Cancel to delete contract notification details.

Select the Contract Notification and Edit to edit contract notification details.

Contract ID	Sub Rate	Sub Tax Ref Number	Sub Name	Status	Revenue Site Identifier	Project Name
<input type="text"/>	<input type="text"/>					
6734896	20%			Open		
6645269				Closed		
6628686				Closed		
6344450				Closed		
3956888				Closed		

Cancel or
amend a
contract
notification



Accounting for Capital Project

Set up
Department

VAT Journal

Grant

Payment

Recording
& Reporting
Section 2



Steps in recording capital transactions in Accounts Package

	1. Create a department in Sage 50 for the Cap Project & use add documents feature.	
Relevant Contract Invoice	2. Record VAT Journal in Sage 50	
	3. Record DE Grant in Sage 50 (Use Dept)	
Notify payment to Revenue		
Making payment to Supplier	4. Record payment in Sage 50 Record RCT journal in Sage 50 if appropriate	Could consider using the Supplier's ledger for the project
VAT Return	Record VAT Payment in VAT control account in Sage 50	
RCT Return	Record RCT payment in RCT Control account in Sage 50	
Regular monthly reporting from Sage 50	5. Review nominal activity to check for accuracy of recording	
Cap Project reporting template	6. Run department report to report on & to monitor capital Project	

Accounts Demo Data

Building Grant

Expenditure

Code 3900
DE Capital
Building Grant
Income

Code 3940 DE Capital
Building Grant expense

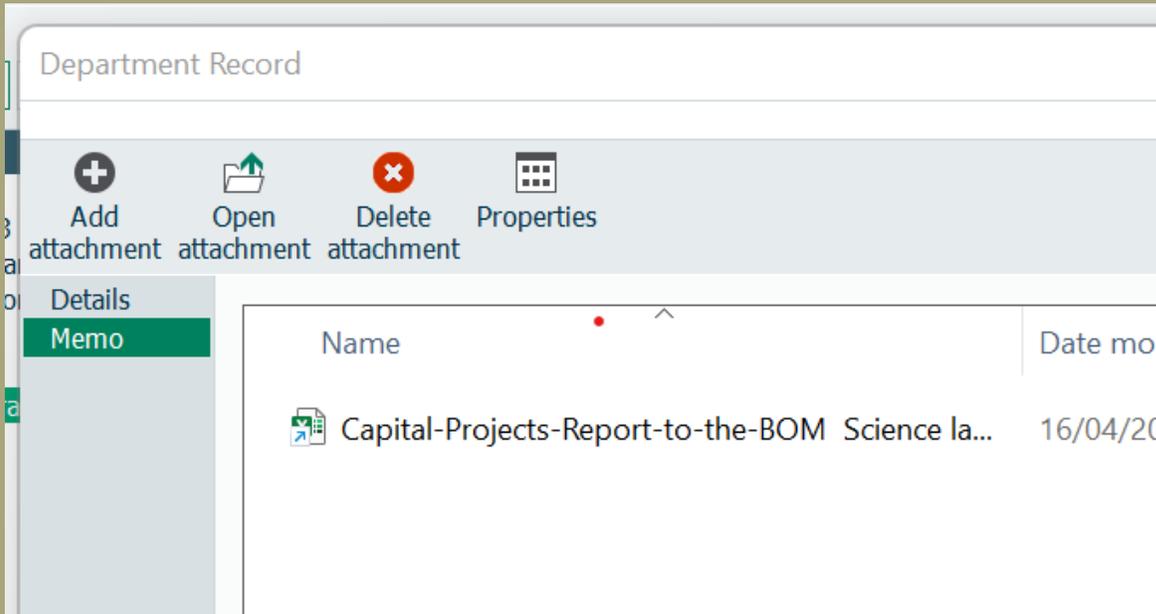
Reporting
from Sage
50

Capital Project – Science Lab Extension Learning Points

	Ref	Dept	Sage 50	Detail
Department Grants	DE SL 1 DE SL 2 DE SL 3	20		Look at where these grants were recorded in Sage 50 sample school data
ABC Builder	ABC SL 1&2	20	VAT Journal Date of invoice	VAT 13.5% to be paid by Principal Contractor
First payment 100,000		20	RCT Journal	RCT 20% Check Sage to see if VAT and RCT is paid
Using the department reports in Sage to answer FAQ's	Section 3 Sage slides	20	Update carefully Review reports	Balance sheet Nominal activity reports Department reports

1. Create a Department for the Capital Project

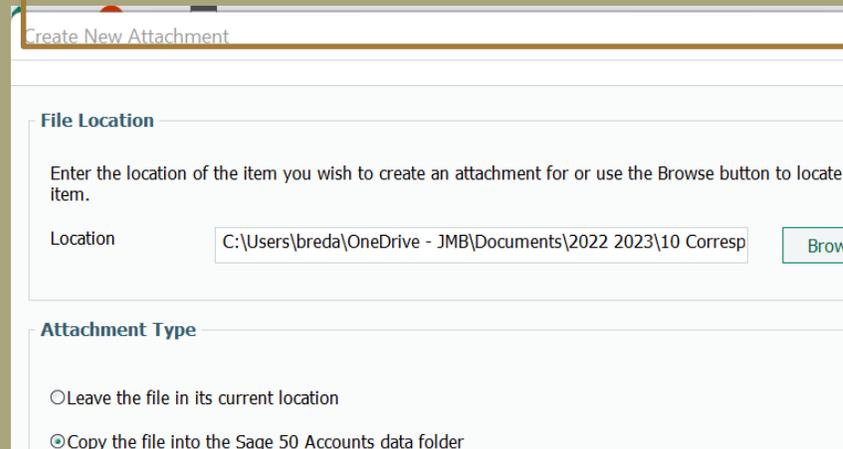
19
20 Science Lab Upgrade 2022 2023
21
22



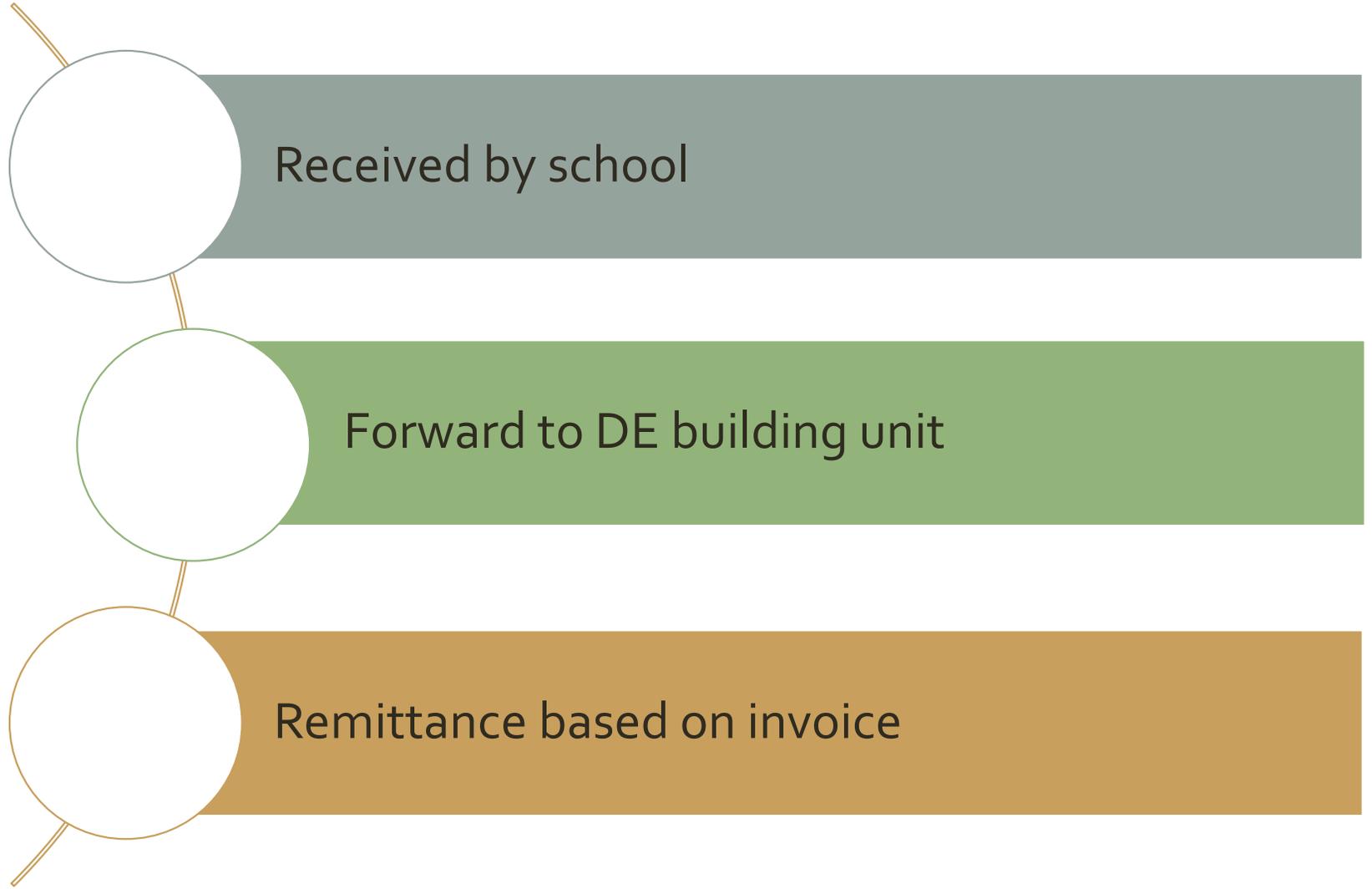
Under Department module
Double click on an available number and fill in name

If the project has phases which are department funded and require reporting then create the departments in a range e.g. 20 – 22. Then the department report can be generated for individual or for the range

Under memo – facility to add supporting paperwork including the template. The folder can be copied and shared with accountant when required



Invoice



RCT & VAT

VAT – Value added Tax

- VAT Linked to Invoice Date

RCT – Relevant Contract Tax

- RCT linked to Payment Date

Example:

Invoice dated 26th February – VAT period Jan/Feb

Invoice paid in March – RCT based on payment date, to be included in next return, to be paid following month or quarter end

2. Record VAT Journal in Sage 50

- Under nominal
- Click on Journal entry
- The cost is debited to the same code as invoice cost is coded to 3940
- The credit goes to the VAT Control Account code 2260

Journal Entry

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Memorise Recall Add attachment Print list Send to Excel

Reference: Posting Date: 30/09/2023 Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
3940	DE Capital Building Grant Expense		20	ABC Builders Invoice 1	T9	13500.00	0.00
2260	Reverse VAT Control Account		20	ABC Builders Invoice 1	T9	0.00	13500.00

3. Recording DE Capital Grants

Check Bank Receipt report from Sage 50

Date: 17/04/2023
Time: 15:51:14

Sage 50cloud New Users 2021
Flat Rate Day Books: Bank Receipts

Date From: 01/01/1980
Date To: 31/12/2050

Transaction From: 324
Transaction To: 99,999,999

Dept From: 0
Dept To: 999

T/C: T9

Bank: 1800 **Currency:** Euro

No	Type	N/C	Date	Ref	Details	Dept	Net €
324	BR	2171	31/08/2022	DE SL 1	AE Grant	20	25,000.00
358	BR	3900	30/09/2022	DE SL2	DE Grant Science	20	113,500.00
359	BR	3900	30/03/2023	DE SL 3	DE Grant Science	20	170,000.00
Totals €							<u>308,500.00</u>

Comments

- Grant received in Aug 22 at Year end
- Grants received in new Financial Year coded to 3900
- Relevant department assigned to them

4. Payment to ABC Construction

- ABC First invoice September 2022 = €100,000
- Principal contractor to account for VAT - VAT Journal recorded in Sage 50 in September
- October Payments run includes ABC Construction



- Before making payment to subcontractor – a payment notification must be filed with Revenue.

A group of people are gathered around a wooden table, looking at and pointing to architectural blueprints. The scene is brightly lit, and the focus is on the hands and the documents. The text "RCT Payment Notifications" is overlaid on the image.

RCT Payment Notifications

Payment Notification

Subcontractors Invoice

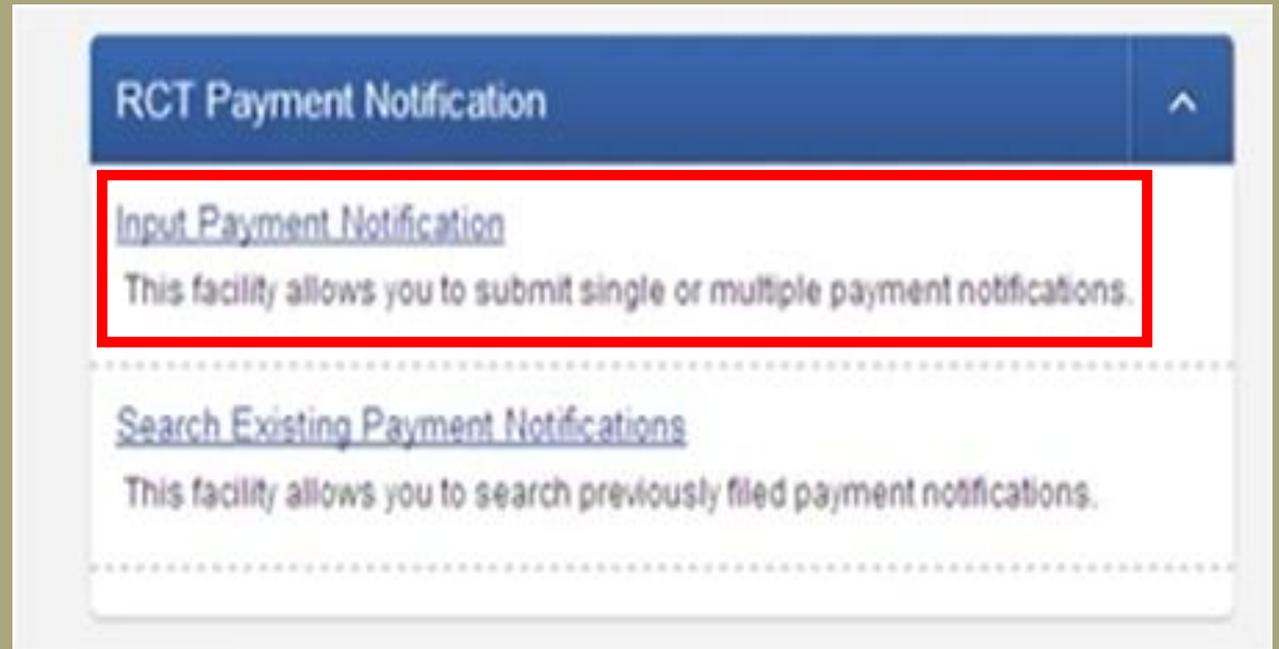
Name	Address	Tax reference No.	Gross amount excluding VAT	Statement VAT to be accounted for by Principal contractor

RCT- Payment Notification

Before making a payment to a subcontractor you must notify the payment to the Revenue

Inputting a Payment Notification

1. Log on to ROS
2. Go to **'MY SERVICES' TAB**
3. Click on **Manage Relevant Contract Tax**
4. Go to **RCT Payment Notifications**



RCT- Payment Notification

Click on **Input Payment Notification**

1 Find the Sub-Contractor from the list

2 Click Input Payment Notification

Relevant Contracts Tax

Input Payment Notification

Contract Notification List

You can use the filters in the table below to refine your results.

Select a contract notification from the list and click 'Input Payment Notification' to input a Payment Notification under this contract notification.

You may input up to 100 Payment Notifications in one submission.

Contract ID	Sub Rate	Sub Tax Ref Number	Sub Name	Status	Revenue Site Identifier	Project Name
<input type="text"/>	<input type="text"/>					
6734896	20%			Open		
6645269				Closed		
6628686				Closed		
6344450				Closed		
3956888				Closed		

+ Input Payment Notification

RCT- Payment Notification

Relevant Contracts Tax

Payment Notification Detail

* Denotes a required field

Principal Tax Reference Number		
Principal Name		
Sub Tax Reference Number		
Sub Name		
Gross Payment Amount *	1000	
Net Payment Amount	800.00	
Deduction Amount	200.00	
Tick this box if this payment relates to an unreported/post payment		<input type="checkbox"/>

RCT- Payment Notification

Relevant Contracts Tax

Payment Notification Acknowledgement

The following payment notifications will be input.

Please click 'Back' if you wish to change anything prior to submission or click 'Continue' to proceed with this submission.

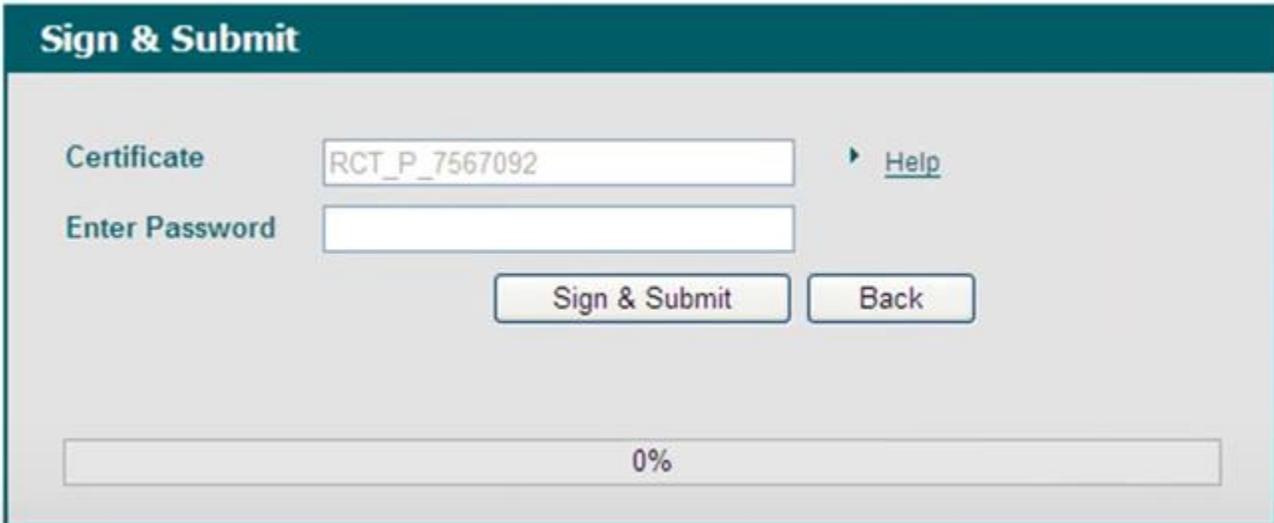
Please note: this acknowledgement is not a deduction authorisation. You will receive a deduction authorisation in your ROS inbox immediately following submission.

Payment Notification ID	Sub Tax Ref	Sub Name	Date Input	Gross Payment	Net Payment	Deduction Amount
2941	1966850W	Tim Burr	15/12/2011	10000.00	8000.00	2000.00

The payment notification acknowledgement screen is for information only

Click continue to proceed

RCT- Payment Notification



The screenshot shows a web form titled "Sign & Submit" with a teal header. The form contains two input fields: "Certificate" with the value "RCT_P_7567092" and "Enter Password" which is empty. To the right of the "Certificate" field is a "Help" link. Below the input fields are two buttons: "Sign & Submit" and "Back". At the bottom of the form is a progress bar showing "0%".

Enter Password

Click Sign and Submit

Search a Payment Notification

Relevant Contracts Tax

Download RCT Payment Notifications Made

Start Date of Work

End Date of Work

<u>Contract ID</u>	<u>Sub Name</u>	<u>Sub Tax Ref Number</u>	<u>Revenue Site Identifier</u>	<u>Payment Type</u>	<u>Deduction Amount</u>	<u>Payment Notification ID</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>
6344450				Standard	0.00	
6628686				Standard	1040.00	
6645269				Standard	0.00	
6645269				Standard	0.00	
6734896				Standard	94.00	



Payment Notification

Payment Notification Acknowledgement ^

[Print All](#) View/Download in [CSV](#) or [XML](#)

The following payment notifications will be input.

Payment Notification ID	Sub Tax Ref	Sub Name	Date Input	Gross Payment	Net Payment	Deduction Amount	
2941	01966850W	Tim Burr	15/12/2011	10000.00	8000.00	2000.00	

15/12/2011

SEAMUS MORAN & CO: 09751523D

You have notified the Revenue Commissioners that you are about to make a relevant payment of €10000.00 to the below subcontractor:

Tim Burr: 01966850W

You are hereby authorised to deduct from this payment, tax at the rate of 20%, which based on a payment of €10000.00, results in a tax amount of €2000.00.

If you do not make this payment, you must withdraw the Payment Notification in your return for the period, or earlier.

Revenue Commissioners.

[Print](#)

**Check the revenue record inbox to view the deduction authorisation.
Click on the chevron to see additional information. Give a copy to the subcontractor.
Print a copy for your records and attach to the invoice in question.**

Deduction authorisation

Issue: 0% - no requirement

20% - deduction authorisation must be issued to the subcontractor

35% - deduction authorisation must be issued to the subcontractor

RCT Journal Bank Module

4. Record RCT Journal to reflect 20% deduction notified in ROS



- Under nominal
- Click on Journal entry
- The cost is debited to the same code as invoice is coded to 3940
- The credit goes to the RCT Control Account code 2270

Journal Entry

Clear form Insert row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Memorise Recall Add attachment Print list Send to Excel

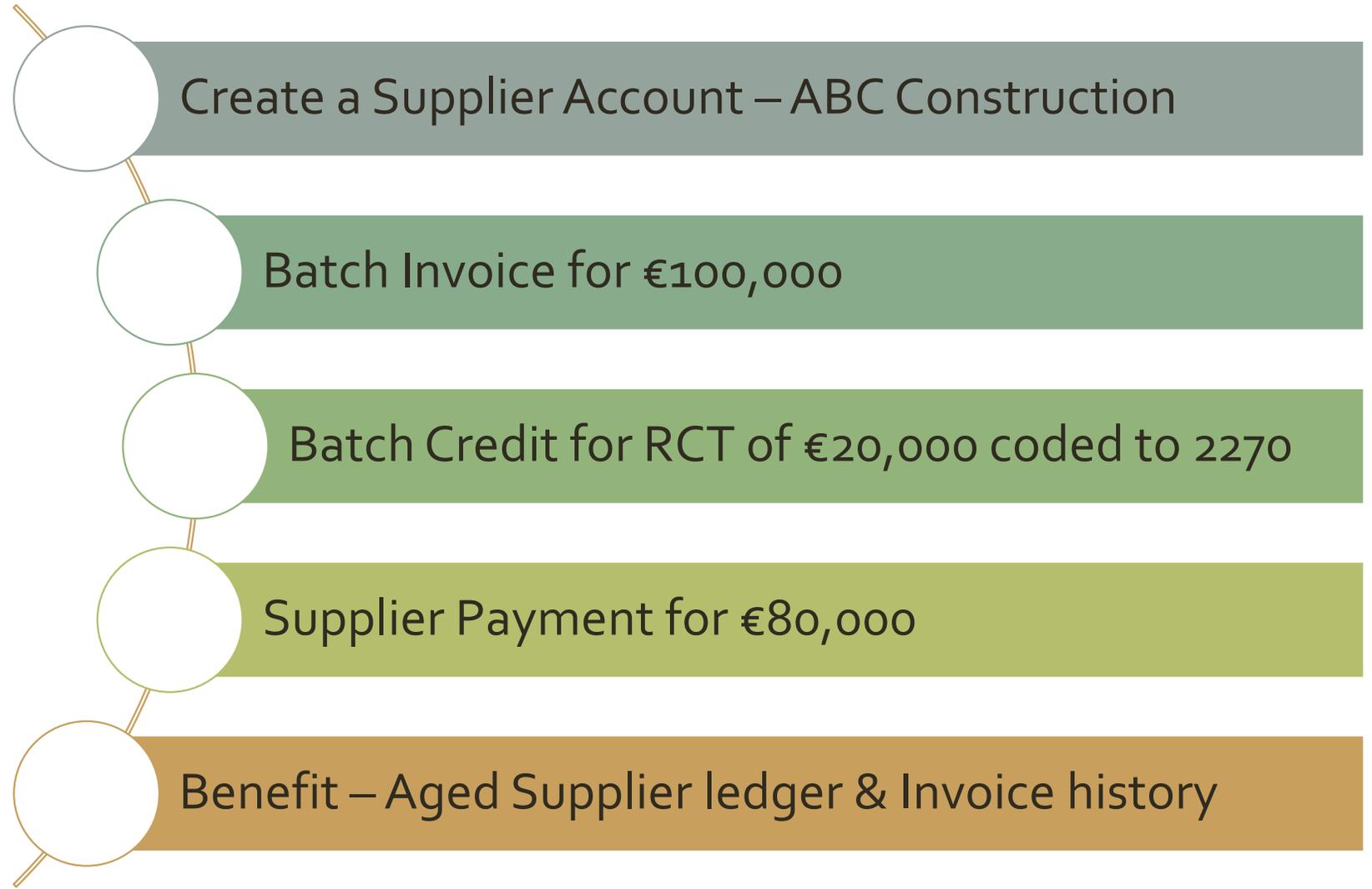
Reference: Posting Date: 31/10/2022 Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
3940	DE Capital Building Grant Expense		20	ABC Construction RCT	T9	20000.00	0.00
2270	RCT Control Account		20	ABC Construction RCT	T9	0.00	20000.00

Accounting for Capital Grants

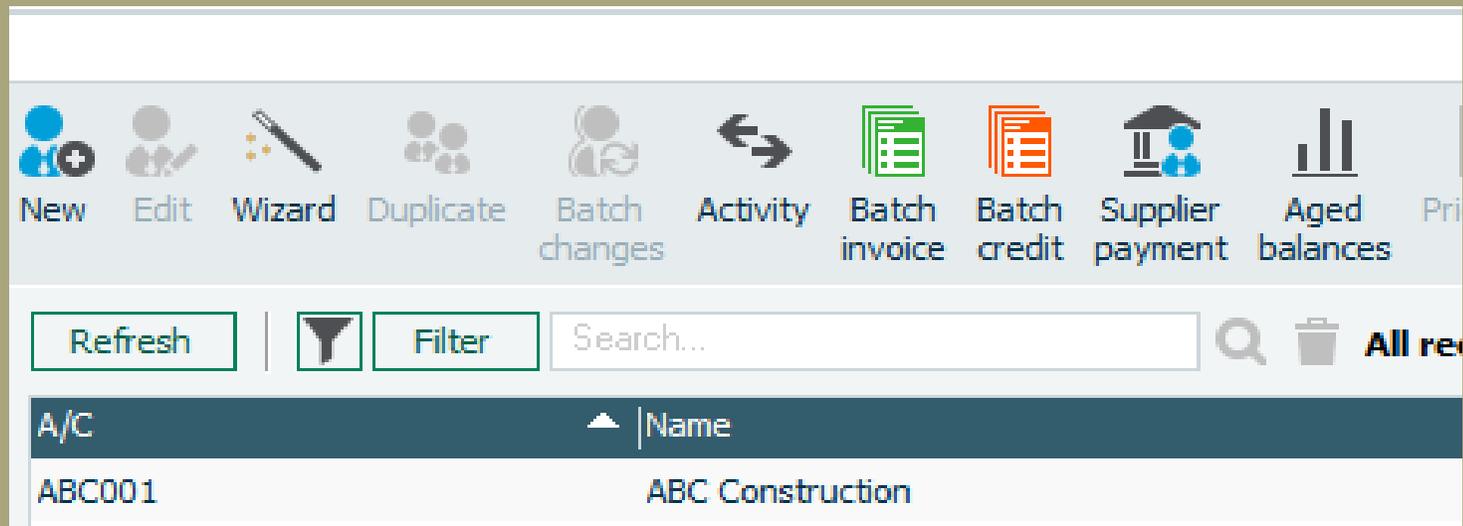
- Supplier
Module

Brief Overview



4. Supplier Module

Setup ABC Construction:



- First payment to Builder was €100,000
- ROS RCT deduction was 20% will require a Supplier credit Note to 2270
- Record Supplier Payment to ABC Construction for €80,000

4. Supplier Module

Record Purchase Invoice

A/C Tax Rate

N/C

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*	Department*	Project Ref	Cost Code	Details	Net	T/C*	VAT
ABC001	+	01/09/2022	01/10/2022	sl abc 1		3940	20			Science Lab Invoice 1	100000.00	T9	0.00

4. Supplier Module

Record Credit Note for 20% RCT – This moves the €20,000 from the Supplier Account to the RCT Control Account CODE 2270

Batch Supplier Credit

Clear form | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Calculate net (F9) | Memorise | Recall | Print list | Send to Excel

A/C Tax Rate

N/C

A/C*	Attach	Date*	Due On*	Credit No	Ex.Ref	N/C*	Department*	Project Ref	Cost Code	Details	Net	T/C*	VAT
ABC001	+	30/09/2022	30/09/2022	SL ABC 1		2270	20			SL ABC ...	20000.00	T9	0.00

4. Supplier Module

Record Supplier payment to ABC for €80,000

Supplier Payment - Current Account 1

Clear form Pay in full (F3) Wizard Automatic Department Print list Send to Excel

Bank Details

Bank A/C: 1800

Name: Current Account 1

Balance: 236569.08

Supplier Details

Account*: ABC001

Name: ABC Construction

Balance: 0.00

Payment Details

Date*: 30/10/2022

Reference:

Ex. Reference:

Amount: 80000.00

Show All From // To // List Invoice/Credit by item line

View	No. ▲	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount €	Disputed?	Payment €
	377	PI	ABC001	01/09/2022	24/04/2023	sl abc 1		n/a	Science Lab Invoice 1	n/a	100000.00		100000.00
	380	PC	ABC001	30/09/2022	30/09/2022	SL ABC 1		n/a	SL ABC RCT	n/a	20000.00		20000.00

4. Supplier Module

Supplier Account will provide history of Transactions

No	Type	Date	Due On	Ref	Details	Amount €
377	PI	01/09/2022	24/04/2023	sl abc 1	Science Lab Invoice 1	100000.00
381	PP	30/10/2022			Purchase Payment	80000.00
380	PC	30/09/2022	30/09/2022	SL ABC 1	SL ABC RCT	20000.00

Revenue Returns

RCT

VAT





RCT Return

RCT Return period

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

LANGUAGE: ENGLISH ▾ ROS HELP

MY SERVICES **REVENUE RECORD** PROFILE WORK IN PROGRESS ADMIN SERVICES

Inbox:

- Inbox Messages

Information Services:

- Returns
- Payments
- Refunds & Repayments
- Charges & Payments**
- Events List
- Registration Details
- Items Submitted via ROS
- Request Statement of Accounts
- Document Search ⓘ

Tax Regn./Trader No.	Tax Type/Duty	Charge Type	Period	Liability	Collections	Balance	Payment Due Date
	RCT	All	All				
	RCT	Return	01/10/2022 - 31/12/2022	1,140.00	1,140.00	0.00	14/01/2023
	RCT	Return	01/07/2022 - 30/09/2022	0.00	0.00	0.00	14/10/2022
	RCT	Return	01/04/2022 - 30/06/2022	0.00	0.00	0.00	14/07/2022
	RCT	Return	01/01/2022 - 31/03/2022	0.00	0.00	0.00	14/04/2022
	RCT	Return	01/10/2021 - 31/12/2021	0.00	0.00	0.00	14/01/2022
	RCT	Return	01/07/2021 - 30/09/2021	0.00	0.00	0.00	14/10/2021
	RCT	Return	01/04/2021 - 30/06/2021	0.00	0.00	0.00	14/07/2021
	RCT	Return	01/01/2021 - 31/03/2021	0.00	0.00	0.00	14/04/2021
	RCT	Return	01/10/2020 - 31/12/2020	0.00	0.00	0.00	14/01/2021
	RCT	Return	01/07/2020 - 30/09/2020	0.00	0.00	0.00	14/10/2020

RCT - Filing and Payment to the Revenue

RCT Returns are filed on ROS on or before 23rd of the month after period of RCT activity

- **NO RCT activity = AUTO-FILED on ROS**
- **RCT activity at 0% deduction = AUTO-FILED on ROS**
- **RCT activity at 20%/35% deduction = MANUAL FILING**

RCT - Filing and Payment to the Revenue

To file the RCT return on ROS:

1. Click on 'My Services' tab
2. Select 'File a Return' from the 'Complete a form Online
3. Select 'RCT' from the 'Tax Type' option list
4. Select 'RCT Return' from the 'Select a return type' option list
5. Review and amend the deduction summary (if necessary)
6. Click 'File Return' button
7. Choose payment method and proceed to sign and submit screen

File a Return

Complete a Form Online

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

A group of people are gathered around a wooden table, looking at and pointing to architectural blueprints. The scene is brightly lit, and the focus is on the hands and the documents. The text "VAT Return" is overlaid on the image.

VAT Return

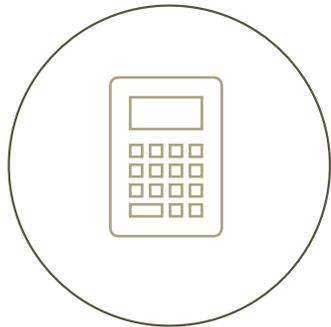
Reverse Charge VAT



If RCT applies VAT applies



VAT to be accounted for by
the Principal Contractor



School's must account for
VAT

VAT return

13.5% VAT Rate

- -plumping
- -electrical work
- -plastering
- -block laying

23% VAT Rate

- -supply and erection of scaffolding
- -supply of a crane with an operator
- -supply and erection of temporary fencing
- -hire of site labour through an agency

VAT Rates

VAT Returns
Deadline

```
graph TD; A[VAT Returns Deadline] --> B[Paper - 19th]; A --> C[Electronically - 23rd]
```

Paper
- 19th

Electronically
- 23rd

VAT return

The screenshot shows the Revenue.ie website interface. At the top left is the Revenue logo with the tagline 'Cuide agus Curraim na Míonna' and 'Your Tax and Customs'. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD' (highlighted with a red arrow), 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. On the top right, there are language options 'GAELGE' and 'ENGLISH', and links for 'RDS HELP' and 'EXIT'. Below the navigation bar, a message 'Tax Clearance Issued.' is visible. The main content area is divided into sections: 'My Frequently Used Services' with an 'Add a service' button and a dropdown arrow; 'MyEnquiries'; 'Employer Services' which contains four sub-sections: 'Revenue Payroll Notifications (RPNs)' with a 'Request RPNs' link; 'Payroll' with 'Submit payroll' and 'View payroll' links; 'Returns' with a 'Statement of Account' link; and 'Additional Services' with a 'PPS Number Checker' link. At the bottom, there is a 'File a Return' section with two options: 'Complete a Form Online' and 'Upload Form(s) Completed Offline', each with a dropdown arrow.

VAT return

Revenue
Cáin agus Cúiteam na hÉireann
Irish Tax and Customs

LANGUAGE: ENGLISH ▾ ROS HELP
EXIT

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Returns 0

Inbox:
Inbox Messages

Information Services:
Returns
Payments
Refunds & Repayments
Charges & Payments
Events List
Registration Details

Tax Regn./Trader No.	Tax Type/Duty	Document Type	Period	Due Date	Issue Date	Date Filed	Action
3463102VH	VAT	VAT3	01/01/2023 - 28/02/2023	19/03/2023 LATE	10/03/2023		File / Pay
3463102VH	VAT	VAT3	01/11/2022 - 31/12/2022	23/01/2023	09/12/2022	10/01/2023	
3463102VH	VAT	VAT3	01/09/2022 - 31/10/2022	19/11/2022	07/10/2022	13/12/2022	
3463102VH	VAT	VAT3	01/07/2022 - 31/08/2022	23/09/2022	12/08/2022	13/09/2022	
3463102VH	VAT	VAT RTD	01/09/2021 - 31/08/2022	19/09/2022	12/09/2022	13/09/2022	

VAT return



D. Martin Construction

Address, City, ST, ZIP code
Phone number | Fax Number

INVOICE # 100

Date: 28/01/2023

BILL TO

School Name
School Address

FOR

Construction work

ITEM DESCRIPTION	AMOUNT
Earth excavation up to required depth by machine	€14,666.00
Placement of reinforcement steel	€12,000.00
Erection of concrete frameworks for footings	€20,000.00
VAT TO BE ACCOUNTED FOR BY PRINCIPAL CONTRACTOR	
Subtotal	€46,666.00
vat rate	
TOTAL COST	€46,666.00

VAT return

The screenshot shows the Revenue.ie website interface. At the top left is the Revenue logo with the tagline 'Clár agus Cúntaí na Míreann' and 'Irish Tax and Customs'. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. In the top right corner, there are language options for 'GAELIGE' and 'ENGLIS'. A notification 'Tax Clearance Issued.' is visible in the upper right. Below the navigation is a 'My Frequently Used Services' section with an 'Add a service' button. A 'MyEnquiries' box is present. The 'Employer Services' section contains four columns: 'Revenue Payroll Notifications (RPNs)' with a 'Request RPNs' link; 'Payroll' with 'Submit payroll' and 'View payroll' links; 'Returns' with a 'Statement of Account' link; and 'Additional Services' with a 'PPS Number Checker' link. The 'File a Return' section is expanded, showing 'Complete a Form Online' (circled in red) and 'Upload Form(s) Completed Offline' as options.

VAT return

File a Return

Complete a Form Online ^

Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

File Return 

Upload Form(s) Completed Offline v

VAT Return

- Select Taxation Period
- Enter the VAT on subcontractors Invoices in T1 VAT on Sales
- Enter Zero in T2 Box VAT on Purchase

VAT3 Return

Step 1
To begin filing, complete the form below.

Form Data Payment Details Sign & Submit Acknowledgement

1 2 3 4

Form Help

 Returns are due by the 19th of the month following the period selected.

- Denotes required field
- This return must be completed in Euro.

• There is no ROS Debit Instruction (RDI) linked to this Registration.
[set-up an RDI / Download an RDI](#) before proceeding with this Return.

• Note: The alternative Payment Methods of Laser and Online Banking are available (Online Banking for Income Tax Payments Only).

Taxation Period
Only outstanding periods are shown

01/01/2023 - 28/02/2023 

Click on **Additional** to file an Amended or Supplementary VAT3

Additional 

Currency 

Enter Whole Euro only, please do not enter cent.

VAT on Sales T1

VAT on Purchases T2

VAT Return

Please indicate if this Return includes any exceptional business purchases which have resulted in an unusually large T2 (e.g. vehicles, fittings, equipment, plant and machinery, property, ICT equipment or software, franchise license etc.)?



Yes



No



VAT Return

Taxation Period
Only outstanding periods are shown

01/01/2023 - 28/02/2023

Click on **Additional** to file an Amended or Supplementary VAT3

Additional →

Currency

€

Enter Whole Euro only, please do not enter cent.

VAT on Sales

T1 66300

VAT on Purchases

T2 0

Unusual Expenditure

Please indicate if this Return includes any exceptional business purchases which have resulted in an unusually large T2 (e.g. vehicles, fittings, equipment, plant and machinery, property, ICT equipment or software, franchise license etc.)?

Yes No ⓘ

Click the Calculate button to determine whether a payment or repayment is due

Calculate ←

Net Payable

T3 66300

Net Repayable

T4 0



Click on Green Calculate button

VAT Return

Intra-EU Trade (INTRASTAT)	
Total goods to other EU countries	<input checked="" type="checkbox"/> E1 <input type="text"/>
Total goods from other EU countries	<input checked="" type="checkbox"/> E2 <input type="text"/>
Total services to other EU countries	<input checked="" type="checkbox"/> ES1 <input type="text"/>
Total services from other EU countries	<input checked="" type="checkbox"/> ES2 <input type="text"/>
Non EU Trade	
Postponed Accounting	<input type="checkbox"/> PA1 <input type="text"/>

Click on the **Next** button to proceed to the next step

Next →

VAT Return

Revenue  Cóir agus Cártaí na Míreann
Job Tax and Customs ROS

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Payment Screen

Payment Details

Tax Type	VAT
Return Type:	VAT3 Return
Period	01/01/2023-31/03/2023

Payment Method

ROS Debt Instruction Bank Account Name: School bank details

BIC:

IBAN:

Payment Amount

Total Payment Amount
(Payment Amount can be decreased.
However, your VAT account will be considered in arrears)

€ 6300

Please enter the Payment Date (DD/MM/YYYY)
Due dates are extended for ROS Payments

23/03/2023

File return only

File return only

Please indicate if you wish to file the return only (no Payment)
Note: Failure to pay tax by the due date is an offence that may lead to enforcement proceedings and additional costs (including interest charges).

Back Next

VAT Return

Confirm Payment

Payment Details

Review the details below and ensure they are correct before continuing.

Payment Amount:	6300
Payment Date:	23/03/2023
Payment Type:	RDI (Ros Debit Instruction)

The above payment will be debited from the following account:

Bank Account Name	School bank details
BIC	
IBAN	



VAT Return

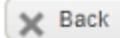
VAT3 Submission Confirmation

You are about to submit a VAT3 Return for the period **01/01/2023 - 28/02/2023**.

This Return declares a VAT **liability** of **66300** for this period.

Do you wish to proceed?

Note: It is an offence under the Tax Acts to deliberately or carelessly submit an incorrect VAT Return.

 Back

Proceed 

VAT Return

Click on
Sign & Submit

VAT3

Information  If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate  [Help](#)

Enter Password

VAT Return

VAT3

You have just transmitted your VAT3 which has been received by ROS.
You can access a copy of this Return through your ROS Inbox by clicking on the Revenue Record tab above.
A Receipt will be sent to your ROS Inbox as soon as this Return has been processed by Revenue.
You cannot file an Additional VAT3 Return for this taxation period until you receive the Receipt.
To file another Return click on My Services tab.

You may be due a refund for this tax. Cheques will no longer be issued to Mandatory eFilers for refunds of this tax.
To update your bank account details on ROS, go to **Manage Bank Accounts** on the My Services homepage and select **Manage EFT** in the Refunds section.

Please use the **Notice Number** below for any future correspondence or inquiry relating to this Return.

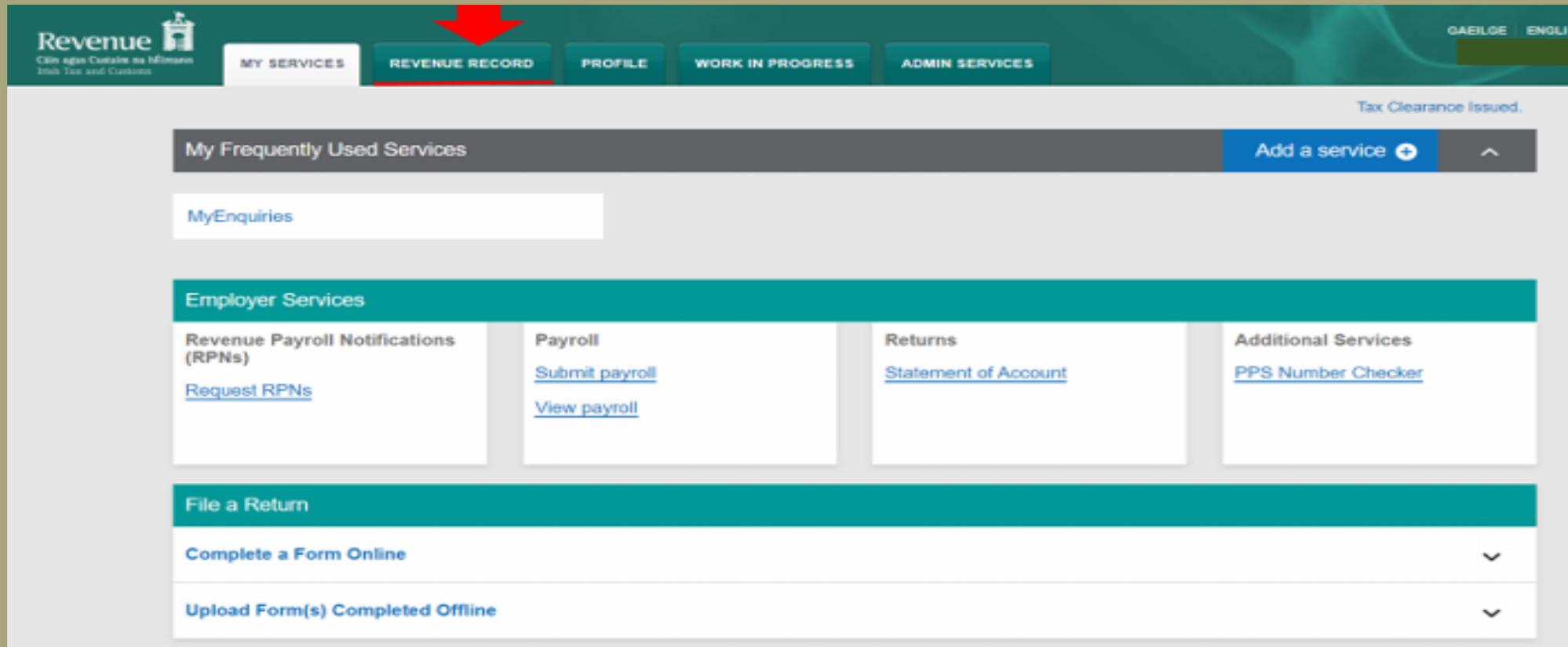
Notice Number:

12345789

To return to My Services page click the **OK** button

OK

VAT Return



The screenshot shows the Revenue.ie website interface. At the top left is the Revenue logo with the tagline 'Cúir agas Cúistí na Míneam' and 'Iris Tax and Customs'. The main navigation bar contains several menu items: 'MY SERVICES', 'REVENUE RECORD' (highlighted with a red arrow), 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. In the top right corner, there are language options for 'GAELIGE' and 'ENGLIS'. Below the navigation bar, a notification states 'Tax Clearance Issued.'. The main content area is divided into sections: 'My Frequently Used Services' with an 'Add a service' button, 'MyEnquiries', 'Employer Services' (with sub-sections for RPNs, Payroll, Returns, and Additional Services), and 'File a Return' (with options for online and offline form completion).

Revenue
Cúir agas Cúistí na Míneam
Iris Tax and Customs

MY SERVICES **REVENUE RECORD** PROFILE WORK IN PROGRESS ADMIN SERVICES

GAEILGE ENGLIS

Tax Clearance Issued.

My Frequently Used Services Add a service + ^

MyEnquiries

Employer Services

Revenue Payroll Notifications (RPNs)
[Request RPNs](#)

Payroll
[Submit payroll](#)
[View payroll](#)

Returns
[Statement of Account](#)

Additional Services
[PPS Number Checker](#)

File a Return

[Complete a Form Online](#) v

[Upload Form\(s\) Completed Offline](#) v

VAT Return

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

- Inbox Messages

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. : * VAT Document Type : * VAT3 Include Archive Search

*denotes a required field

Refresh Inbox

VAT Return

REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

LANGUAGE: ENGLISH ROS HELP

Messages

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. : * VAT Document Type: * VAT3 Include Archive Search

*denotes a required field. Refresh Inbox

	Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
<input type="checkbox"/>	8346310200366O			VAT	VAT3	01/01/2023	20/03/2023
<input type="checkbox"/>	8346310200353F			VAT	VAT3	01/11/2022	10/01/2023
<input type="checkbox"/>	8346310200343C			VAT	VAT3	01/09/2022	13/12/2022
<input type="checkbox"/>	8346310200328G			VAT	VAT3	01/07/2022	13/09/2022
<input type="checkbox"/>	8346310200318D			VAT	VAT3	01/05/2022	03/08/2022
<input type="checkbox"/>	8346310200307V			VAT	VAT3	01/03/2022	04/05/2022

VAT Return

MY SERVICES

REVENUE RECORD

PROFILE

WORK IN PROGRESS

ADMIN SERVICES

Copy of VAT3 Return



[Click here to view a copy of VAT3 Return online](#)

PDF

This document is in PDF format. To read it you will require Adobe Acrobat Reader on your computer. [Download Adobe Acrobat Reader](#)

Depending on your installation of Adobe Acrobat Reader, you may be prompted to either **View file from its current location** or to **Save to disk**. If you are presented with this option, select **View file from current location** to view this PDF file online.

Download a copy of VAT3 Return to your computer

Right-click the download link below and select **Save Target As...** (Firefox : **Save Link As...**) from the pop-up menu.

[Download copy of VAT3 Return](#)

[Back](#)

VAT Return

Acknowledgement for VAT3 Return

Below is a copy of the VAT3 Return details received by ROS on 20 Mar 23. If you have any questions or problems regarding this Return, check out the FAQs on the ROS site for the answers or, alternatively, you can get our contact details from the Help section at the top of each page on the ROS site. The Notice Number assigned to this Return is 83463102003660. Please quote this Notice Number to our ROS Helpdesk in any future correspondence or inquiry relating to this Return.



In all correspondence please quote:
Registration No. :
Notice No. :



OFFICE OF THE REVENUE COMMISSIONERS

School Name

Enquiries: 01 738 36 99

Period : 01 Jan 23 - 28 Feb 23

1. VAT

		€
VAT ON SALES	T1	6300
VAT ON PURCHASES	T2	0.00
NET PAYABLE		
	T3	6300

2. TRADING WITH OTHER EU COUNTRIES

E1	Total goods to other EU countries	0.00	E2	Total goods from other EU countries	0.00
ES1	Total services to other EU countries	0.00	ES2	Total services from other EU countries	0.00

3. NON EU TRADE

PA1	Postponed Accounting	0.00
-----	----------------------	------



ROS DEBIT DETAILS

Account Name

IBAN

BIC

Amount : Payable

Net Paid

6300

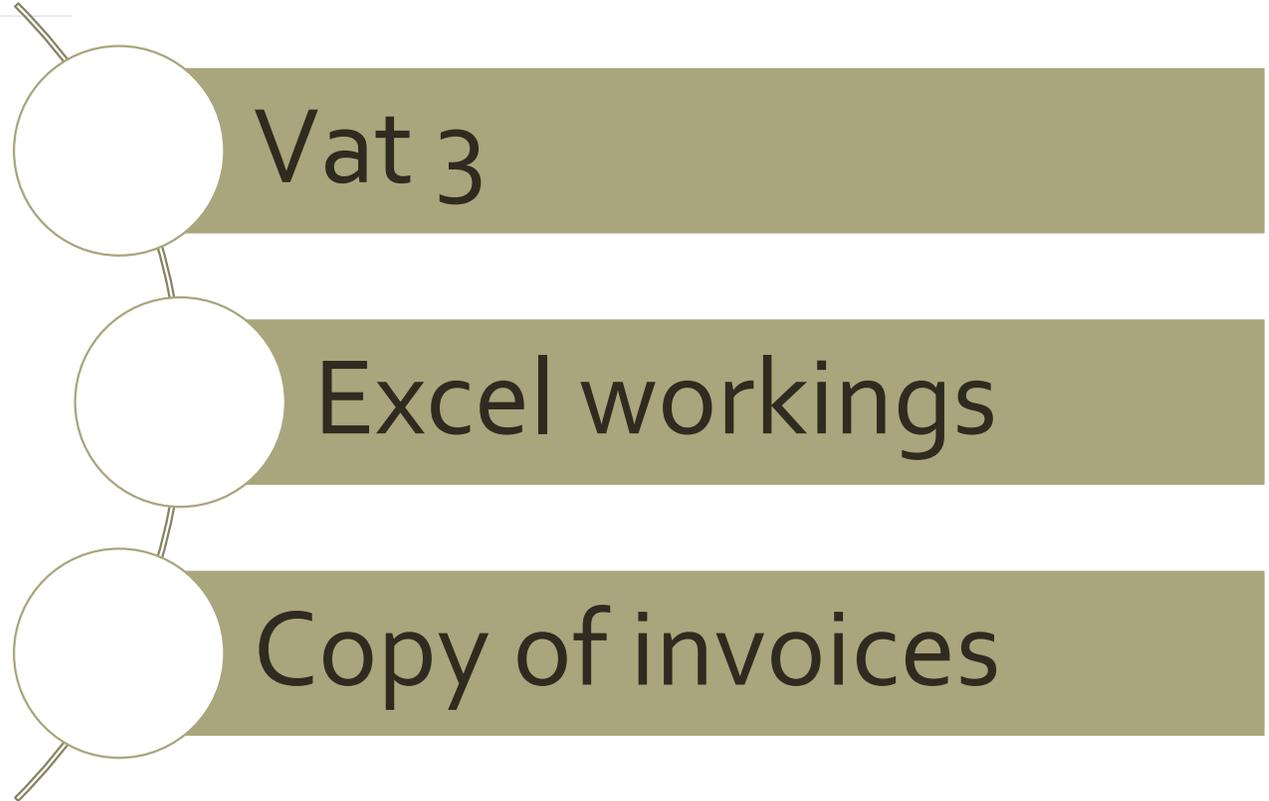
School Bank Details

: 00.00

Unusual Expenditure

Amount :

VAT File



VAT File



VAT File

Acknowledgement for VAT3 Return
Below is a copy of the VAT3 Return details received by ROS on 20 Mar 23 .If you have any questions or problems regarding this Return, check out the FAQs on the ROS site for the answers or, alternatively, you can get our contact details from the Help section at the top of each page on the ROS site. The Notice Number assigned to this Return is 83463102003660. Please quote this Notice Number to our ROS Helpdesk in any future correspondence or inquiry relating to this Return

 In all correspondence please quote:
Registration No :
Notice No :

 OFFICE OF THE REVENUE COMMISSIONERS

School Name: _____ Enquiries: 01 738 36 99

Period : 01 Jan 23 - 28 Feb 23

1. VAT €

VAT ON SALES	T1	<input type="text" value="6300"/>
VAT ON PURCHASES	T2	<input type="text" value="0.00"/>

NET PAYABLE

T3

2. TRADING WITH OTHER EU COUNTRY

E1 <input type="text" value="0.00"/>	Total goods to other EU countries	E2 <input type="text" value="0.00"/>	Total goods from other EU countries
ES1 <input type="text" value="0.00"/>	Total services to other EU countries	ES2 <input type="text" value="0.00"/>	Total services from other EU countries

3. NON EU TRADE

PA1

Postponed Accounting

 **ROS DEBIT DETAILS**

Account Name	School Bank Details
IBAN	
BIC	
Amount : Payable	6300
Net Paid	

Unusual Expenditure
Amount : _____

VAT File



D. Martin Construction

Address, City, ST, ZIP code
Phone number | Fax Number

INVOICE # 100

Date: 28/01/2023

BILL TO

School Name
School Address

FOR

Construction work

ITEM DESCRIPTION	AMOUNT
Earth excavation up to required depth by machine	€14,666.00
Placement of reinforcement steel	€12,000.00
Erection of concrete frameworks for footings	€20,000.00
VAT TO BE ACCOUNTED FOR BY PRINCIPAL CONTRACTOR	
Subtotal	€46,666.00
vat rate	
TOTAL COST	€46,666.00

Sage 50
Section 3
Reviewing &
Reporting

Nominal
Activity

Department
Reports

Control
Accounts

Capital
Report



5. Review Revenue Control Accounts

<u>N/C</u>			<u>Name</u>			
2260			Reverse VAT Control Account			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
361	JC	30/09/2022	ABC Builders Invoice 1		13,500.00	-13,500.00
366	BP	23/11/2022	ABC Construction	13,500.00		13,500.00
370	JC	30/03/2023	ABC Construction VAT		22,950.00	-22,950.00
<u>Account Totals</u>				<u>13,500.00</u>	<u>36,450.00</u>	<u>-22,950.00</u>

<u>N/C</u>			<u>Name</u>			
2270			RCT Control Account			
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
364	JC	31/10/2022	ABC Construction RCT		20,000.00	-20,000.00
<u>Account Totals</u>					<u>20,000.00</u>	<u>-20,000.00</u>

Bank Payments

Clear form | Print Cheque | Insert row (F7) | Remove row (F8) | Copy cell above (F6) | Copy cell above +1 (Shift + F6) | Calculate net (F9) | Memorise | Recall | Print list | Send to Excel

Bank: Current Account 1 | Tax Rate: 0.00

N/C: Reverse VAT Control Account

Bank*	Date*	Ref	Ex.Ref	N/C*	Departm	Details	Net	T/C*	Tax	Gross
1800	23/11/2022	ROS		2260	20	ABC Construc...	13500.00	T9	0.00	13500.00
1800	23/11/2022	ROS		2260	0	Sept Oct 2022...	337.50	T9	0.00	337.50

Tip: When VAT payment is made up of a number of transactions - When recording VAT Payment – split the payment to show the breakdown for the capital project department

5. Review Nominal activity reports for the relevant capital codes

Date: 23/04/2023
Time: 21:11:44

Sage 50cloud New Users 2021/2022 Data

BOM Balance Sheet

Chart of Accounts: FSSU

Period
Brought Fwd - Aug 2023

Capital & Reserves		
Retained Profits		
2710	Surplus Brought Forward	108,734.54
	Total Retained Profits:	108,734.54
Contribution Fixed Assets		
3900	DE Capital Building Grant Income	559,200.00
3901	Capital Projects Fundraising Income	5,897.91
3902	Parents Contribution to Capital Projects	7,400.00
3905	Covid Minor Works Capital Grant Income	32,000.00
3920	DE Fixtures, Fittings & Equipment Grant	27,300.00
3921	DE ICT Grant Capital Income	10,000.00
3940	DE Capital Building Grant Expense	(594,647.91)
	Total Contribution Fixed Assets:	47,150.00
Mispostings		
TOTAL Capital & Reserves:		<u>155,884.54</u>
Income And Expenditure Account:		24,662.50
		<u>180,547.04</u>

Date: 17/04/2023
Time: 15:57:50

Sage 50cloud New Users 2021/2022

Nominal Activity - Excluding No Transactions

Page: 1

Date From: 01/01/1980
Date To: 17/04/2023

N/C From:
N/C To: 99999999

Transaction From: 1
Transaction To: 99,999,999

N/C:	3900	Name:	DE Capital Building Grant Income	Account Balance:	559,200.					
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
255	BR	01/03/2022	1800	DE	Dept Cap Grant	30	T9	250,700.00		250,700.00
358	BR	30/09/2022	1800	DE SL2	DE Grant Science Lab	20	T9	113,500.00		113,500.00
359	BR	30/03/2023	1800	DE SL 3	DE Grant Science Lab	20	T9	170,000.00		170,000.00
375	JC	10/04/2023	3900		GRANT RECEIVED IN AUG 22	20	T9	25,000.00		25,000.00
Totals:										559,200.00
History Balance:										559,200.00

N/C:	3940	Name:	DE Capital Building Grant Expense	Account Balance:	594,647.					
No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
257	BP	29/03/2022	1800	Cosgrave	Cosgrave Builders	30	T9	207,577.00	207,577.00	
258	BP	22/03/2022	1800	Elec Co -	Elec Co Wiring	30	T9	20,160.00	20,160.00	
274	JD	22/03/2022	3940		Cosgrave Bros VAT	30	T9	28,022.90	28,022.90	
276	JD	22/03/2022	3940		Elec Co - VAT	30	T9	2,997.41	2,997.41	
278	JD	22/03/2022	3940		Elec Co RCT 20%	30	T9	4,440.60	4,440.60	
360	JD	30/09/2022	3940		ABC Builders Invoice 1	20	T9	13,500.00		13,500.00
362	BP	31/10/2022	1800	ABC	Payment part 1 Science Lab	20	T9	80,000.00	80,000.00	
363	JD	31/10/2022	3940		ABC Construction RCT	20	T9	20,000.00	20,000.00	
371	JD	30/03/2023	3940		ABC Construction VAT	20	T9	22,950.00	22,950.00	
372	BP	10/04/2023	1800	ABC	ABC Construction	20	T9	170,000.00	170,000.00	
373	BP	14/10/2022	1800	Architect	Architect	20	T9	25,000.00	25,000.00	
Totals:										594,647.91
History Balance:										594,647.91

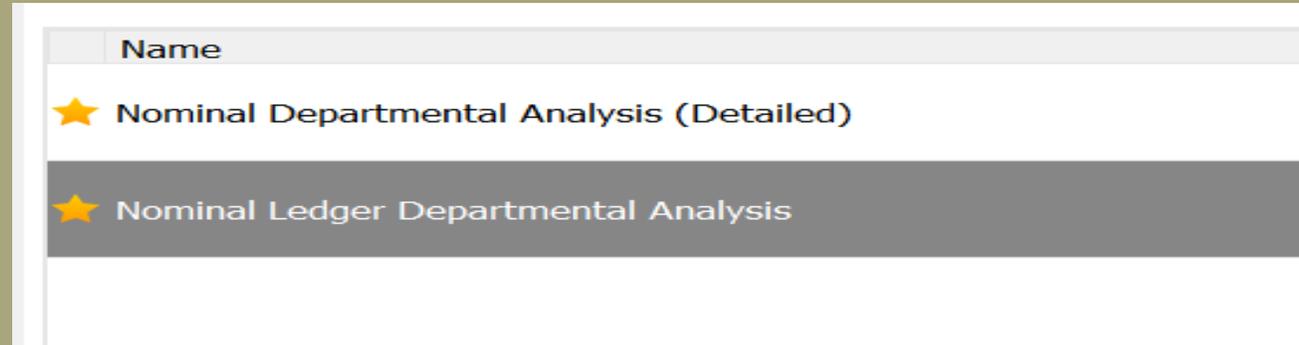
Ensure correct Department references are assigned

6. Run nominal department analysis (Detailed) report

Under Departments

Reports

Nominal Analysis



A screenshot of a dialog box titled 'Criteria for Nominal Departmental Analysis (Detailed)'. The dialog has a close button (X) in the top right corner. Below the title bar is a section titled 'Criteria Values' with the instruction 'Enter the values to use for the criteria in this report'. The dialog contains several input fields:

- Nominal Code:** A dropdown menu set to 'Between (inclusive)', followed by a text box containing a blank space, the word 'and', and another text box containing '99999999'.
- Transaction Date:** A dropdown menu set to 'Between (inclusive)', followed by a date picker set to '01/01/1980', the word 'and', and another date picker set to '31/12/2050'.
- Transaction No:** A dropdown menu set to 'Between (inclusive)', followed by a numeric spinner set to '1', the word 'and', and another numeric spinner set to '99999999'.
- Department:** A dropdown menu set to 'Between (inclusive)', followed by a numeric spinner set to '20', the word 'and', and another numeric spinner set to '20'.

At the bottom of the dialog, there is a label 'Preview a sample report for a specified number of records or transactions (0 for all)' followed by a numeric spinner set to '0'. At the very bottom are three buttons: 'Help', 'OK', and 'Cancel'.

6. Review nominal department analysis (Detailed) report

Date: 16/04/2023

Time: 23:11:53

Sage 50cloud New Users 2021/2022

Page: 1

Nominal Departmental Analysis (Detailed)

N/C From

Tran Date From 01/01/1980

Tran No From 1

Department From 20

N/C To 99999999

Tran Date To 31/12/2050

Tran No To 99,999,999

Department To 20

Dept Number 20

Dept Science Lab Upgrade 2022 2023

N/C 1800

Name Current Account 1

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
324	BR	31/08/2022	AE Grant	25,000.00		25,000.00
358	BR	30/09/2022	DE Grant Science Lab	113,500.00		113,500.00
359	BR	30/03/2023	DE Grant Science Lab	170,000.00		170,000.00
362	BP	31/10/2022	Payment part 1 Science Lab		80,000.00	-80,000.00
366	BP	23/11/2022	ABC Construction		13,500.00	-13,500.00
372	BP	10/04/2023	ABC Construction		170,000.00	-170,000.00
373	BP	14/10/2022	Architect		25,000.00	-25,000.00
<u>Account Totals</u>				<u>308,500.00</u>	<u>288,500.00</u>	<u>20,000.00</u>

N/C 2171

Name Other Ringfenced Grants Unspent

<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
324	BR	31/08/2022	AE Grant		25,000.00	-25,000.00
<u>Account Totals</u>					<u>25,000.00</u>	<u>-25,000.00</u>

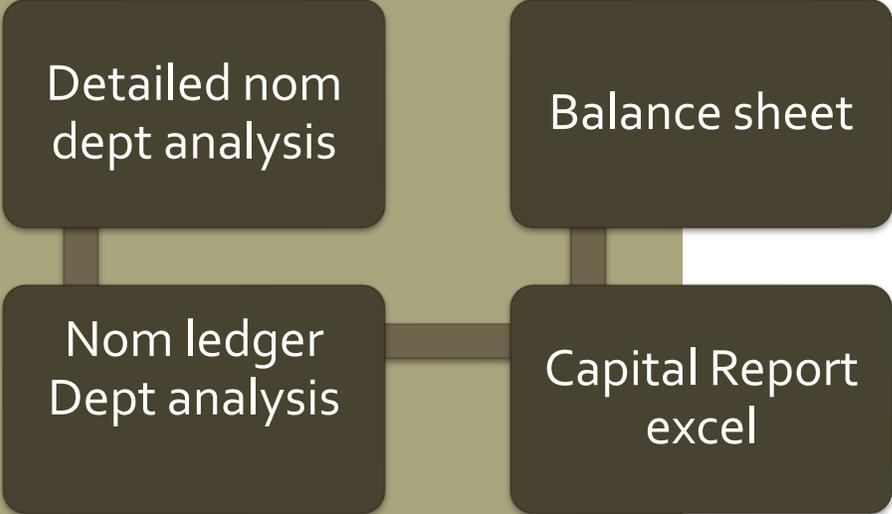
6. Review nominal department analysis (Detailed)report - contd

<u>N/C</u>	3900	<u>Name</u>		DE Capital Building Grant Income				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>		
358	BR	30/09/2022	DE Grant Science Lab		113,500.00	-113,500.00		
359	BR	30/03/2023	DE Grant Science Lab		170,000.00	-170,000.00		
<u>Account Totals</u>					<u>283,500.00</u>	<u>-283,500.00</u>		

<u>N/C</u>	3940	<u>Name</u>		DE Capital Building Grant Expense				
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>		
360	JD	30/09/2022	ABC Builders Invoice 1	13,500.00		13,500.00		
362	BP	31/10/2022	Payment part 1 Science Lab	80,000.00		80,000.00		
363	JD	31/10/2022	ABC Construction RCT	20,000.00		20,000.00		
371	JD	30/03/2023	ABC Construction VAT	22,950.00		22,950.00		
372	BP	10/04/2023	ABC Construction	170,000.00		170,000.00		
373	BP	14/10/2022	Architect	25,000.00		25,000.00		
<u>Account Totals</u>					<u>331,450.00</u>	<u>331,450.00</u>		

Compiling the Capital Project Report

Reporting



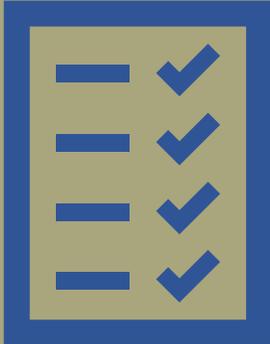
Income	COA code		Actual	Budget	Variance
			I	I	I
	3900	Department grants	308,500	365,500	- 57,000
	3920	Dept F&F Grant		110,000	- 110,000
Total			308,500	475,500	- 167,000
Expenditure					
	3940	Professional Fees	25,000	25,000	-
	3940	Building Contractor bills	270,000	270,000	-
	3940	VAT payments	36,450	36,450	-
	1421	Furniture and Fittings		110,000	- 110,000
	3940	Retention payment		34,050	- 34,050
Total			331,450	475,500	-144,050
Surplus/Deficit			-22,950	0	-22,950

Compiling the Capital Project Report

Capital Income Figures for template

Detailed nom
dept analysis

For Bank
Account grants
were lodged to



Criteria for Nominal Departmental Analysis (Detailed)

Criteria Values
Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) 1800 and 1800

Transaction Date Between (inclusive) 01/09/2021 and 31/03/2023

Transaction No Between (inclusive) 1 and 99999999

Department Between (inclusive) 20 and 20

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

20	<u>Dept</u>	Science Lab Upgrade 2022 2023	
1800	<u>Name</u>	Current Account 1	
<u>Type</u>	<u>Date</u>	<u>Details</u>	<u>Debit</u>
BR	31/08/2022	AE Grant	25,000.00
BR	30/09/2022	DE Grant Science Lab	113,500.00
BR	30/03/2023	DE Grant Science Lab	170,000.00
BP	31/10/2022	Payment part 1 Science Lab	
BP	23/11/2022	ABC Construction	
BP	10/04/2023	ABC Construction	
BP	14/10/2022	Architect	
		<u>Account Totals</u>	<u>308,500.00</u>

Compiling the Capital Project Report

Income (nominal codes)

Nom ledger
Dept analysis

Review the
balances for
reasonableness

Criteria for Nominal Ledger Departmental Analysis

Criteria Values
Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) [] and 99999999

Transaction Date Between (inclusive) 01/09/2021 and 31/03/2023

Transaction No Between (inclusive) 1 and 99999999

Department Between (inclusive) 20 and 20

Preview a sample report for a specified number of records or transactions (0 for all) 0

Help OK Cancel

<u>N/C</u>	<u>N/C Name</u>	<u>Debits</u>	<u>Credits</u>
1800	Current Account 1	20,000.00	
2171	Other Ringfenced Grants Unspent		25,000.00
2172	Other Ringfenced Income Unspent		
2260	Reverse VAT Control Account		22,950.00
2270	RCT Control Account		20,000.00
2320	Other Loan		
3900	DE Capital Building Grant Income		283,500.00
3940	DE Capital Building Grant Expense	331,450.00	
	Total for Dept. 20	<u>351,450.00</u>	<u>351,450.00</u>

Compiling the Capital Project Report

Capital Expenditure

School Name	Demo School				
Roll Number	12645J				
Project description	New Science Lab	31/03/2023			
Income	COA code		Actual	Budget	Variance
			I	I	I
	3900	Department grants	308,500	365,500	- 57,000
	3920	Dept F&F Grant		110,000	- 110,000
Total			308,500	475,500	- 167,000
Expenditure					
	3940	Professional Fees	25,000	25,000	-
	3940	Building Contractor bills	270,000	270,000	-
	3940	VAT payments	36,450	36,450	-
	1421	Furniture and Fittings		110,000	- 110,000
	3940	Retention payment		34,050	- 34,050
Total			331,450	475,500	-144,050
Surplus/Deficit			-22,950	0	-22,950

Name
 ★ Nominal Departmental Analysis (Detailed)

<u>N/C</u>	3940	<u>Name</u>	DE Capital Building Grant Expense		<u>Debit</u>
<u>Tran Number</u>	<u>Type</u>	<u>Date</u>	<u>Details</u>		
360	JD	30/09/2022	ABC Builders Invoice 1		13,500.00
362	BP	31/10/2022	Payment part 1 Science Lab		80,000.00
363	JD	31/10/2022	ABC Construction RCT		20,000.00
371	JD	30/03/2023	ABC Construction VAT		22,950.00
372	BP	10/04/2023	ABC Construction		170,000.00
373	BP	14/10/2022	Architect		25,000.00
Account Totals					331,450.00

Capital Project Report Summary

Verifying figures to the Sage 50 Department reports

Account Name	Dept	Period			
Roll Number	12645J				
Project description	New Science Lab	31/03/2023			
Income	COA code		Actual	Budget	Variance
			I	I	I
	3900	Department grants	308,500	365,500	- 57,000
	3920	Dept F&F Grant		110,000	- 110,000
total			308,500	475,500	- 167,000
Expenditure					
	3940	Professional Fees	25,000	25,000	-
	3940	Building Contractor bills	270,000	270,000	-
	3940	VAT payments	36,450	36,450	-
	1421	Furniture and Fittings		110,000	- 110,000
	3940	Retention payment		34,050	- 34,050
total			331,450	475,500	-144,050
Surplus/Deficit			-22,950	0	-22,950

Grants received 308,500

Costs to date 331,450 – Taken from detailed nominal dept report

Awaiting DE grant to cover VAT 22,950

RCT not paid over yet to Revenue

34,050 = 10% retention including VAT

F&F Grant also due

Nom ledger
Dept analysis

<u>Department Number</u> 20		<u>Department Name</u> Science Lab Upgrade 2022 2023		
<u>N/C</u>	<u>N/C Name</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>
1800	Current Account 1	20,000.00		20,000.00
2171	Other Ringfenced Grants Unspent		25,000.00	-25,000.00
2172	Other Ringfenced Income Unspent			
2260	Reverse VAT Control Account		22,950.00	-22,950.00
2270	RCT Control Account		20,000.00	-20,000.00
2320	Other Loan			
3900	DE Capital Building Grant Income		283,500.00	-283,500.00
3940	DE Capital Building Grant Expense	331,450.00		331,450.00

Finalising Capital Project balances in Sage 50

Steps to finalise Sage 50 figures

Pay RCT & and record in Sage 50

Journal entry in Sage to move the 25,000 from 2171 to 3900

Run the Department reports from Sage 50

Revised Department analysis

Date: 17/04/2023	Sage 50cloud New Users 2021/2022			Page:
Time: 00:19:59	Nominal Ledger Departmental Analysis			
Nominal Code From:		Tran No From: 1		
Nominal Code To: 99999999		Tran No To: 99,999,999		
Tran Date From: 01/01/1980		Dept No From: 20		
Tran Date To: 31/12/2050		Dept No To: 20		
Department Number 20	Department Name	Science Lab Upgrade 2022 2023		
N/C	N/C Name	Debits	Credits	Balance
1800	Current Account 1			
2171	Other Ringfenced Grants Unspent			
2172	Other Ringfenced Income Unspent			
2260	Reverse VAT Control Account		22,950.00	-22,950.00
2270	RCT Control Account			
2320	Other Loan			
3900	DE Capital Building Grant Income		308,500.00	-308,500.00
3940	DE Capital Building Grant Expense	331,450.00		331,450.00
	Total for Dept. 20	331,450.00	331,450.00	
	Grand Total:	331,450.00	331,450.00	

Agreeing template figures to BOM Balance sheet

Date: 23/04/2023
Time: 21:11:44

Sage 50cloud New Users 2021/2022 Database

BOM Balance Sheet

Chart of Accounts: FSSU

Period
Brought Fwd - Aug 2023

Capital & Reserves

Retained Profits

2710	Surplus Brought Forward	108,734.54
	Total Retained Profits:	<u>108,734.54</u>

Contribution Fixed Assets

3900	DE Capital Building Grant Income	559,200.00
3901	Capital Projects Fundraising Income	5,897.91
3902	Parents Contribution to Capital Projects	7,400.00
3905	Covid Minor Works Capital Grant Income	32,000.00
3920	DE Fixtures, Fittings & Equipment Grant	27,300.00
3921	DE ICT Grant Capital Income	10,000.00
3940	DE Capital Building Grant Expense	(594,647.91)
	Total Contribution Fixed Assets:	<u>47,150.00</u>

Mispostings

TOTAL Capital & Reserves: 155,884.54

Income And Expenditure Account: **24,662.50**

180,547.04

Date: 23/04/2023
Time: 21:27:00

Sage 50cloud New Users 2021/2022 Database

BOM Balance Sheet

Chart of Accounts: FSSU

Period
Sep 2022 - Aug 2023

Long Term Liabilities

TOTAL Long Term: 0.00

Total Assets less Total Liabilities: **1,712.50**

Capital & Reserves

Retained Profits

2710	Surplus Brought Forward	0.00
	Total Retained Profits:	<u>0.00</u>

Contribution Fixed Assets

3900	DE Capital Building Grant Income	308,500.00
3901	Capital Projects Fundraising Income	0.00
3902	Parents Contribution to Capital Projects	0.00
3905	Covid Minor Works Capital Grant Income	0.00
3920	DE Fixtures, Fittings & Equipment Grant	0.00
3921	DE ICT Grant Capital Income	0.00
3940	DE Capital Building Grant Expense	(331,450.00)
	Total Contribution Fixed Assets:	<u>(22,950.00)</u>

Mispostings

2260 Reverse VAT Control Account 22,950.00

Capital Project Report Summary – Sample Data Key Points

Grants received to date = 308,500

Costs to date 331,450 – Includes provision for VAT on payment 2

Awaiting DE grant to cover VAT 22,950

34,050 = 10% retention including VAT o/s
F&F Grant also due

School Name	Demo School							
Roll Number	12645J							
Project description	New Science Lab		31/03/2023					
Income	COA code				Actual	Budget	Variance	
					I	I	I	
	3900	Department grants			308,500	365,500	- 57,000	
	3920	Dept F&F Grant				110,000	- 110,000	
Total					308,500	475,500	- 167,000	
Expenditure								
	3940	Professional Fees			25,000	25,000	-	
	3940	Building Contractor bills			270,000	270,000	-	
	3940	VAT payments			36,450	36,450	-	
	1421	Furniture and Fittings				110,000	- 110,000	
	3940	Retention payment				34,050	- 34,050	
Total					331,450	475,500	-144,050	
Surplus/Deficit					-22,950	0	-22,950	

Accounting for Capital projects in Sage 50

Summary Conclusion

Learning points

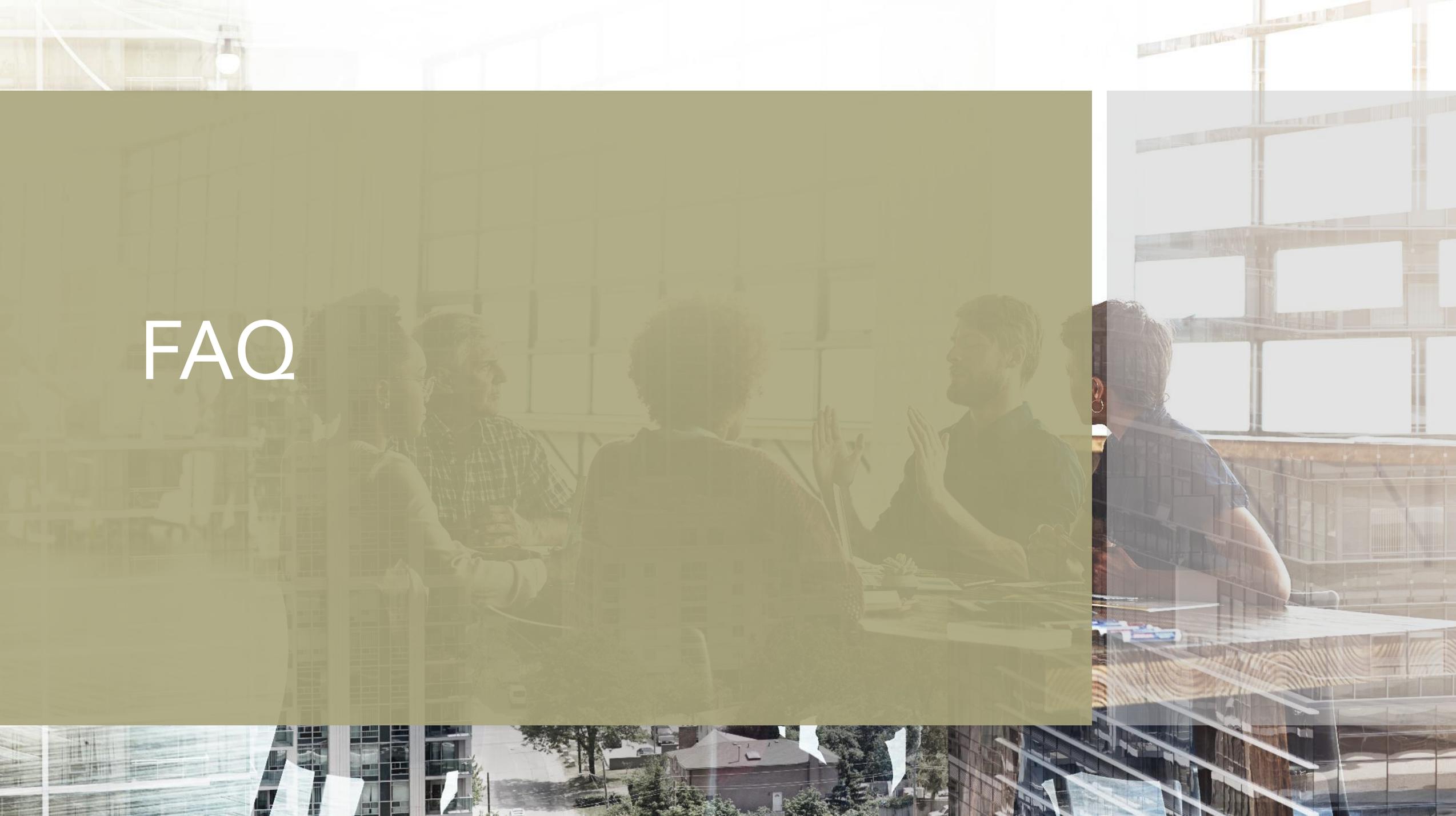
- Using the Department function in Sage 50 is vital for reporting on the project
- Reviewing the nominal activity to ensure the department ref is assigned correctly
- Use the *detailed nominal Department report* to compile template figures
- The figures in the *Nominal ledger dept analysis report* show where the capital project balances are in the Nominal Ledger
- Ensure any excel template figures agree back to the Sage 50 reports
- Consider using the Suppliers ledger – further training planned for September 2023

Final Capital Project template

A summary of the figures in Sage 50

School Name	Demo School				
Roll Number	12645J				
Project description	New Science Lab	31/03/2023			
Income	COA code		Actual	Budget	Variance
			I	I	I
	3900	Department grants	308,500	365,500	- 57,000
	3920	Dept F&F Grant		110,000	- 110,000
Total			308,500	475,500	- 167,000
Expenditure					
	3940	Professional Fees	25,000	25,000	-
	3940	Building Contractor bills	270,000	270,000	-
	3940	VAT payments	36,450	36,450	-
	1421	Furniture and Fittings		110,000	- 110,000
	3940	Retention payment		34,050	- 34,050
Total			331,450	475,500	-144,050
Surplus/Deficit			-22,950	0	-22,950

FAQ

The image is a collage with a central olive-green semi-transparent rectangle. Inside this rectangle, the text 'FAQ' is written in white, sans-serif font. The background consists of several overlapping images: a group of five diverse people sitting around a table in a meeting, a modern building with a grid-like facade, and a view from a balcony looking out over a residential area with trees and buildings.

When retention money is due to be paid to the contractor, do I need to put up a new contract notification?

- Where a contract is subject to retention money, the contract end date can be left open until the retention money is paid or if the contract has been closed, it is possible to reopen a closed contract by amending the end date in order to pay retention money.

A group of people are gathered around a wooden table, looking at and pointing to architectural blueprints. The scene is brightly lit, and the focus is on the hands and the documents. The text "RCT Closed Contracts & Unreported Payments" is overlaid on the image in a white, sans-serif font.

RCT Closed Contracts & Unreported Payments

Closed Contracts

Closed contracts— payments up to 9 months

- A Principal can input payments/post payments up to 9 months after the end date of the contract

Contract closed between 9 months and 18 months ago

- In order to submit a payment/post payment notification (as opposed to an unreported payment notification), the Principal will need to re-open the contract

Amend the contract end date

Re-opening a Closed Contract:

- Go to "Manage RCT" in ROS
- Select "Search Existing Contracts"
- Select a contract and click "Edit"

Relevant Contracts Tax

Contract Notification Summary ^

[Search Older Contract Notifications](#)

You can use the filters in the table below to refine your results. View/Download in [CSV](#) or [XML](#).

Select a Contract Notification and View to view the contract notification details.
Select the Contract Notification and Cancel to delete contract notification details.
Select the Contract Notification and Edit to edit contract notification details.

Contract ID	Sub Rate	Sub Tax Ref Number	Sub Name	Status	Revenue Site Identifier	Project Name
<input type="text"/>	<input type="text"/>					
6734896	20%			Open		
6645269				Closed		
6628686				Closed		
6344450				Closed		
3956888				Closed		

Re-opening a Closed Contract

- overwrite the “End Date of Work” with a future date
- click “Continue” all the way through to the “Sign and Submit” screen, and
- Sign and Submit.

The screenshot shows a web form titled "Site Name and Address". It contains several input fields:

- Revenue Site Identifier
- Project
- Address
- Start Date of Work * (25/01/2018)
- End Date of Work * (01/04/2019) - This field is circled in red.
- Estimated Value Of Contract * (2000)

Below the form are "Cancel" and "Continue >" buttons. A note under the End Date of Work field reads: "If the contract has ended, please enter today's date."

Closed Contracts

Unreported payment

- Unreported payment on a closed contract up to 18 months after the end date of the contract.
- Unreported payment was made over 18 months after the end date on the contract, the Principal will need to re-open the contract to submit an unreported payment notification

Unreported/ Post payments

Relevant Contracts Tax

Payment Notification Detail

* Denotes a required field

Principal Tax Reference Number	<input type="text"/>
Principal Name	<input type="text"/>
Sub Tax Reference Number	<input type="text"/>
Sub Name	<input type="text" value="LIMITED"/>
Gross Payment Amount *	<input type="text" value="1000"/>
Net Payment Amount	<input type="text" value="800.00"/>
Deduction Amount	<input type="text" value="200.00"/>
Tick this box if this payment relates to an unreported/post payment <input type="checkbox"/>	

Cancel

Continue >

Unreported payments

What is it?

Payment made to subcontractor without processing a payment notification on ROS

Revenue

- No option to deduct RCT
- No deduction authorisation will issue
- RCT penalty letter in ROS in box

Post payment notifications

What is it?

Payment made to subcontractor without processing a payment notification on ROS due to a technology failure

The following which are available in a drop down menu:

- -power failure
- -ROS unavailable
- -local digi-cert issue
- -local ict hardware failure
- -local ict third party software failure
- -local java system failure
- -local broadband failure

What can I do if I need to cancel a payment notification?

Payment notifications can only be cancelled

- Before the end of the return period that the payment notification was notified.
- For monthly returns the payment notification can be cancelled before the end of the month or before the end of the quarter for quarterly returns.
- After the end of the return period the principal will not be able to amend the payment notification

Are there penalties for not submitting a payment notification?

- 0% Rated – penalty 3% of the relevant payment
- 20% Rated – penalty 10% of the relevant payment
- 35% Rated – penalty 20% of the relevant payment

When I click in to the RCT return I am seeing an RCT Surcharge of €100 why?

Relevant Contracts Tax - Google Chrome

ros.ie/ros-common-services/erct.xhtml?execution=e6s1

Relevant Contracts Tax

Return for Period 01/10/2022 - 31/12/2022

View/Download in [CSV](#) or [XML](#)

Please review the details below carefully and note:

By making this return you are declaring that the return accurately reflects all relevant payments made by you during the return period and, as the case may be, all relevant payments reported by you during the return period in accordance with Regulation 5.

The below line items have been untouched

Payment Notification ID	Sub Tax Ref	Sub Name	Date Input	Gross Payment	Net Payment	Deduction Amount
Liability:				1040.00		
Surcharge:				100.00		
Total Liability:				1140.00		

The surcharge will not be applied unless you submit the return. To exit, click "Back" to Stage 1 and select "Cancel".

How do I account for VAT on prepayments and progress claim payments?

Document

- “this is not an invoice for vat purposes” or
- headed “proforma invoice” or
- a “certificate from a quantity surveyor”

Obligations

Subcontractor must raise the vat invoice in the month the payment is made or within 15 days following the end of the month

School must account for the vat on the amount of the payment in the VAT period in which the VAT invoice was raised

We have a large project and it is broken down in to phases.
Should I be setting up a different department for each phase?

- Departments

Requirement to report on funding on a phase basis – set up a department for each phase

19

20 Science Lab Upgrade 2022 2023

21

22

Tip: create the departments in a range e.g. 20 – 22. Then the department report can be generated for an individual phase or for the full project

Thank you for joining the webinar

**If you have any further questions
please telephone or email us**

Post Primary 01 269 0677

Email info@fssu.ie