



Sage 50cloud Accounts

FSSU

School Accounts Personnel

June 2023

Agenda



01. Introduction & Overview of learning objectives

02. Accurate & complete accounts

Sample Finance Sub-Comm queries

Reviewing BOM reports

Finding & adjusting for errors/omissions/duplicates

03. Journals

Types of journal adjustments and when to use them in Sage 50

04. Departments

In particular relating to accounting for Income in advance

05. Guidance on applying the learning outcomes to the 2022/2023 accounts

Introduction

Learning points summary

- Guidance on reviewing reports & picking up errors
- Amending and when to use journal adjustments
- When to use Departments in Sage 50
- Dealing with Income in advance
- Monitoring ringfenced Grants & Income



Sample Data & Queries

- A sample school dataset
- New Secretary
- Basic updating of bank complete
- Bank reconciliation report has no old or unusual O/S items
- Finance Sub Committee reviewed the Draft BOM reports

BOM Income and Expenditure Account							
From:	Month 1, September 2022	To:	Month 9, May 2023				
Chart of Accounts:							
				Period	Budget	Var	Prior Year
Income							to Aug 22
Total Department Income:				425,902	297,824	128,078	371,601
Total School Generated Income:				33,985	41,500	-7,515	25,017
Total Other Income:				63,455	62,400	1,055	30,006
TOTAL Income:				523,343	401,724	121,618	426,624
Total Education Salaries:				3,991	2,592	1,399	274
Total Education Other:				169,707	153,052	16,655	134,082
Total Repairs Maintenance & Establishment:				141,738	142,700	-962	195,754
Total Administration:				110,357	84,800	25,557	93,419
Total Financial:				7,077	1,500	5,577	904
TOTAL Expenditure:				432,870	384,644	48,226	424,433
NET PROFIT/(LOSS)				90,473	17,080	73,392	2,191

Finance Committee Review questions	Reviewing Sage 50	Adjusting Sage 50
<p>Q1 Profit of €90k, nearly year end, Is it a good guide for the Y/E position?</p> <p>Q2 Repairs & maintenance – need to paint and improve Around the school during holidays, Can we use the surplus and go ahead with it?</p> <p>Q3 Are all the covid refunds paid?</p> <p>Q4 School received 22/23 TY income in July 2022 Is that showing in the I&E account?</p> <p>Q5 Accountants fee paid in September 22 Why showing as a charge in 2022/2023 accounts?</p> <p>Q6 Exam Aide Grant received in Oct 2022 also showing this year And it relates to previous year</p> <p>Q7 The cost of living grant is not in the I&E Account Can we contact the Department to follow up?</p>		

Total Repairs Maintenance & Establishment:	141,738	142,700	-962	195,754
Total Administration:	110,357	84,800	25,557	93,419
Total Financial:	7,077	1,500	5,577	904
TOTAL Expenditure:	432,870	384,644	48,226	424,433
NET PROFIT/(LOSS)	90,473	17,080	73,392	2,191

Building confidence finding errors & answering queries

- A methodical review approach is required to ensure accounts can be relied upon
- Transaction processing in Sage 50 – Common errors
- Knowing where to go in Sage to answer queries?
- The role journal adjustments play in adjusting the BOM reports

Transaction Processing in Sage – Common Errors

- Careful coding & recording of transactions
- Mistakes happen
- A good system of checking **nominal activity report** to pick up errors
 - ❖ Ongoing throughout the year

Examples	Impact	Identify	How to amend in Sage?
Duplicate Transactions Keying errors	Overstatement of Income/expense	Bank Rec Report Activity Lookup	In current month? Delete Previous month - Adjust
Old cheques	> 6 months		Bank receipt to cancel
Split a transaction			A journal entry
Incorrect coding	Capital V Day to day	Nominal Activity review	Amend nominal code
Expenses netted	Where is it in budget?	I+E Report review	
	Distortion of Figures Dept report only as good as input accuracy	Department report review for specific spends	
2022/2023 Income left in BS	Income understated in I+E	<ul style="list-style-type: none"> • Review I+E • Verify Balance sheet balances 	Journal Entries to move Income Unspent Income balances are accurate
Incomplete costs	Expenses understated Cashflow Info	Review Balance Sheet – Control Accounts	Journals for VAT,RCT,PAYE Month end Balance review

Favourites
Add the documents that you use most often to Favourites to access and generate them quickly. Documents are added and removed by clicking the star icon.

Name	Description
★ BOM Income and Expenditure Account	Income and Exp
★ Income and Expenditure Account period comparatives	Income and Exp
★ Nominal Activity - Excluding No Transactions	Lists all nominal transaction acti
★ BOM Balance Sheet	Balance

Criteria for Nominal Activity - Excluding No Transactions

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

Nominal Code Between (inclusive) 3010 and 3299

Transaction Date Between (inclusive) 01/09/2022 and 31/01/2023

Transaction No Between (inclusive) 1 and 99999999

Inc B/Fwd Tran

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

Help OK Cancel

Nominal Activity Review

Effective step to pick up errors

Nominal code can be amended even after the bank is reconciled

In example : create new code 3289 Once off Cost of living grant and edit transaction accordingly

					History Balance:		4,000.00				
					Account Balance:		62,715.00 CR				
No	Type	Date	Account Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
761	BR	07/12/2022	1800	Once off cost of living	0	T9	62,715.00		62,715.00	-	N
Totals:									62,715.00		
History Balance:									62,715.00		



Nominal Ledger accuracy

Take care coding Bank Receipts & Payments

Nominal codes for Income 3010 – 3853

Never net income against expenses

Splitting a receipt or payment after the bank is reconciled requires a Journal entry

Bank Receipts

Clear form | Pay by card | 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: Tax Rate:
N/C: Total:

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*
1800	15/02/2023				0		0.00	T9

Focus on Journals in Sage 50

Record a Journal

1. To correct mis-postings
2. Reclassification of capital items to B Sheet

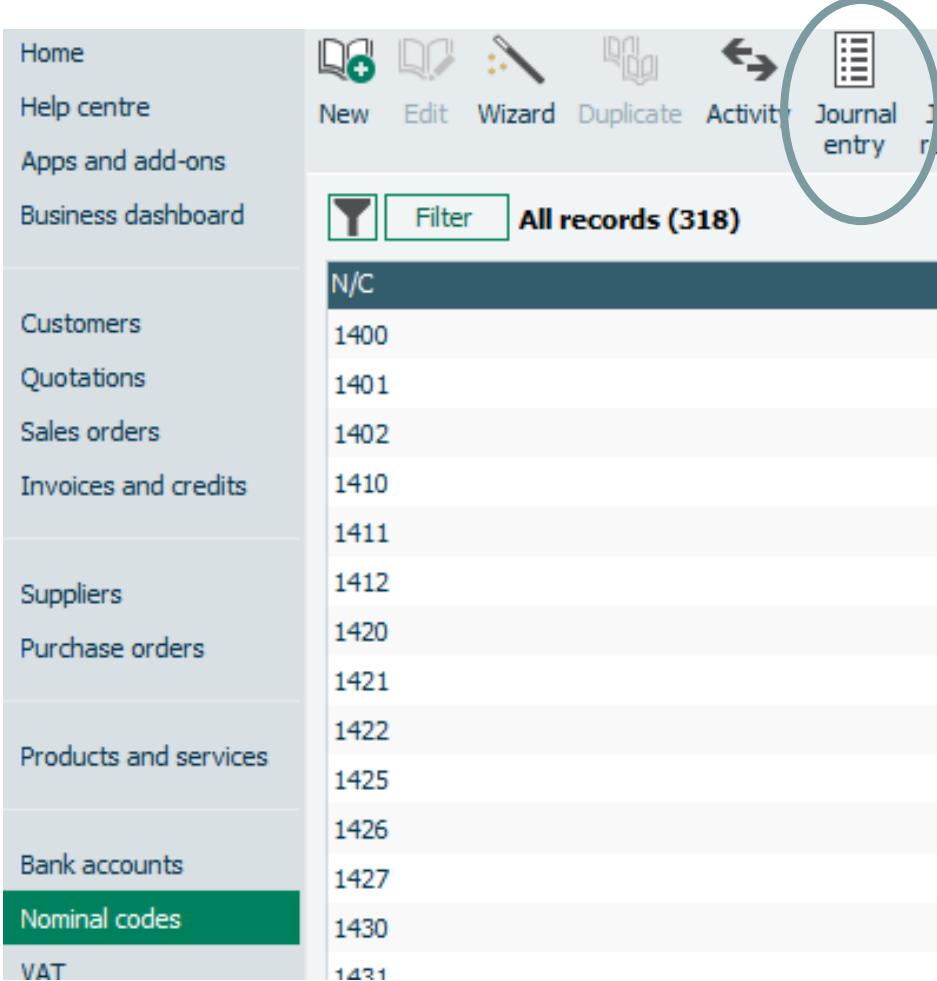
Journal Adjustment

3. Method of recording transactions that are not a receipt or payment

Unspent Covid Grants

Journal to Account for monies due – eg VAT

4. Record VAT due to the Revenue



The screenshot shows the Sage 50 software interface. On the left is a navigation menu with categories like Home, Help centre, Apps and add-ons, Business dashboard, Customers, Quotations, Sales orders, Invoices and credits, Suppliers, Purchase orders, Products and services, Bank accounts, Nominal codes, and VAT. On the right, a toolbar contains icons for New, Edit, Wizard, Duplicate, Activity, and Journal entry. The Journal entry icon is circled in blue. Below the toolbar, there is a filter button and a text indicating 'All records (318)'. A table of nominal codes is displayed, with 'N/C' at the top and a list of codes from 1400 to 1431 below.

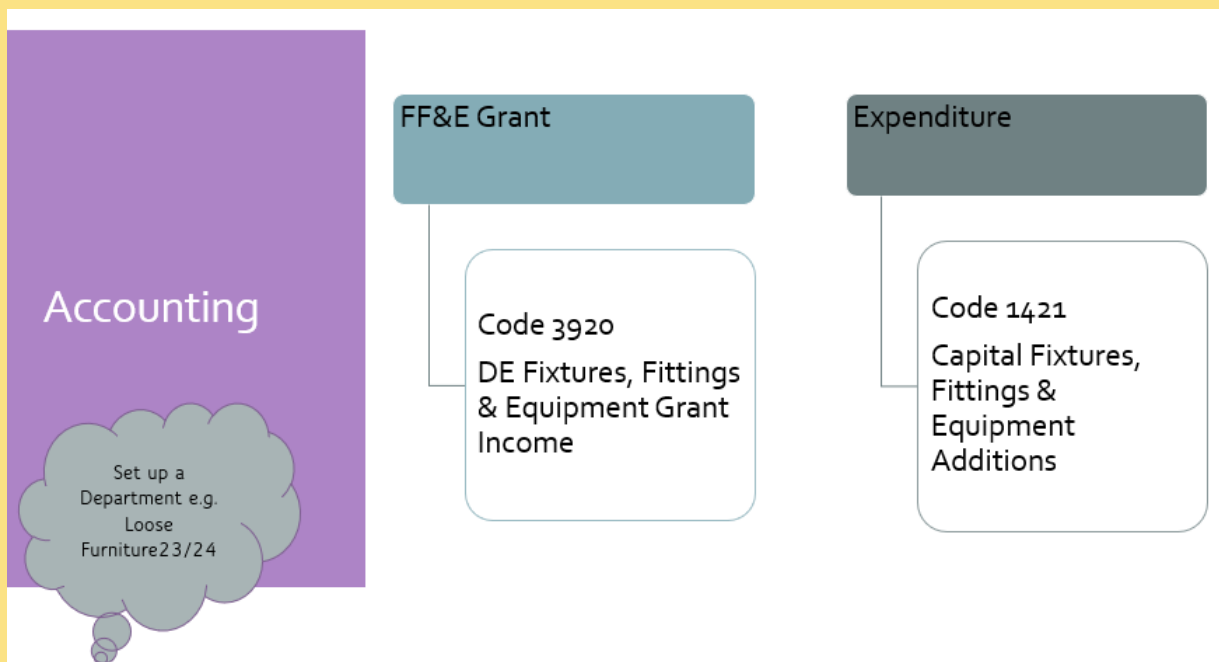
Nominal Code	Description
N/C	
1400	
1401	
1402	
1410	
1411	
1412	
1420	
1421	
1422	
1425	
1426	
1427	
1430	
1431	

1. Recording a journal entry in Sage 50 Reallocate or correct mispostings

Reallocating from one nominal code to another

	Dr	Cr
Income – Old code	X	
Income new code		X
Expense old code		X
Expense new code	X	

2. Special Education Equipment Grant In Sample Data school



Reallocating from Income & expenditure Account to Balance sheet

	Dr	Cr
Income – Old code	3140	
Income new code		3920
Expense old code		4919
Expense new code	1421	

Special education Equipment Grant
Capital element should be recorded in
the Balance sheet

3. Journal adjustment for Unspent Covid Grants

COVID 19 GRANT SUMMARY FOR THE PERIOD ENDING 31ST AUGUST 2022					
The greyed out cells contain formula please do not use.					
Please enter your grant income and expenditure in the appropriate orange cells in the					
	COVID PPE & Sanitation	COVID Enhanced Supervision	COVID Cleaning Wages	COVID Cleaning Materials etc.	TOTAL
INCOME (Grants Received)					
Nominal/General Ledger Codes	3281	3282	3283		
September 2021	€21,216	€30,310	€9,540		€61,066
January 2022	€21,216	€30,310	€9,540		€61,066
April 2022	€28,288	€30,310	€9,540		€68,138
TOTAL	€70,720	€90,930	€28,620		€190,270
EXPENDITURE					
Nominal/General Ledger Codes	5802	5803	5804	5805	
Expenditure	€35,635	€85,823	€4,179	€20,017	€145,654
TOTAL	€35,635	€85,823	€24,196		€145,654
UNSPENT (OVERSPENT)	€35,085	€5,107	€4,424		€44,616
Important The Department has not requested a refund of the COVID Minor Works grant unspent					
	COVID PPE & Sanitation				€35,085
	COVID Enhanced Supervision				€5,107
	COVID Cleaning Materials & Wages				€4,424
	Refund due				€44,616

Reference	Posting Date	Balance					
	31/08/2022	0.00					
N/C*	Name	Ex.Ref	Departm	Details	T/C*	Debit	Credit
2182	Covid Capitation for PPE Grant...		0	Unspent at Aug year end	T9	0.00	35085.34
2183	Covid Enhanced Supervision G...		0	Unspent at Aug year end	T9	0.00	5107.00
2184	Covid Capitation for Additional...		0	Unspent at Aug year end	T9	0.00	4424.00
3281	COVID Capitation for Cleaning...		0	Unspent at Aug year end	T9	35085.34	0.00
3282	COVID Supervision and Substit...		0	Unspent at Aug year end	T9	5107.00	0.00
3283	COVID Capitation for Addition...		0	Unspent at Aug year end	T9	4424.00	0.00

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 Tax Rate
 N/C Total

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net T/
1800	30/09/2022	DE		2182	52	Refund unspent PPE	35635.00 T9
1800	30/09/2022	DE		2183	52	Refund unspent s&s	5107.00 T9
1800	30/09/2022	DE		2184	52	Refund unspent cleaning	4424.00 T9

Recording Covid refund to Balance sheet

Payment of the covid refund should be coded to the relevant unspent code in the balance sheet

Review nominal activity for unspent codes

Look up the Balance sheet codes to ensure balance is zero once payment is recorded in Sage

Note in Income & expenditure that

Covid Income = Covid Expense

Date: 15/05/2023
Time: 11:58:27

Finalising the Year end Aug 2022 Demo
Nominal Activity - Excluding No Transactions

Page: 1

Date From: 01/09/2022
Date To: 31/12/2022
Transaction From: 1
Transaction To: 99,999,999

N/C From:
N/C To: 99999999

N/C: 2182 Name: Covid Capitation for PPE Grant Unspent Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2022			Brought Forward			35,635.00		35,635.00		
30912	BP	30/09/2022	1800	DE	Refund unspent PPE	52	T9	35,635.00	35,635.00		-	N
Totals:									79,785.30	79,785.30		
History Balance:												

N/C: 2183 Name: Covid Enhanced Supervision Grant Unspent Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2022			Brought Forward			5,107.00		5,107.00		
30913	BP	30/09/2022	1800	DE	Refund unspent s&s	52	T9	5,107.00	5,107.00		-	N
Totals:									66,086.05	66,086.05		
History Balance:												

N/C: 2184 Name: Covid Capitation for Additional Cleaning Grant Account Balance: 0.00

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
		01/09/2022			Brought Forward			4,424.00		4,424.00		
30914	BP	30/09/2022	1800	DE	Refund unspent cleaning	52	T9	4,424.00	4,424.00		-	N
Totals:									20,544.68	20,544.68		
History Balance:												

Review Nominal activity

The Balance forward should be as per the Accountants year end figures

If amount is owing it should be a credit

A debit balance should be followed up

FSC Q3

Date: 15/03/2023

Time: 22:23:33

Sample Data Spring webinar 2

BOM Balance Sheet

Chart of Accounts: FSSU

Period

Brought Fwd - Feb 2023

Current Liabilities

Creditors

Accruals

2105	School Income Received in Advance	20,100.00
2150	Grants Received in Advance	1,369.00
2160	Book Grant Unspent	2,496.00
2161	School Library Books Capital Grant	2,184.00
2165	ICT Grant Unspent	4,029.55
2170	Supervision & Substitution Grant Unspent	3,334.81
2171	Other ringfenced Grants Unspent	150,000.00
2179	Digital Divide Grant	8,856.00
2182	COVID Capitation for PPE Grant Unspent	0.00
2183	COVID Supervision and Substitution Grant	0.00
2184	COVID Capitation for Additional Cleaning	0.00
2250	PAYE/PRSI Control	11,085.76
2500	Suspense Account	133.04

Monitor Balance sheet Balances

Remember new codes for 2022/2023 Financial Year

- Covid Grant for PPE & Cleaning Code 3288
- Covid PPE & Cleaning Expense Code 5806 / 5804
- Unspent PPE & Cleaning Code 2186

4. Other examples where Journals are required in Sage 50 VAT Journal

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

VAT Payment – always code to 2260

And look up nominal activity for 2260
Monitor balance throughout the year

5. Other examples where Journals are required in Sage 50 (Reversal is required)

Year end is run in Sage

Remember: Only adjust the Balance sheet codes with Y/E adjustments

Financial Year in Sage 50 is Month 1 September 2022 – month 12 August 2023

After Year end is run

Journal Entry for audit adjustments		Date: 31.8.2022
Dr: Accountants fee	Code 2710	3,000
Cr: Accruals	Code 2440	3,000



Reversing Accruals @1.9.2022

Journal Entry

Reference: Posting Date: 01/09/2022 Balance: 0.00

N/C*	Name	Ex.Ref	Departm	Details	T/C*	Debit	Credit
2440	Accruals		0	Reverse Accountancy cost accrual	T9	3000.00	0.00
6400	Accounting / Auditing Expense		0	Reverse Accountancy cost accrual	T9	0.00	3000.00

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

Why is reversal required?

August cost paid in Sept & recorded to expense code

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: Tax Rate:
 N/C: Total:

Bank*	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*
1800	30/09/2022	KPMG		6400	0	Aug 22 Year end work	3200.00	T9

Date: 04/10/2022 Time: 23:15:19 Page: 1

Finalising the Year end Aug 2022 Demo
Nominal Activity - Excluding No Transactions

Date From: 01/09/2022 Date To: 04/10/2022 N/C From: 6400 N/C To: 6400
 Transaction From: 1 Transaction To: 99,999,999

N/C: 6400 Name: Accounting / Auditing Expense Account Balance: 8,243.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
30925	BP	30/09/2022	1800	KPMG	Aug 22 Year end work	0	T9	3,200.00	3,200.00		-	N
30927	JC	01/09/2022	6400		Reverse Accountancy cost	0	T9	3,000.00		3,000.00	-	-
Totals:									3,200.00	3,000.00		
History Balance:									200.00			



Example 6 - Reversing a Prepayment Journal

Example of Journal adjustment to reverse provision for State exam Grant due at 1.9.2022

Journal Entry

Date: 1.9.2021

		Dr	Cr
Dr: State exam Income	Code 3255	8,900	
Cr: State exam aide	Code 1730		8,900

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

Grants Due

Accountant recorded the SE Grant in the August accounts

State Exam Grant 2022 received in Sept 2022

Code receipt to code 3255 in September

The reversal will debit 3255 so it will not have an impact on the accounts for 22/23

FSC Q6

Using Departments in Sage 50

Ringfenced Grants

- Covid Grants
- ICT
- DDG
- School Library Book Grant

School generated Income

- TY School Income in advance
- School Admin Income in advance
- Canteen Income
- Designated Income
- School Musical

Capital Project reporting

- Capital Building Grant
- Special Education Equipment Grant (Cap & NC)
- Summer Works Grant
- Soft Furnishings Grant

Home	
Apps and add-ons	
Business dashboard	
Customers	
Invoices and credits	
Suppliers	
Bank accounts	
Nominal codes	
Transactions	
Fixed assets	
Departments	
Projects	
Diary	

Edit Activity Budgets Departmental profit & loss Advanced profit & loss Database
<input type="button" value="Refresh"/> <input type="button" value="Filter"/> <input type="text" value="Search..."/>
Reference Name
6 DigiGrant
7
8
9
10 ICT Grant - Sept 2020
11
12
13
14 Canteen Income
15 TY Income in advance
16 School Admin charges in advance
17 School books income in advance
18

Create a Dept in Sage 50

Departments

Double click on available no

Name accordingly

Assign relevant dept no to receipts of income in advance

Nominal code = 2105

Income received in advance – An overview

Financial Year 2022/2023

- ❖ Income & Expenditure account – day to day financial transactions for the Financial Year
- ❖ *Income in code 2105 @ 31.8.2022 should be journalled to the I&E Account @1.9.2022*

Sage 50cloud Accounts Quick Reference Guide

Accounting for School Income Received in Advance

What is school income received in advance?

This is income received in the current accounting period that belongs to a future accounting year e.g. monies received between now and the 31st of August 2022 for the school year 2022/2023.

Examples of school income received in advance

- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions



Record the journal adjustments to move monies from the balance sheet to the Income & Expenditure Account for the new Financial Year

Date: 09/02/2022 Sage 50cloud New Users 2021/2022 Page: 1
Time: 12:34:06
Period Trial Balance

To Period: Brought forward

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
1425	Capital:Covid Minor Works Fixtures,	27,500.00	
1460	Capital: ICT	5,000.00	
1465	Capital:Covid Minor Works ICT	5,900.00	
1730	Grants Due	8,900.00	
1800	Current Account 1	77,320.00	
2105	School Income Received in Advance		10,000.00
2151	Book Grant Received in Advance		6,500.00
2160	Book Grant Unspent		2,000.00
2181	COVID Aide Grant Unspent	1,700.00	
2182	COVID Capitation for PPE Grant Unspent		17,600.00
2184	COVID Capitation for Additional Cleaning		6,330.00
2260	Reverse VAT Control Account		1,350.00
2440	Accruals		3,500.00
2710	Surplus Brought Forward		37,040.00
3905	Covid Minor Works Capital Grant Income		32,000.00
3921	DE ICT Grant Capital Income		10,000.00
	Totals:	<u>126,320.00</u>	<u>126,320.00</u>

Running a department Report

Criteria for Nominal Ledger Departmental Analysis

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

Nominal Code Between (inclusive) 2105 and 2105

Transaction Date Between (inclusive) 01/09/2021 and 31/12/2022

Transaction No Between (inclusive) 1 and 99999999

Department Between (inclusive) 15 and 17

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

Help OK Cancel

- Name
- ★ Nominal Departmental Analysis (Detailed)
- ★ Nominal Ledger Departmental Analysis

Income received in advance Department report

Date: 10/06/2022 Time: 18:48:02

Sage 50cloud New Users 2021/2022 Page: 1

Nominal Departmental Analysis (Detailed)

N/C From 2105 Tran Date From 01/09/2021 Tran No From 1 Department From 0
 N/C To 2105 Tran Date To 31/08/2022 Tran No To 99,999,999 Department To 999

Dept Number	N/C	Tran Number	Type	Date	Details	Debit	Credit	Balance
15	2105	292	JC	31/08/2022	TY Income 22/23 School Income Received in Advance		3,000.00	-3,000.00
Account Totals							<u>3,000.00</u>	<u>-3,000.00</u>
Department							<u>3,000.00</u>	<u>-3,000.00</u>
16	2105	297	JC	31/08/2022	School Admin charges 22/23 School Income Received in Advance School admin 21/22		5,000.00	-5,000.00
Account Totals							<u>5,000.00</u>	<u>-5,000.00</u>
Department							<u>5,000.00</u>	<u>-5,000.00</u>
17	2105	298	JC	31/08/2022	School books income 22/23 School Income Received in Advance Classroom books 21/22		2,000.00	-2,000.00
Account Totals							<u>2,000.00</u>	<u>-2,000.00</u>
Department							<u>2,000.00</u>	<u>-2,000.00</u>
Grand Totals							<u>10,000.00</u>	<u>-10,000.00</u>

Accounting for Income received in advance in the New Financial Year

7. Journal entry required @1.9.2022

Journal Entry

View attachment Print list Send to Excel

Reference: Income in advance Posting Date: 01/09/2022

N/C*	Name	Ex.Ref	Department Details	T/C*	Debit	Credit Bar
2105	School Income Received in Adv...	0	Income received in 2021 for 21... T9		10000.00	0.00
3310	Transition Year income	0	Income received in 2021 for 21... T9		0.00	3000.00
3390	School Administration Charges	0	Income received in 2021 for 21... T9		0.00	5000.00
3335	Classroom Books	0	Income received in 2021 for 21... T9		0.00	2000.00





This Financial Year 2023/2024

Remember

- ❖ Any monies relating to 23/24 received between now and the August 2023 Year end
 - ✓ Code to 2105 – Income received in advance
 - ✓ Use departments to facilitate the analysis of the different types of Income in 2105

Queries Summary for Sample school

- Journal adjustments required to revise the BOM reports for the sample school
- Reviewing the nominal activity gave rise to simple amendments to correct mispostings
- Q1 & Q2 require additional thought and review work
- Simple responses with the facts
- Sticking to the budget is important
- Don't forget that unspent ringfenced grants will have to be adjusted at year end

Finance Committee Review questions	Reviewing Sage 50	Adjusting Sage 50
<p>Q1 Profit of €150k, nearly year end, Is it a good guide for the Y/E position?</p> <p>Q2 Repairs & maintenance – need to paint and improve Around the school during holidays, Can we use the surplus and go ahead with it?</p>	<p>Full review of figures in BOM reports</p> <p>Budget is NB</p> <p>Impact of Ringfenced Grants</p>	
<p>Q3 Are all the covid refunds paid?</p> <p>Q4 School received 22/23 TY income in July 2022 Is that showing in the I&E account?</p> <p>Q5 Accountants fee paid in September 22 Why showing as a charge in 2022/2023 accounts?</p> <p>Q6 Exam Aide Grant received in Oct 2022 also showing this year And it relates to previous year</p>	<p>Unspent codes in BS</p> <p>Code 2105</p> <p>Code 2440 Accruals</p> <p>Code 1730</p>	<p>Journal Adjustment</p> <p>Reverse accrual Journal</p> <p>Reverse prepayment Journal</p>
<p>Q7 The cost of living grant is not in the I&E Account Can we contact the Department to follow up?</p>	<p>Misposting</p>	<p>Edit transaction</p>

Journals - Various tasks



- Moving balances between the Balance sheet & the I&E
- Recording Revenue costs (VAT/RCT/PAYE)
- Adjusting unspent codes in the BS
- Reversing accruals
- Prepayment Journals
- Accrual Journals
- Adjusting for Income in Advance.
- Year end journal adjustments

Record a Journal

- To correct mis-postings
- Moving capital items from I&E to B.S.

Journal Adjustment

- Method of recording transactions that are not a receipt or payment
- Unspent Covid Grants

Journal to Account for monies due – eg VAT

- Record VAT due to the Revenue

BOM Income & Expenditure Report

Conclusion

- ✓ Reviewing Nominal activity for accuracy
- ✓ Building our understanding of Journals

Reviewing I&E & addressing key questions

- Bottom line?
- Ringfenced Grants are important

I&E Account Review

Steps

1. Actual **Income V** Budget **V** Prior Year to date
2. **Review Nominal activity and check for errors**
3. Revised Bottom Line

BOM Income and Expenditure Account

From:	Month 1, September 2022	To:	Month 9, May 2023				
Chart of Accounts:							
				Period	Budget	Var	Prior Year to Aug 22
Income							
Total Department Income:				350,883	297,824	53,059	371,601
Total School Generated Income:				33,985	41,500	-7,515	25,017
Total Other Income:				63,455	62,400	1,055	30,006
TOTAL Income:				448,323	401,724	46,599	426,624
Total Education Salaries:				3,991	2,592	1,399	274
Total Education Other:				169,707	153,052	16,655	134,082
Total Repairs Maintenance & Establishment:				141,738	142,700	-962	195,754
Total Administration:				110,357	84,800	25,557	93,419
Total Financial:				7,077	1,500	5,577	904
TOTAL Expenditure:				432,870	384,644	48,226	424,433
NET PROFIT/(LOSS)				15,453	17,080	-1,627	2,191

Monthly BOM reporting

BOM Financial decisions

EXPENDITURE		Surplus/Deficit	Comm
L CODE	ENTER € AMOUNT	€	
4730	10,000	-10,000	
4740		0	
4641		0	
4150	5,600	3,300	
4196		0	
4912		0	
5803		0	
& 5806	19,800	21,900	
4410		0	
1460		0	
4919	9,100	23,400	
		0	
	44,500	38,600	

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Repairs & Maintenance Budget

Repairs Maintenance & Establishment					
5010	Caretaker(s): Wages	26,500	27,000	-500	25,000
5150	Contract Cleaners	18,307	15,000	3,307	10,855
5170	Cleaning Materials	3,396	5,000	-1,604	3,529
5310	Repairs - Buildings & Grounds	12,712	10,500	2,212	9,800
5315	Minor Works Grant (Non Capital) Expense	1,500	18,500	-17,000	16,000
5316	Covid Minor Works grant expense	5,900	6,000	-100	65,000
5350	Repairs - Furniture, Fittings, Equipment	13,782	9,000	4,782	639
5400	Security	8,256	8,000	256	1,398
5450	Insurance / School Building	1,500	1,500	0	3,840
5510	Heating	11,067	10,000	1,067	9,108
5550	Light and Power	18,395	12,000	6,395	8,716
5552	Other Rental Costs	504	0	504	0
5700	Licence Fee Patron/Trustees	119	200	-81	117
5800	Other Repairs and Maintenance Expense	0	0	0	3,396
5801	Covid Aide Grant Wages Expense	0	0	0	2,150
5802	Covid Capitation for PPE Grant Expense	0	0	0	15,897
5803	Covid Enhanced Supervision Grant Wages Expense	0	0	0	16,049
5804	Covid Capitation for Cleaning Wages Expense	0	0	0	0
5805	Covid Capitation for Cleaning Non Wages Expense	0	0	0	4,261
5806	Covid Cap Cleaning & PPE	19,800	20,000	-200	0
Total Repairs Maintenance & Establishment:		141,738	142,700	-962	195,754

Reviewing BOM Reports

Monitoring Ringfenced Grants

WORKSHEET: CALCULATION UNSPENT GRANTS							
GRANT	INCOME			EXPENDITURE		Surplus/Deficit	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	
Book Grant	3150		Book Grant Expenses	4730	10,000	-10,000	
Book rental income	3330		Book rental scheme expense	4740		0	
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641		0	
Supervision & Substitution Grant	3240	8,900	Supervision & Substitution Expense	4150	5,600	3,300	
Bus Escort Grant	3294		Bus Escort Salary Expense	4196		0	
DEASP School Meals Grant	3296		DSP School Meals Food Costs	4912		0	
COVID Enhanced Supervision Grant	3282		COVID Enhanced Supervision Grant Wages Exp	5803		0	
COVID Capitation for PPE & Additional Cleaning G	3288	41,700	COVID Capitation for PPE & Cleaning Wages E	5804 & 5806	19,800	21,900	
ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410		0	
ICT Grant - Capital	3921		Capital: ICT	1460		0	
Special Education Equipment Grant	3140	32,500	Special Education Equipment (Non Cap)	4919	9,100	23,400	
						0	
Total		83,100			44,500	38,600	

Instructions:

Income: Review the Grant income nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the grant received/carried forward into the current year in column C

Expenditure: Review the expenditure nominal account on Sage accounts, to ensure the postings are correct. Enter the total amount of the expenditure out of the grant for the current year in column F

Balance of Grant unspent: A formula has been entered here to automatically calculate the amount of the unspent grant.

Sample school final queries

- Q1 & Q2 require additional thought and review work
- Simple responses with the facts
- Sticking to the budget is important
- BOM approval is vital
- Don't forget that unspent ringfenced grants will have to be adjusted at year end
- Three months left to year end also

Finance Committee Review questions		Reviewing Sage 50	Adjusting Sage 50
Q1 Profit of €150k, nearly year end, Is it a good guide for the Y/E position?		Full review of figures in BOM reports Budget is NB Impact of Ringfenced Grants	
Q2 Repairs & maintenance – need to paint and improve Around the school during holidays, Can we use the surplus and go ahead with it?			
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			-1,627
			2,191

Conclusion

Apply the learning outcomes to May 2023 reports



Practical steps

- Review accounts for the 9 months to May 2023
- Follow up any unusual variances by reviewing the nominal activity for the related codes.
- This will also assist in picking up errors or provide an explanation for the over/under spends
- Avoid a substantial covid grant surplus distorting the bottom line

Balance sheet unspent balances

- If substantial covid grant surplus exists in 22/23 : Options
 - ✓ Amend the April grant received to code 2179 Unspent
 - ✓ Or a journal entry to transfer unspent amount to BS
- Accountant will prepare the journal adjustments for the ICT and DDG at year end

Monthly Reporting

- Produce the full BOM report pack monthly & file a copy
- Remember ongoing reviewing of reports will help to ensure accuracy of the accounts
- Department reports will assist in answering queries of how much is left to spend for ringfenced grants
- Quarter 4 is a good stage to review all ringfenced grants & income. This will highlight under/ over spends.
- Check the posting of the covid costs for completeness & accuracy

Refresh modules

When working with multiple users you can now refresh pages to see up to date information.



Easily find records when entering data

You can now use the Quick Search option in all drop-down lists.



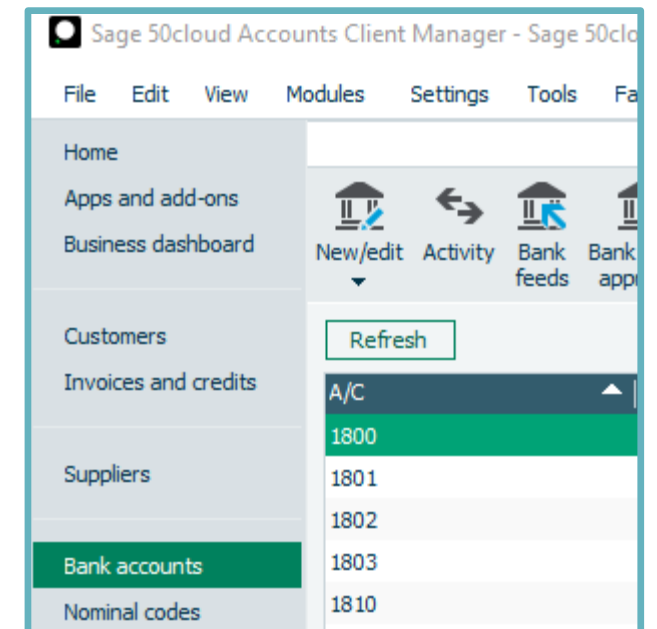
One last thing

Latest version of Sage 50cloud Accounts
v29.0.286.0.

is now available for download

Always Backup First

Click Help / Help centre / search for download V29 /
Download / Run





Thank you

Thanks for attending today

Have a lovely Summer break