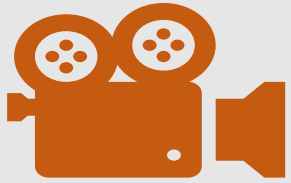


Welcome to this Training Webinar for SURF Accounts Users



Webinar



Recording



Email



Handouts



www.fssu.ie

Q&A

Questions

Contact Us: FSSU Post Primary Team

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SURF Accounts preparation for 2022 - 2023 Update & Overview



1. Introduction & Accounts progress overview
2. Finalising the August accounts in SURF
3. Monthly Accounts preparation – Key points to consider
4. BOM Monthly Reporting
5. SURF Housekeeping checklist



- Annual Accounts Aug 2022 signed off / submitted to FSSU
- The year end process has been run
- The budget for 2022-23 has been imported
- Financial transactions from Sept to March 2023 should now be recorded in the software
- Preparation being made to work on 2023-24 Budget
- Important to ensure that certain Year end housekeeping issues are addressed in SURF



New Financial Year – Updating SURF

Housekeeping Issues for SURF

- Monthly BOM reporting
- Gone past the mid point of the year
- Review reports for the year to date
- Address any issues arising

Linking in with Accountant about the Year end Accounts

Get final August 2022 accounts figures & Y/E Adjustments from Accountant

Recording Y/E adjustments in SURF

Trial Balance B/F in SURF at 31.08.2022 should agree to the Accountant's TB figures

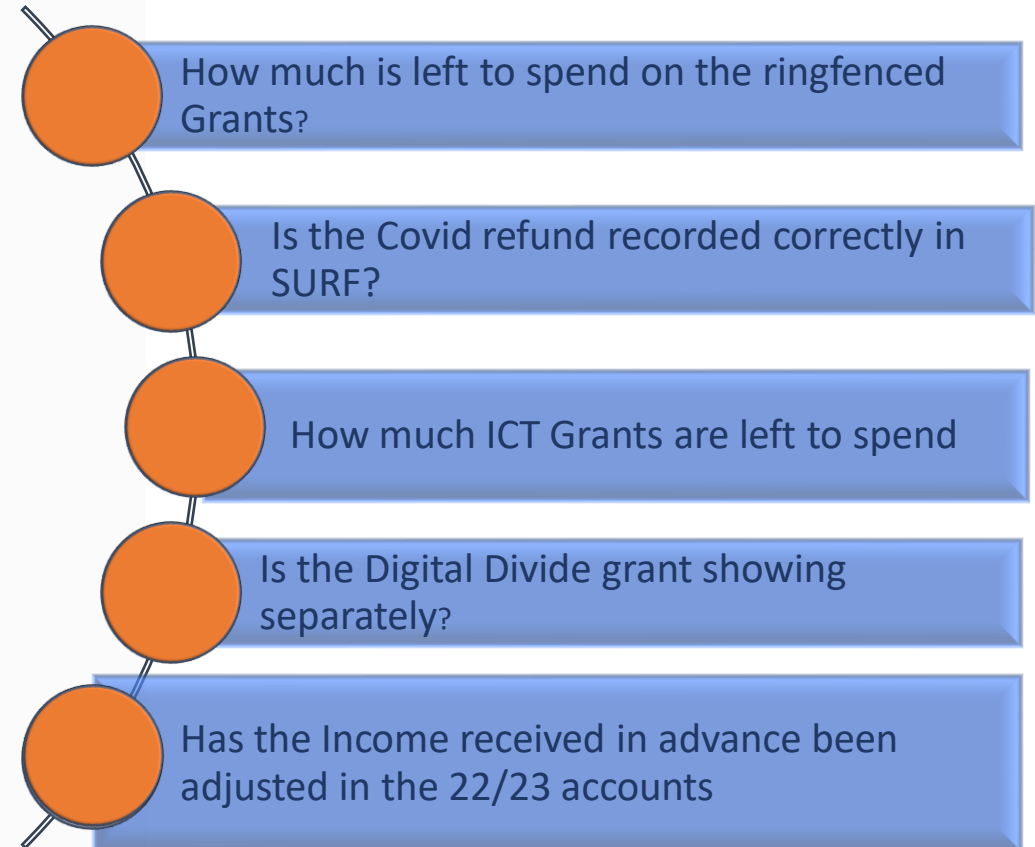
SURF Considerations

- Appropriate BOM reports
- Year end should be processed in SURF
- Import Budget for 22/23

Finalising August 2022 Accounts in SURF



- What is the aim of the Year end adjustments
- What about balances brought forward
- Why do year end adjustments
- Why is the break down of figures important
- Guidance on recording the y/e adjustments in SURF
- A Checklist of Information needed from the School Accountant



Checklist of Information from School Accountant



- Hard copy of Annual Accounts
- Final Trial Balance
- A list of Year end adjustments
- An analysis of certain key Balance Sheet balances
- Final Bank Reconciliation
(where adjustments are posted to Bank accounts)

Working with the school accountant to finalise the Y/E figures in SURF

Who does the task fall to?



Accountant has remote data access to school accounts

- Records the journal entries at 31.8.2022
- Records the necessary journals at 1.9.2022
- Important that school has a breakdown of key information

Accountant – Provides a schedule of year end adjustments for school accounts person

- Clear list of the adjustments is vital to make the task of recording the journals easy for the accounts person
- Vital that the accountant lists the nominal codes that should be updated

Y/E adjusting journals

Example 1 - Easy to follow



Journals to be posted with date 31.08.22			
Client Code	Description	Dr	Cr
1400	Capital: Land & Buildings Cost B/Fwd		150,000
1420	Capital: Furniture, Fittings and Equip. Cost b/fwd	1,000	
1421	Capital F&F Additions		1,000
1460	ICT Capital cost	25,200	
1461	ICT Capital Additions		25,200
1720	Prepayments	14,500	
2105	School Income <u>Receivedd</u> in Advance		10,000
3940	DE Capital Building Grant Expense	150,000	
2179	Digital Divide Grant Unspent Assign Department		9,500
2165	ICT Grant Unspent Assign Department		9,000
2171	Ringfenced Grants Unspent Assign Department		250,000
2161	School Lib Books Capital Grant Assign Department		9,100



Recording a journal entry SURF

Journals

JOURNALS DETAILS

DATE

31/08/2022



REF NO.

TYPE

Journal



Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	AOD

Example 2 - Y/E Adjustments list

Lacking clarity & conciseness



31 August 2022						
			Profit/Loss		Balance Sheet	
Sage Code	Nominal Description	Description	Debit	Credit	Debit	Credit
	Surplus / (Deficit) per Sage TB provided					
	5316 COVID minor works grant expense	Reclass of Additions in the year 21-22		31,917.00		
New Code Required Office furniture fittings	Office furniture fittings - equipment additions at cost	Reclass of Additions in the year 21-22			31,917.00	
New Code Required Depreciation	Depreciation charge of the year	Depreciation charge of the year	12,334.00			
New Code Required Office furniture fittings	Office furniture fittings - equipment depreciation charge	Depreciation charge of the year				12,334.00
New Code Required Depreciation	Depreciation charge of the year	Depreciation charge of the year	24,803.00			
New Code Required Computer equipment depreciation charge for year	Computer equipment depreciation charge for year	Depreciation charge of the year				24,803.00
New Code Required Amortisation	Amortisation of the Capital grant	Amortisation of the Capital grant		37,783.00		
New Code Required Capital grants 2 - amortisation of grant/donation income	Amortisation of the Capital grant	Amortisation of the Capital grant			37,783.00	
New Code Required Capital grants 1 - opening balance	DES building grant received	DES building grant received			821,276.00	
3901 Capital grants 1 - grants received	DES building grant received	DES building grant received				821,276.00
New Code Required School construction grants unspent	Prefab grant	Prefab grant			6,901.00	
New Code Required Capital grants 1 - release of spent grants/donations carried forward	Prefab grant	Prefab grant				6,901.00
3901 Capital grants 2 - unspent capital grants/donations	Split out of opening balance COVID works between CF and received	Split out of opening balance COVID works between CF and received			4,421.00	
New Code Required Capital grants 2 - release of spent grants/donations carried forward	Split out of opening balance COVID works between CF and received	Split out of opening balance COVID works between CF and received				4,421.00
New Code Required Capital grants 2 - grants received	COVID minor works grant	COVID minor works grant				20,000.00
New Code Required COVID minor works grant	COVID minor works grant	COVID minor works grant			20,000.00	
6400 Accounting/auditing expense	Accountancy	Accountancy		2,829.00		

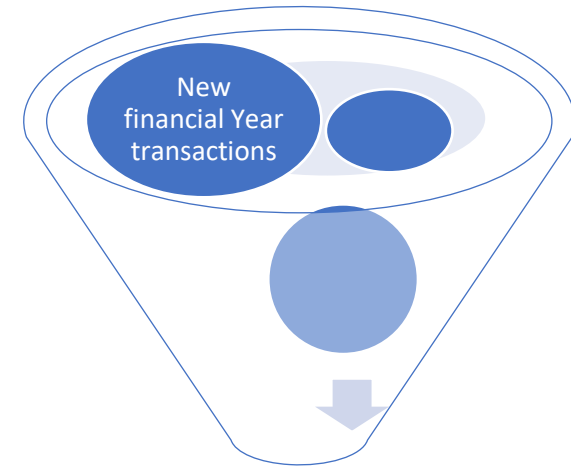
Always request clarification if in doubt

Sample Data in SURF Dataset

Why is so important to adjust Y/E figures



Sample Data Trial Balance B/F @1.9.2022					
N/C	Name	Debit	Credit	Totals SURF TB	Final Accounts 2022 Annual Accounts
1400	Capital: Land & Buildings Cost B/Fwd	38,226			
1420	Capital: Fixtures, Fittings & Equipment Cost B/Fwd	204,537			
1421	Capital: Fixtures, Fittings & Equipment Additions	7,718			
1460	Capital: ICT Cost B/Fwd	30,109			
				280,589	739,482
1720	Prepayments				22,000
1730	Grants Due	5,600		5600.00	5600.00
1800	Current Account	113,290			
1810	Credit Union Deposit Account	40,639			
				153,929	156,400
2105	School Income in Advance		3,061		56,000
2150	Grants Received in Advance		8,085		
2171	Ringfenced Grants Unspent				18,500
2184	COVID ADDITIONAL CLEANING GRANT UNSPENT	23,360			20,016
2250	PAYE				3400
2440	Accruals	13,929			9,924



Accurate financial Information in relation to opening balances for the new FY

Journal adjustments required

How are Bank Balances different?

Monthly Accounts preparation

Key Points to consider to build confidence



- Some sample questions that you may be asked
- where to start and how important are the Y/E figures?
- Record Journal entries at 1.9.2022 for Income in advance
- Digital Divide Grant – Assign the department
- Check where the Covid refund was coded to
- New critical codes from the revised COA
- Practice: Run the Balance sheet at 31.3.2023 and review the figures using the nominal activity report

Preparing to answer key questions on the school accounts



Has the Income received in advance been adjusted in the 22/23 accounts

Is the Covid refund recorded correctly in SURF?

Where to code additions to Fixed Assets?

Is the Digital Divide grant showing separately?

How do we deal with monies paid in Sept 22 that relate to August 2022 costs?



Example of Journal adjustment @ 1/9/2022

Journal Entry		Date: 1.9.2022		Dr	Cr
• Dr: Income received in advance	Code 2105	3,000			
• Cr: Transition Year	Code 3310				3,000
• Dr: Income received in advance	Code 2105	5,000			
• Cr: School Admin	Code 3390				5,000
• Dr: Income received in advance	Code 2105	2,000			
• Cr: Book Income	Code 3335				2,000


2105-School Income Received in Advance							
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
All other departments							
2105	01/09/2022		8 TBJRNL	Balnace brought forward		4,000.00	-4,000.00
2105			NJRNL	Transfer incom	4000	-	-
2105	30/06/2022	2	RCPT	School charge-		5,000.00	-8,000.00
				Subtotal for All	4,000.00	9,000.00	5,000.00
Book grant/rental							
2105	30/06/2022	3	RCPT	Book grant-	-	2,000.00	-7,000.00
				Subtotal for Bc	-	2,000.00	7,000.00
Transition year							
2105	30/06/2022	1	RCPT	Income in adva	-	3,000.00	-10,000.00
				Subtotal for Tr	-	€2,000.00	-€10,000.00
				Totals:	4,000.00	€14,000.00	-€10,000.00

Moving income back from Balance sheet for the new Financial Year



Reversing Accruals @ 1/9/2022

JOURNALS DETAILS

DATE: 01/09/2022  REF NO.: Rev Accr TYPE: Journal [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
6440	Accruals	Reverse Acct accrual	3,000.00	0.00	AOD
6400	Accounting / Auditing Expense	Reverse Acct accrual	0.00	3,000.00	AOD

[Add New Line](#) [Delete](#)

Total Debit Amount 3,000.00
Total Credit Amount 3,000.00
Balance 0.00

Why reverse?
Payment to accountant can be recorded to code 6400 in the new financial year and this journal will net against it for the new FY



Example of Journal adjustment to reverse provision for State exam Grant due @ 1/9/2022

JOURNALS DETAILS

DATE: 01/09/2022 REF NO.: RevSEC Inc TYPE: Journal [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
3255	State Exam Income	Reverse	3,000.00	0.00	AOD
1730	Grants Due	Reverse	0.00	3,000.00	AOD

[Add New Line](#) [Delete](#)

Total Debit Amount 3,000.00
Total Credit Amount 3,000.00
Balance 0.00

Why reverse?
State exam income for 2022 received after August 2022 can be recorded to code 3255 in the new financial year and this journal will net against it for the new FY





Digital Divide Grant Unspent @ 31/8/2022

JOURNALS DETAILS

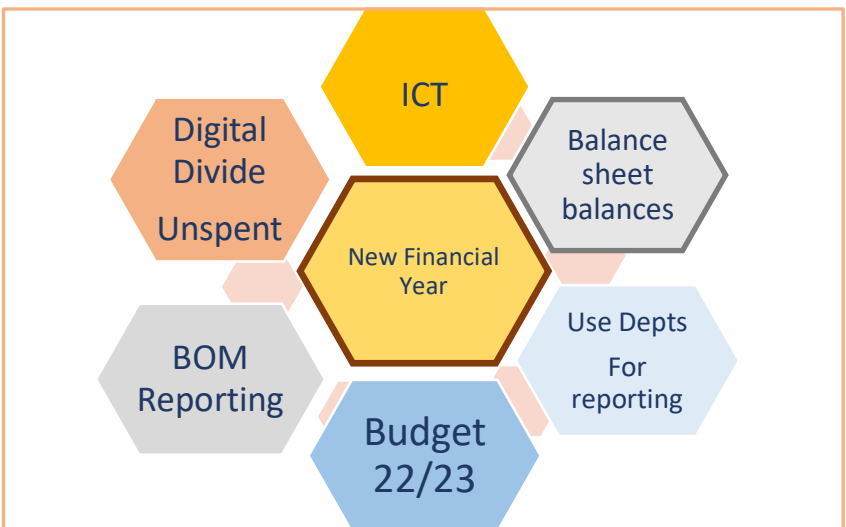
DATE: 31/08/2022 REF NO.: Dig Divide TYPE: Journal

[Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2165	ICT Grant Unspent	Adjustment	8,856.00	0.00	AOD
2179	Digital Divide Grant Unspent	Adjustment	0.00	8,856.00	DIG

[Add New Line](#) [Delete](#)

Total Debit Amount 8,856.00
Total Credit Amount 8,856.00
Balance 0.00



Simple Trial Balance Report

Test School

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

Code	Description	Debit	Credit
1900	Petty Cash A/c	250.00	-
2105	School Income Received in Advance	-	90,841.00
2150	Grants Received in Advance	-	27,744.65
2151	Book Grant Received in Advance	-	13,152.00
2161	School Library books capital grant unspent	-	23,016.00
2165	ICT Grant Unspent	-	7,271.43
2168	Non Teachers Pay Budget Grant Unspent	-	13,959.60
2169	Covid Minor works grant unspent	-	15,362.84
2170	Supervision and Substitution grant unspent	-	57,495.91
2171	Other Ringfenced grants unspent	-	11,987.14
2172	Other ring-fenced income unspent	-	57,080.59
2179	Digital Divide Grant Unspent	-	8,856.00
2230	ASC Control	-	192.41
2250	PAYE/PRSI Control	-	4,381.00
2260	VAT Control Account	-	0.34
2300	Creditors	-	174.00
2700	Retained Surplus	-	36,329.29
2710	Surplus Brought Forward	-	225,382.09
3900	DES Building Grant Income	-	62,414.00
3921	DE ICT Grant Capital Income	-	48,028.37
3940	DES Building Fees	48,959.00	-
Totals:		€1,450,990.10	€1,450,990.10

Reviewing Balance sheet @ 31/3/2023

Answering Accounts Queries with confidence



Possible questions from the School Finance Committee	Code	Balance	Y/E Adjust NB
How much of the digital divide grant did we have at 1.9.2022	2179	8,856	Yes
How much of the ICT grant had we at 1.9.2022?	2165	4,030	Yes
How much of the digital divide grant is left to spend	Department report		
How do we know what to spend the DDG on?	DE Guide FSSU Guide		
How much of the ICT grant remains unspent	Department report		
What other ringfenced grants remain unspent?	2171	150,000	
How much of the School Library book grant has the school spent?	2161 None		Yes
Is the VAT FOR July – Aug 2022 paid and how much was it?	2260	None	Follow up

Balance Sheet			
Test School			
Date Range	1st Sep 2022 To 31st Mar 2023		
		2023	
Code	Description	Current	Comp. Balance
		€	€
Current Liability Accruals			
2105	School Income Received in Ac	-	90,841.00
2150	Grants Received in Advance	-	27,744.65
2151	Book Grant Received in Advan	-	13,152.00
2161	School Library books capital gi	2,184.00	2,184.00
2165	ICT Grant Unspent	4,029.55	4,029.55
2168	Non Teachers Pay Budget Gra	-	13,959.60
2169	Covid Minor works grant unsp	-	15,362.84
2170	Supervision and Substitution	-	57,495.91
2171	Other Ringfenced grants unsp	-	11,987.14
2172	Other ring-fenced income unsp	-	57,080.59
2179	Digital Divide Grant Unspent	8,856.00	8,856.00
2200	Net Wages Control	-351.23	

General Ledger Account Activity

[Back](#)
[Print](#)
[Excel](#)
[Save](#)
[Email](#)

BASED ON	PERIOD FROM	PERIOD TO	ACCT. CODE FROM	ACCT. CODE TO	DEP
Period	Sep-2020	Mar-2023	2105	2440	All

Practice:

Run a nominal activity report to include brought forward balances to look up the movement on the accrual accounts

Monitor Posting of the Covid Refund



General Ledger Account Activity

Demo C&C School

Date Range: 31st Aug 2022 To 31st Mar 2023

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2182-COVID Capitation for PPE Grant Unspent							
2182	01/09/2022	8	NJRNL	B/fwd	-	14,241.48	-14,241.48
2182	03/10/2022	1	PMT	Repay DE	14,241.48	-	-
Totals:					€14,241.48	€14,241.48	-
2183-Covid Supervision and Substitution Grant Unspent							
2183	01/09/2022	8	NJRNL	B/Fwd	-	1,966.41	-1,966.41
2183	03/10/2022	2	PMT	Repay DE	1,966.41	-	-
Totals:					€1,966.41	€1,966.41	-
2184-COVID Capitation for Additional Cleaning Grant Unspent							
2184	01/09/2022	8	NJRNL	B/fwd	-	3,785.09	-3,785.09
2184	03/10/2022	3	PMT	Repay DE	3,785.09	-	-
Totals:					€3,785.09	€3,785.09	-
Totals:					€19,992.98	€19,992.98	-

Simple Trial Balance Report

Test School

Date Range 1st Sep 2021 To 31st Aug 2022

Code	Description	Debit	Credit
1900	Petty Cash A/c	250.00	-
2105	School Income Received in Advance	-	90,841.00
2150	Grants Received in Advance	-	27,744.65
2151	Book Grant Received in Advance	-	13,152.00
2161	School Library books capital grant unspent	-	23,016.00
2165	ICT Grant Unspent	-	7,271.43
2168	Non Teachers Pay Budget Grant Unspent	-	13,959.60
2169	Covid Minor works grant unspent	-	15,362.84
2170	Supervision and Substitution grant unspent	-	57,495.91
2171	Other Ringfenced grants unspent	-	11,987.14
2172	Other ring-fenced income unspent	-	57,080.59
2179	Digital Divide Grant Unspent	-	8,856.00
2182	COVID Capitation for PPE Grant unspent	-	14,241.00
2183	COVID Supervision Grant unspent	-	1,966.43
2184	COVID Capitation for Additional Cleaning Grant unspent	-	3,785.09
2230	ASC Control	-	192.41
2250	PAYE/PRSI Control	-	4,381.00
2260	VAT Control Account	-	0.21

Year end routine is run in SURF



Financial Year in SURF is Month 1 September 2022 – month 12 August 2023

After Year end is run

Journal Entry for audit adjustments

Date: 31.8.2022

		Dr	Cr
Dr: Accountants fee	Code 2710	3,000	
Cr: Accruals	Code 2440		3,000



New nominal codes for 22/23



- 1420 Capital FF&E B/fwd.
- 1421 Capital FF&E Additions
- 1461 CAPITAL ICT Additions
- 2186 COVID Capitation for Cleaning & PPE unspent
- 3288 COVID Capitation for Cleaning & PPE Income
- 3380 Student Photocopying Income
- 4315 Student Photocopying Expenses
- 4640 Library Non-Grant Funded Expense
- 5804 COVID Capitation for Cleaning Wages
- 5806 COVID Capitation for Cleaning (Non wages) & PPE Grant

Codes to avoid using

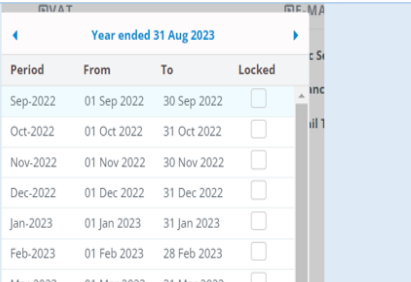
3550 Reimbursable Income

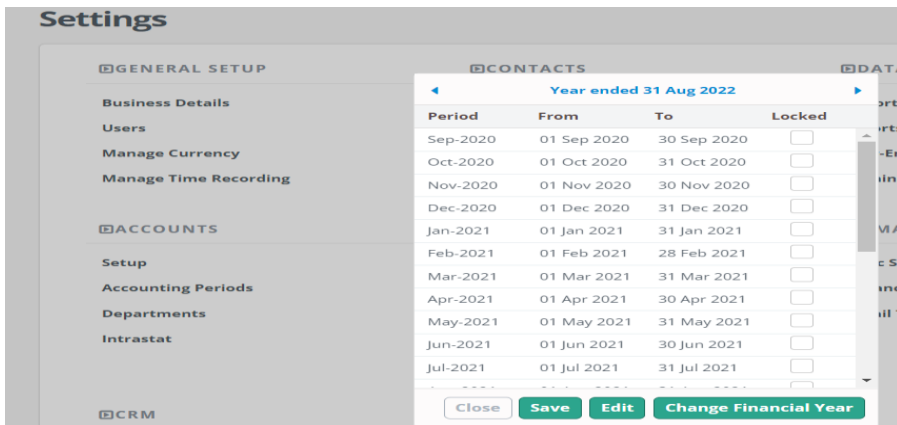
7800 Reimbursable expenses

6900 Other Admin use sparingly

A/C No	Description	Type	Category
3010	Capital/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3021	Early Start Programme Materials/Equipment/Parental Involvement Grant	Income	Department of Education
3022	Early Start Programme Capitation	Income	Department of Education
3030	Non Teachers Pay Budget	Income	Department of Education
3050	Anchor/School Support Services Grant	Income	Department of Education
3100	Secretarial Grant	Income	Department of Education
3130	Careseeker Grant	Income	Department of Education
3140	Special Education Equipment Grant	Income	Department of Education
3150	Book Grant Income	Income	Department of Education
3155	Book Library Books Capital Grant	Income	Department of Education
3160	School Library Scheme Grant	Income	Department of Education
3170	Book Rental Scheme Grant	Income	Department of Education
3171	Special Subject Grant	Income	Department of Education
3177	Irish and Bilingual School Grant	Income	Department of Education
3190	JCSP Grant	Income	Department of Education
3200	Transition Year Grant	Income	Department of Education
3210	Leaving Certificate Applied Grant	Income	Department of Education
3220	Grant for Traveller Students	Income	Department of Education
3225	Grant for DE ICT Grants	Income	Department of Education
3226	Amortisation of DE ICT Grants	Income	Department of Education
3227	Amortisation of Other DE Grants	Income	Department of Education
3230	ICT Grant Non Capital	Income	Department of Education
3240	Supervision and Substitution Grant	Income	Department of Education
3245	Physics/Chemistry Grant	Income	Department of Education
3255	State Exam Income	Income	Department of Education
3260	School Excellence Fund Income	Income	Department of Education
3270	Sports Complex Grant	Income	Department of Education
3275	Minor Works Grant-Non Capital	Income	Department of Education
3276	Temporary Accommodation Grant Income	Income	Department of Education
3277	COVID Aisle Grant	Income	Department of Education
3280	COVID Enhanced Supervision Grant	Income	Department of Education
3282	COVID Funding for Replacement Caretaker Hours	Income	Department of Education
3284	COVID Funding for Replacement Secretarial Hours	Income	Department of Education
3285	COVID Funding for Replacement Cleaner Hours	Income	Department of Education
3286	COVID Funding for Replacement Bus Escort Hours	Income	Department of Education
3287	COVID Capitation for Cleaning and PPE Grant	Income	Department of Education
3288	COVID Capitation for Cleaning	Income	Department of Education
3289	Once-Off Cost of Living Grant	Income	Department of Education

Monthly Accounts preparation 2022/2023 Surf Checklist

	Follow up	Detail
1	Are the Y/E adjustments recorded in Surf at 31.8.2022	Journal entries to ensure TB in Surf agrees to the Accountants TB
2	Does the year end trial balance agree to the annual accounts?	Fixed Assets, Current Assets, Current Liabilities, Reserves
3	Check the financial year in Surf It should be year ended 31 Aug 2023 If not please refer to our Quick reference guide on rolling over the Financial Year	



Settings

- GENERAL SETUP
 - Business Details
 - Users
 - Manage Currency
 - Manage Time Recording
- ACCOUNTS
 - Setup
 - Accounting Periods
 - Departments
 - Intrastat
- CRM

Accounting Periods

Period	From	To	Locked
Sep-2020	01 Sep 2020	30 Sep 2020	<input type="checkbox"/>
Oct-2020	01 Oct 2020	31 Oct 2020	<input type="checkbox"/>
Nov-2020	01 Nov 2020	30 Nov 2020	<input type="checkbox"/>
Dec-2020	01 Dec 2020	31 Dec 2020	<input type="checkbox"/>
Jan-2021	01 Jan 2021	31 Jan 2021	<input type="checkbox"/>
Feb-2021	01 Feb 2021	28 Feb 2021	<input type="checkbox"/>
Mar-2021	01 Mar 2021	31 Mar 2021	<input type="checkbox"/>
Apr-2021	01 Apr 2021	30 Apr 2021	<input type="checkbox"/>
May-2021	01 May 2021	31 May 2021	<input type="checkbox"/>
Jun-2021	01 Jun 2021	30 Jun 2021	<input type="checkbox"/>
Jul-2021	01 Jul 2021	31 Jul 2021	<input type="checkbox"/>

Buttons: Close, Save, Edit, Change Financial Year

Surf Accounts for C&C Schools Quick Reference Guide

Closing out the Financial Year 21/22 on Surf Accounts

WARNING- THIS PROCESS IS NOT REVERSABLE

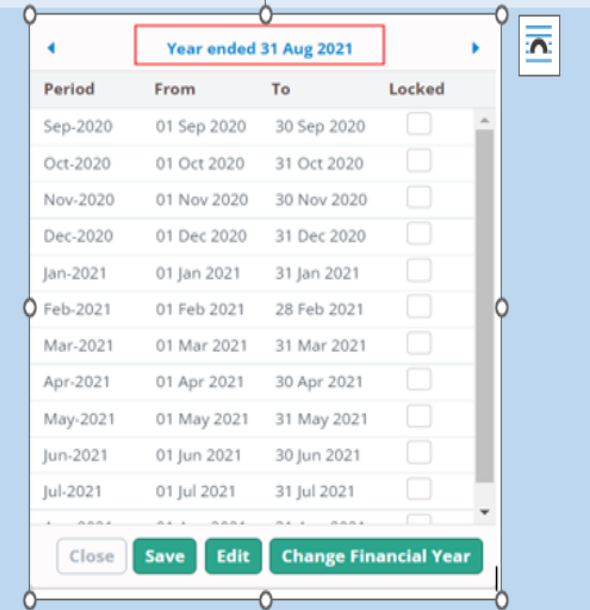
Step 1

Check the Financial Year End on Surf Accounts

Instructions

Click on [Settings](#) > Click Accounting Periods

- Year Ended 31 Aug 2023 - No further action required
- Year Ended 2022 - **Move to Step 2**



Year ended 31 Aug 2021

Period	From	To	Locked
Sep-2020	01 Sep 2020	30 Sep 2020	<input type="checkbox"/>
Oct-2020	01 Oct 2020	31 Oct 2020	<input type="checkbox"/>
Nov-2020	01 Nov 2020	30 Nov 2020	<input type="checkbox"/>
Dec-2020	01 Dec 2020	31 Dec 2020	<input type="checkbox"/>
Jan-2021	01 Jan 2021	31 Jan 2021	<input type="checkbox"/>
Feb-2021	01 Feb 2021	28 Feb 2021	<input type="checkbox"/>
Mar-2021	01 Mar 2021	31 Mar 2021	<input type="checkbox"/>
Apr-2021	01 Apr 2021	30 Apr 2021	<input type="checkbox"/>
May-2021	01 May 2021	31 May 2021	<input type="checkbox"/>
Jun-2021	01 Jun 2021	30 Jun 2021	<input type="checkbox"/>
Jul-2021	01 Jul 2021	31 Jul 2021	<input type="checkbox"/>

Buttons: Close, Save, Edit, Change Financial Year

Import Budget for 2022/2023 should be done already



Board of Management Monthly Reporting

Board of Management reports



- Bank reconciliations for all school accounts
- List of bank/cash account balances
- Receipts & Payments listings
- Income & Expenditure Report
- Summary of Income received in advance
- Balance sheet report
- Supplier balances/Customer balances listing
- Accruals/Income received in advance/Prepayments
- Capital Income and Expenditure (Department Reports)



Monthly accounting cycle: Reviewing reports



	Report name	What are you looking for?
1	General/Nominal Ledger Activity report	Any unusual balances or activity on accounts
2	Bank Reconciliation	O/s why are they there, do they make sense – any out of date items or duplicates. No difference on the report
3	Supplier Ledger list	Compare with supplier statement see if any items not on accounts get copies

Monthly accounting cycle: Reviewing reports

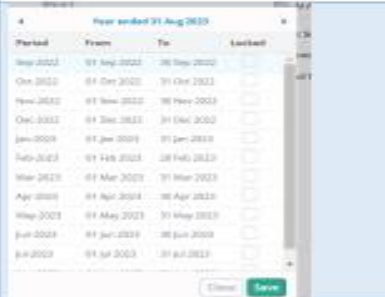


	Report name	What are you looking for?
4	Income & Expenditure report	Reasonableness, include budget figures and prior year. Unusual/unexpected items
5	Payroll reports	Month end Payroll Journals Supporting documents in order any changes approved
6	Balance sheet	Check bank a/cs, supplier listing, owed for RCT/VAT compare with ROS

Action checklist following this webinar



Monthly Accounts preparation 2022/2023 Surf Checklist

Follow up	Detail
1 Are the Y/E adjustments recorded in Surf at 31.8.2022	Journal entries to ensure TB in Surf agrees to the Accountants TB
2 Does the year end trial balance agree to the annual accounts?	Fixed Assets, Current Assets, Current Liabilities, Reserves
3 Check the financial year in Surf It should be year ended 31 Aug 2023 If not please refer to our Quick reference guide on rolling over the Financial Year	
4 <input type="checkbox"/> Journal entries dated 1.9.2022 for: <input type="checkbox"/> Income received in advance <input type="checkbox"/> Grants received in advance <input type="checkbox"/> Grants Due <input type="checkbox"/> Book Grant for 22/23 <input type="checkbox"/> Accruals for August 2022	Review Balance sheet at 31.3.2023

5	How much of the digital divide grant (DDG) was unspent at 1.9.2022 Is there a balance in code 2179?	
6	Assign a department reference to the balance for the DDG and remember to use it for any related costs this year	
7	Run a general ledger activity report for the balances under the accruals section in the balance sheet to cover period 01.9.2022 - 31.03.2023 Look at the movements and verify to the Balance sheet at 31.3.2023	
8	Check the balances on nominal codes 2182 - 2184 Is the DE covid payment reflected in here ? Are the balances nil @ 31.3.2023	
9	Verify balance in code 2105 at 31.3.2023- Is the balance nil?	
10	Check the school chart of accounts to ensure that it is in agreement with the latest FSSU coa. Ensure that the new fixed asset addition codes are created and are being used for capital additions	In preparation for next month's webinar covering Capital expenditure



**DON'T
FORGET!**

Sign up for the Webinar
“Accounting for Capital Projects”
on 10th May 2023

- ❖ Paperwork Overview
- ❖ Processing a Contract in ROS
- ❖ Dealing with VAT & RCT
- ❖ Recording Capital items in SURF Accounts
- ❖ Reporting on Capital Projects



Q&A to follow





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

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