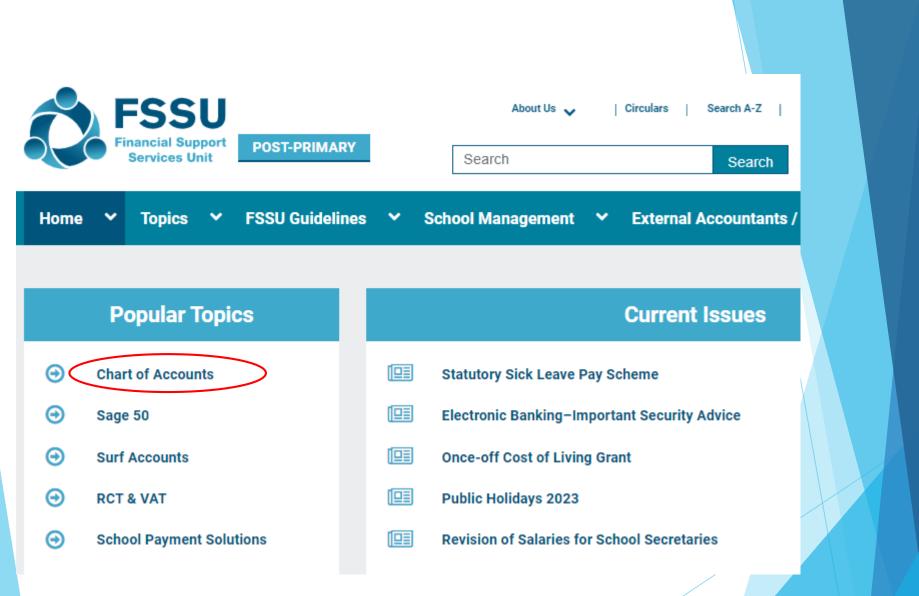
Training Video for Clerical Officer/Accounts Secretary

Chart of Accounts







Objective of this short video on the Chart of accounts

- Definition of Chart of Accounts
- Objectives of Chart of Accounts
- Chart of Accounts in school finance
- FSSU Chart of Accounts
- Chart of Accounts into sections Practical examples in everyday use
- Updating the FSSU Chart of accounts



Definition of Chart of Accounts

Chart of accounts

- which is often abbreviated to COA
- is the foundation of the double entry bookkeeping system.
- It is a list of all the accounts found in the nominal/general ledger and their codes
- Which is then used to code every bookkeeping transaction

Objectives of Chart of Accounts

- Organise school accounts system
- ease of recording of transactions
- Give clear insight into school accounts & finances
- Assist in the tracking of specific Grant income
- Ensure consistency in recording and reporting
- To provide confidence in comparative figures



Where does Chart of Accounts fit into School Finances?

Every school financial transaction requires a code on the Chart of Accounts

This ensures the transaction is captured in the correct school report

Main reports for the school accounts -

- Income & Expenditure Account records all monies in and out of the school actual vs budget
- Balance Sheet reflects the assets and liabilities of the school at a particular date



FSSU Chart of Accounts

FSSU has developed a standard chart of accounts for schools

Download the chart of accounts from our website.

FSSU Chart of Accounts								
	Most up to date							
ncome and Expenditure Codes								
A/C No	Description	Туре	Category					
3010	Capitation/Non Pay Budget	income	Department of Education					
3020	DEIS Grant	income	Department of Education					
3030	Non Teachers Pay Budget	Income	Department of Education					
3050	Ancillary/School Support Services Grant	income	Department of Education					
3100	Secretarial Grant	Income	Department of Education					
3130	Caretaker Grant	Income	Department of Education					
3140	Special Education Equipment Grant	Income	Department of Education					
3150	Book Grant Income	Income	Department of Education					
3160	Book Rental Scheme Grant	Income	Department of Education					
3170	Special Subject 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	Amortisation of DE Equipment 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 Minor Works Grant	Income	Department of Education					
3280	COVID Aide Grant	Income	Department of Education					
3281	COVID Capitation PPE Grant	Income	Department of Education					
3282	COVID Enhanced Supervision Grant	Income	Department of Education					
3283	COVID Capitation for Additional Cleaning Grant	Income	Department of Education					
3284	COVID Funding for Replacement Caretaker Hours	Income	Department of Education					
3285	COVID Funding for Replacement Secretarial Hours	Income	Department of Education					
3286	COVID Funding for Replacement Cleaner Hours	Income	Department of Education					
3287	COVID Funding for Replacement Bus Escort Hours	Income	Department of Education					
3290	Other Non Capital DE Grant Income	Income	Department of Education					
3292	Standardised Testing Grant	Income	Department of Education					
3293	Summer Provision Grant	Income	Department of Education					
3294	Bus Escort Grant	Income	Department of Education					



Nominal Codes breakdowns in Chart of Accounts

Income & Expenditure Report	 School Income & Payments – Codes from 3000 to 3899 & 4000 to 9999
Balance Sheet	 School Assets, Liabilities & Reserves Codes from 1400 to 2999 & 3900 to 3999

SU

Financial Support

School Income Income Codes 3000 to 3899

3000 to 3294 Department of Education Grants

3295 to 3299 Other State Income

3300 to 3599 School Generated Income

3600 to 3899 Other Income



School Expenditure Expenditure Codes 4000 to 8999

4000 to 4299 Education Wages & Salaries

4300 to 4999 Education Other

5000 to 5999 Repairs & Maintenance

6000 to 6999 Administration

7000 to 7999 Finance

8000 to 8999 Depreciation



Balance Sheet 1400 to 2999 & 3900 to 3999

1400 to 1699 Fixed Assets

1700 to 1999 Current Assets

2000 to 2699 Current Liabilities/Long Term Liabilities

2700 to 2999 & 3900-3999 Capital & Reserves



School Assets Balance Sheet – Fixed Assets 1400 to 1699



Buildings

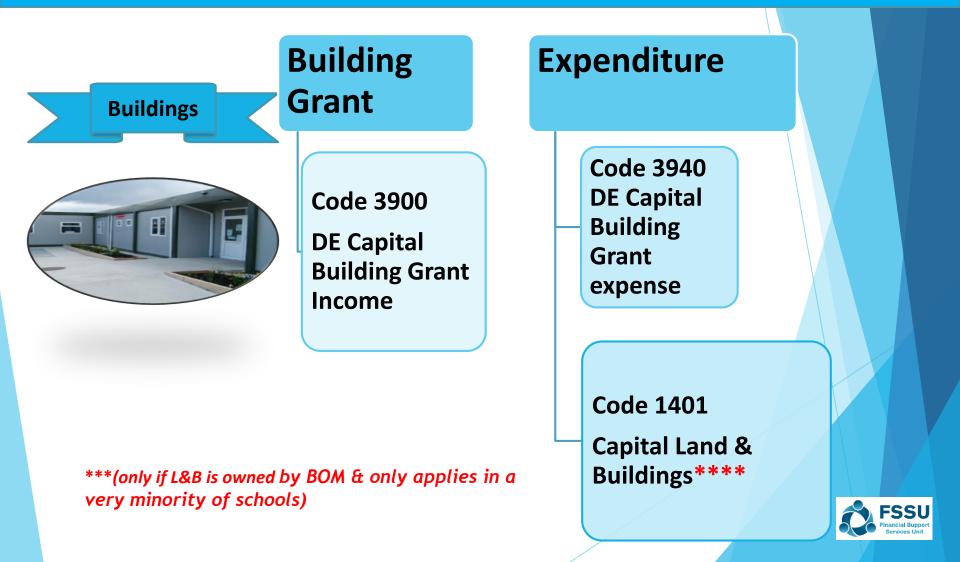
ICT



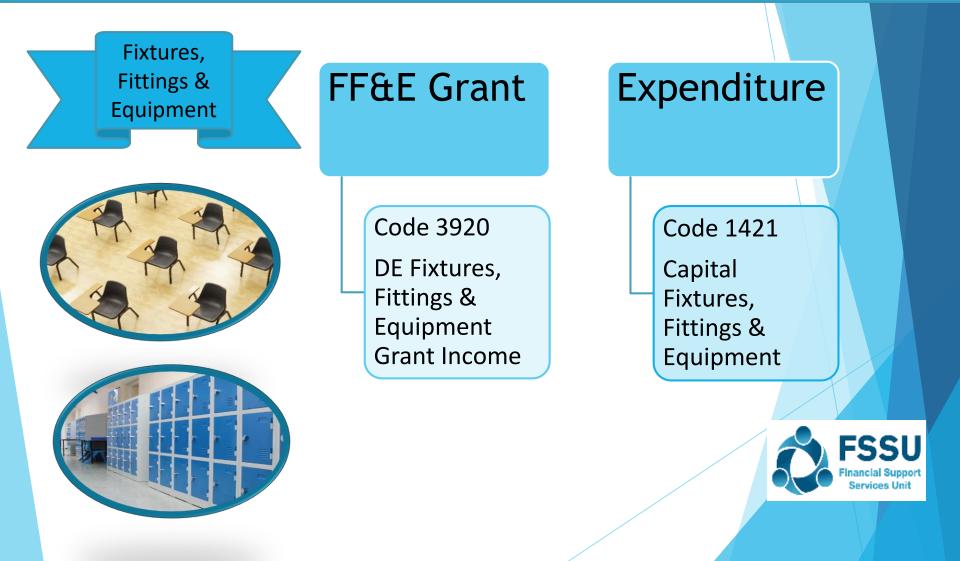
Furniture Fittings & Equipment



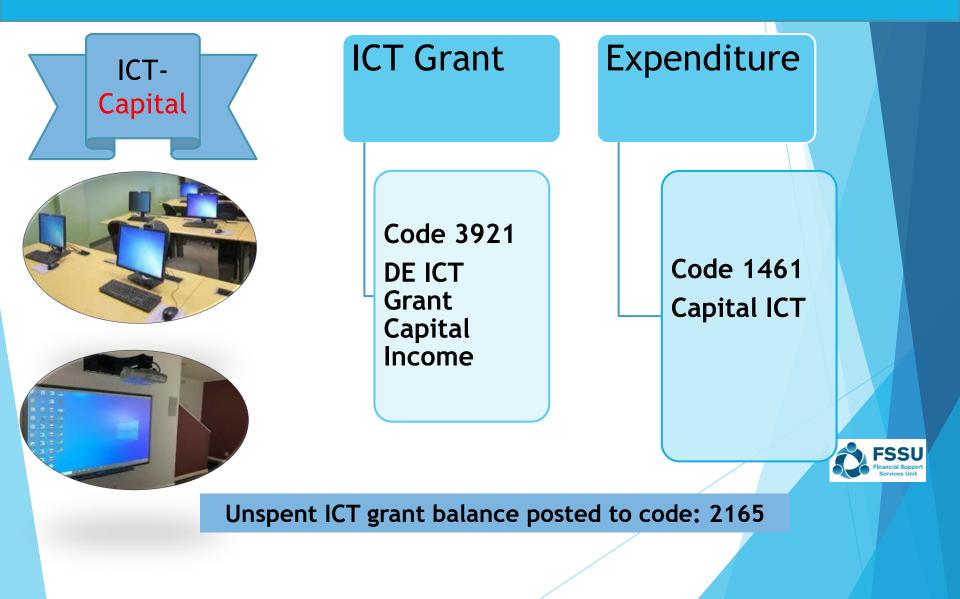
School Assets Fixed Assets – Buildings



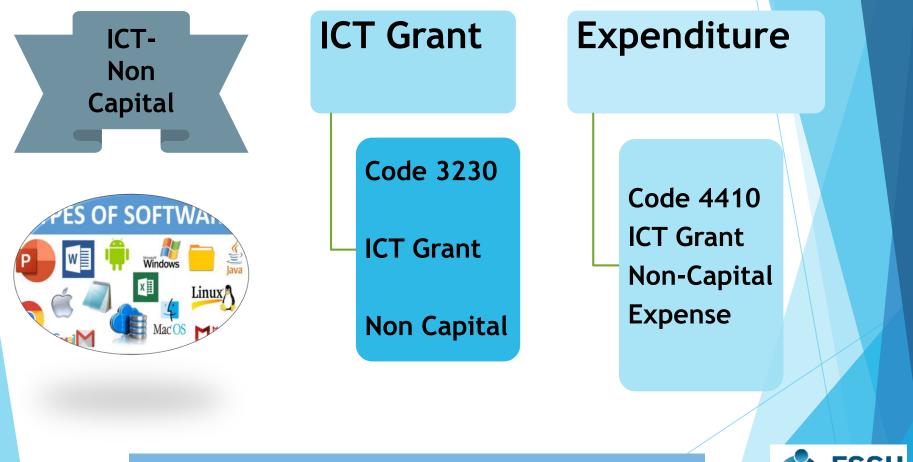
School Assets Fixed Assets – Fixtures, fittings & equipment



School Assets Fixed Assets – Capital - ICT



****ICT Non-Capital****



Unspent ICT grant balance posted to code: 2165



School Assets Balance Sheet – Current Assets 1700 to 1999

1700 to 1799 – Debtors & Prepayments

1800 to 1899 – Bank Accounts

1900 to 1999 – Cash Accounts



School Liabilities Balance Sheet - Current Liabilities & Long Term 2000 to 2699

2000 to 2100 – Current Liabilities – Creditors

2101 to 2599 – Current Liabilities – Accruals

2600 to 2699 – Long Term Liabilities – Term Loans



School Capital & Reserves

Balance Sheet – Capital & Reserves 2700 to 2999 and 3900 to 3999

2700 to 2999 – Revenue Reserves

3900 to 3999 – Contribution to Fixed Assets



Updating FSSU Chart of Accounts

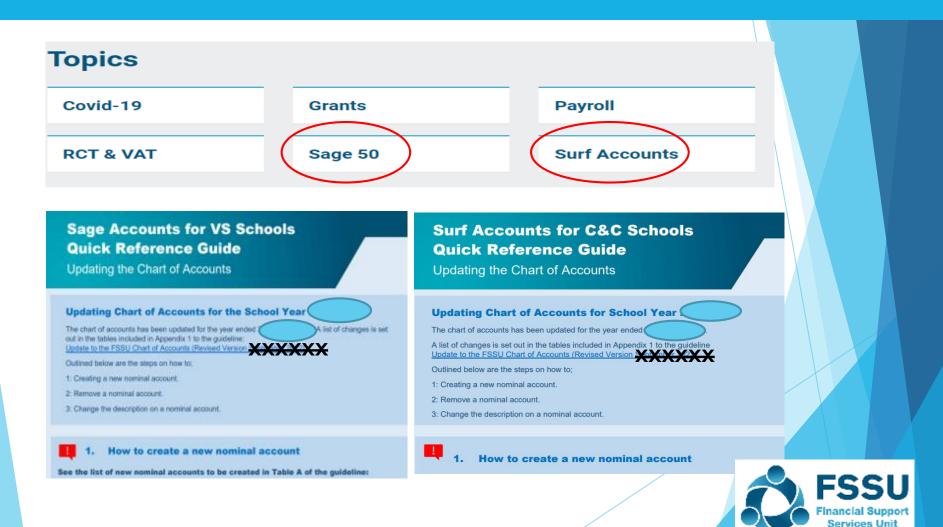
Update to the Chart of Accounts

- New codes added
- Codes removed
- Change of description to codes

	U Chart of		ote	
	-+ ot		- ont	
	- Charles	st rP	CEIL	
~ C		SUV	-3-01 E 00	
	e and Expenditure			Category Department of Education
		codes		Department of Education Department of Education
	aditure	000	туре	
	Expendice		Income Income	
	and EAP		Income Income	
com	Constantian CapitationNon Pay Budget DEIS Grant Early Start Programme Materials/Equipment/Parental Early Start Programme Capitation Early Start Programme Capitation	a Grant	ncome Income	Department of Education Department of Education Department of Education
0-	Description Capitation/Non Pay Budget	nvolvement o.c.	Income	
CNO	Capitalist		Income	
010	DEIS Grant Early Start Programme Mattenand Early Start Programme Capitation Early Start Programme Services Grant Franchers Pay Budget		Income	
020	Early Start Programme Capital		Income	Department - treation
021	Early Start Programme Early Start Programme Non Teachers Pay Budget Ancitary/School Support Services Grant Ancitary/School Support Services Grant Ancitary Grant			
3022	Non teachool Support		Income	
3030 3050	Ancitary/sol Grant Secretarial Grant Grant		Income	Department = tucation
3050	Secretarial Grant Caretaker Grant Special Education Equipment Grant Special Education Equipment Grant		Income	
3100	Caretal Education Equip		Income	
3140			Income	Department of Education Department of Education Department of Education
3150	Special Educator Book Grant Income School Library Books Capital Grant School Library Books Capital Book Rential Scheme Grant Book Rential Scheme Grant		Income	Department of Education Department of Education
3155	Book Rental Solice Grant Special Subject Grant Special Stiingual School Grant		Income	
3160	Special Subject S special School Gram		Income	Department - eation
3170	Irish and Law a		Income	
3171	Irish a Grant JCSP Grant Transition Year Grant Certificate Applied Grant		Income	
3190	JCSP Grant Transition Year Grant Leaving Certificate Appled Grant Leaving Certificate Students		Income	
3200	Transition Certificate Applicate Leaving Certificate Applicate Grant for Traveller Studients Amortisation of DE Equipment Grants Amortisation of DE ICT Grants		Income	
3210	Grant to use of DE Euot		Income	
3220 3225	Amortisation of DE ICT Grants Amortisation of Other DE Grants Amortisation of Other DE Grants Second Non Capital		Income	
3226	Amortisation of Other		Income	Department of Education Department of Education Department of Education
3227			Income	Department of Education Department of Education Department of Education
3230	Amortisation or Capital ICT Grant Non Capital Supervision and Substitution Grant Physics/Chemistry Grant Physics/Chemistry Grant		Income	
3240	Physics/Chemistry		Income	
3245	state Example Fund income		Income	
3255			Income	
3260	Sports Contra Grant-Non Component Income		Income	
3270	Minor Work Accommodator		Income	
3275	Minus Vision Accommodule Temporary Accommodule Temporary Accommodule COVID Minor Works Grant COVID Minor Works Grant Section Grant		Income	
3276	COVID Minia Grant COVID Aide Grant COVID Aide Grant COVID Aide Grant Covid Automatic Advanced Supervision Grant Coverse Contact Advanced Coverse Contact Advanced	Hours	Income	Department of Education
32/1	COVID Minor Works COVID Minor Works COVID And Grant COVID And Grant COVID Funding for Replacement Secretaria COVID Funding for Replacement Certaine COVID Funding for Replacement Liseration COVID Funding for Replacement Liseration	al Hours	Income	Department of Education Department of Education
328	O COVID Erinal COVID Funding for Replacement COVID Funding for Replacement Cleaner COVID Funding for Replacement Cleaner COVID Funding for Replacement Bus Eac COVID Funding for Replacement Bus Eac COVID Funding for Replacement Bus Eac	Hours	Income	
326	COVID Funding for Replacement Cleaner COVID Funding for Replacement Cleaner COVID Funding for Replacement Bus Eac COVID Funding for Replacement Bus COVID Funding tor Replacement COVID Funding tor COVID Funding tor Replacement COVID Funding tor Replaceme	ort Hours	Income	
32	COVID Funding for Replacement Bus Eac COVID Funding for Replacement Bus Eac COVID Funding for Replacement Bus Eac COVID Septiation for Cleaning and PPE C COVID Capitation for Cleaning and PPE C COVID Capitation for Cleaning and PPE C COVID Capitation for Cleaning and PPE C	Grant		
	COVID Funding SC COVID Funding SC COVID Capitation for Cleaning and COVID Capitation for Cl			
32				



Quick Reference guide to updating Chart of Accounts on SAGE or SURF Accounts



Contact Details Tel: 01 269 0677 Email: <u>info@fssu.ie</u>

Thank you for taking the time to view this video.

If you have any specific requests in regard to topics you would like to see covered please do not hesitate to contact us.

