



# FSSU Training Webinar

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Sage 50 Autumn Webinar Training series

Presenter: Breda Murphy



# FSSU Training for Sage 50 Accounts Autumn 2023

## Webinar 2

- Key Issues for the August 2023 Accounts
- Designed to support & supplement the FSSU Year End guideline

## FSSU Webinar Training for Sage 50 Accounts

Autumn 2023

<a href="#">Webinar 1</a> Aug 29 <sup>th</sup> 2023	<b>Sage 50 New Users</b> <b>Guidance for accounts personnel updating the August Y/E accounts in Sage for the first time</b>
<a href="#">Webinar 2</a> Sept 6 <sup>th</sup> 2023	<b>Sage 50 – Key issues for the August 2023 accounts</b> Covid refund, accruals, prepayments, ringfenced grants, Income in advance
<a href="#">Webinar 3</a> Sept 13 <sup>th</sup>	<b>Sage 50 New Users</b> <b>The nominal ledger module – Focus on the Chart of Accounts &amp; month end BOM reports</b>
<a href="#">Webinar 4</a> Sept 27 <sup>th</sup>	<b>Sage 50 &amp; Year end reporting with particular Focus on the Balance sheet</b>
<a href="#">Webinar 5</a> Oct 25 <sup>th</sup>	<b>New financial Year 2023/2024</b> An overview including reporting to the BOM at month end
<a href="#">Webinar 6</a> Nov 29 <sup>th</sup>	<b>Sage 50 &amp; working with the Accountant to finalise Year end in Sage 5</b>
<a href="#">Webinar 7</a> Nov 8 <sup>th</sup>	<b>Getting started with the Suppliers Ledger in Sage 50</b>

# Agenda

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## 1. Key Learning points

Focus on Accruals & Prepayments

Guidance on journal adjustments

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## 02. Current status of accounts in Sage 50

(Webinar 1 revision points)

Reconciling Banks

Reviewing Sage 50 Month end reports for accuracy & completeness

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## 03. Listing & adjusting for *all amounts owed by the school at Year end*

Accruals,, Income in advance, Covid Refund, ringfenced grants

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## 04. Updating Sage 50 for all amounts due to the school at Year end

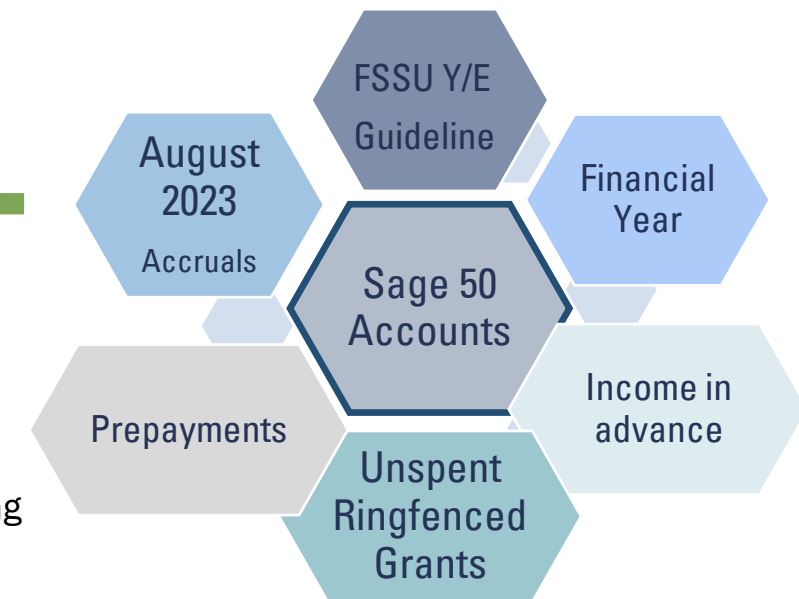
Prepayments, Grants due

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## 05. Conclusion

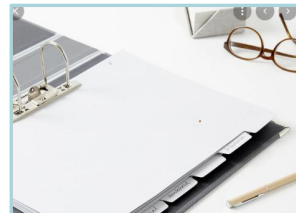
Accounts file – progress summary

Upcoming Sage 50 training



# 1. Key Learning points

1. Ensuring August accounts are recorded in Sage 50 promptly & accurately
2. Accumulate the supporting paperwork in the Year end Accounts file
3. Dealing with Accruals, Income in advance & prepayments in Sage 50 accounts for the September 30<sup>th</sup> deadline
4. Recording the basic Journals in Sage & knowing when to reverse journals
5. Understand the impact & importance of these journal adjustments



## Preparing for Year end Checklist

1. Update & reconcile all bank accounts
2. Ensure o/s items in Bank rec are valid
3. Ensure all visa and petty cash transactions are recorded for the full year
4. Payroll costs – The payroll journal method reflects full cost while the alternative method of recording net pay can be accompanied by recording the Ros payment for the August pay run in the August bank payments.
5. Ensure the balance showing in the VAT Control account code 2260 is correctly stated



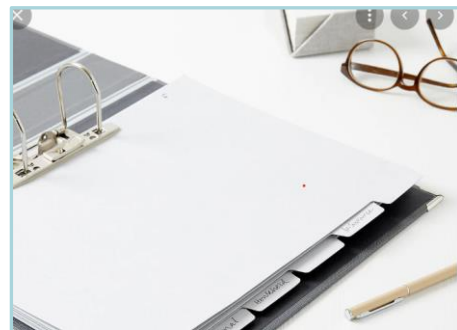
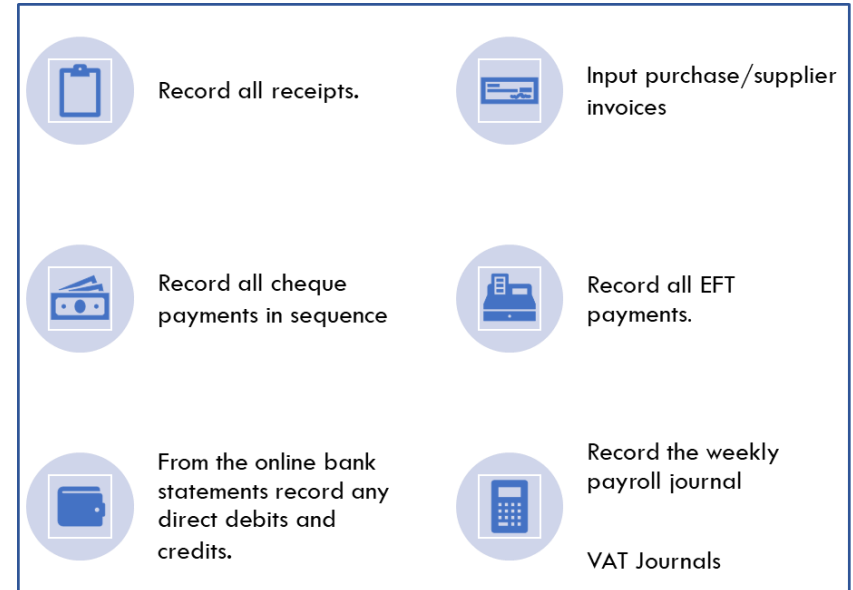
### Year End Accrual Journal

Year end Journal entries @ 31.08.23				
Financial Year 2022/2023				New FY
Journal Number	Description	Value Dr	Value Cr	Reverse Date
Accruals				
41	Doherty's Bookshop	3,500		
10	Chadwicks	2,500		
50	AFM Cleaners	6,000		
40	August 2023 accruals		12,000	01.09.2023

## 2. Status of Accounts in Sage 50

### Revision of key learning points from webinar 1

- A. Update Sage 50 for August and report like any other month
- B. FSSU Chart of Accounts – August 2023
- C. All banks reconciled completely
- D. Reviewing the Income & Expenditure Account for the 12 months and investigate unusual balances & variances
- E. Look up Nominal activity and edit transactions where necessary
- F. Compile a Year end Accounts file
- G. Read the FSSU Financial guidelines ( 01/02/03/04)



Plan to prepare **timely, accurate** and complete Accounts for the Financial Year 2022 / 2023

# All Banks reconciled accurately

- Are the Bank rec reports accurate?
- Old items must be adjusted

## Steps in Sage 50

- Record a Bank receipt in Sage 50 using the year end date and the nominal code the original payment was coded to
- Then reconcile at 31.8.2023 again and double click the outstanding receipt and payment
- Remember to Reprint Bank rec report after adjustments

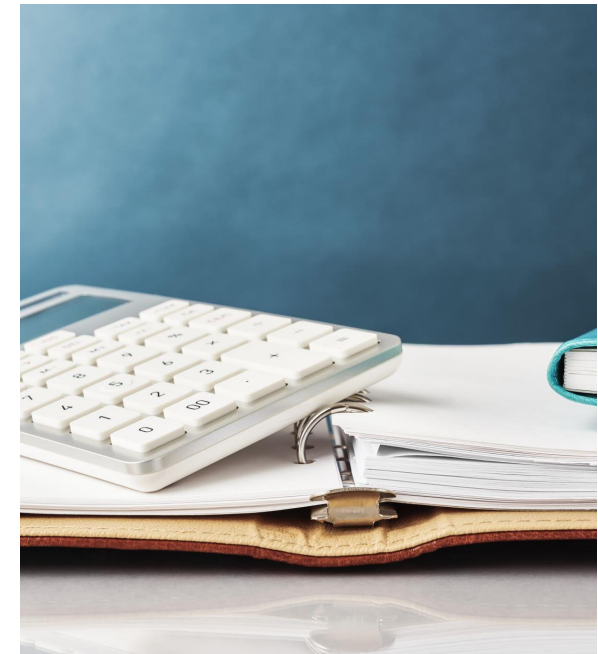
A/C	Name	Balance	Last Reconciled Date
1800	Current Account	79231.47	31/08/2023
1810	AIB Deposit Account	40639.36	31/08/2023
1815	AIB NO 2 ACCOUNT	49083.51	31/08/2023
1850	Visa Account	-1230.00	
1900	Petty Cash Account	158.33	31/08/2022
1950	Cash Account	0.00	

# The Year End Accounts File

“

## Year End Aug 2023 file – sections

1. Final Trial Balance & Financial Accounts from accountant
2. Year end Adjustments & Final Sage 50 Trial Balance
3. Sage 50 month end reports when reviewed
4. *Bank section with a list of account balances along with the reviewed bank recs & bank statement*
5. **A list of invoices for August costs but not paid until new FY / Journal entry / Accruals**
6. **A list of expenses relating to new FY / Journal entry / Prepayments**
7. **VAT return for July – August – journal entry**
8. **Payroll to include a payroll analysis for August - JE**
9. **Department report or list of income received in advance**
10. **Covid grants unspent – relevant sage reports**
11. **Dept grants ringfenced** or received in advance
12. Supporting invoices for **Fixed assets additions** of equipment/ computers/ Buildings along with **remittances for Capital Grants**





# Reporting to the BOM – August 2023

## FSSU Chart of Accounts Revised August 2023 (For the year ended 31st August 2023)



2105	School Income Received in Advance	Current Liability	Accruals
2150	Grants Received in Advance	Current Liability	Accruals
2151	Book Grant Received in Advance	Current Liability	Accruals
2152	DEIS Grant Received in Advance	Current Liability	Accruals
2160	Book Grant Unspent	Current Liability	Accruals
2161	School Library Books Capital Grant Unspent	Current Liability	Accruals
2162	Early Start Programme Materials/Equipment/Parental Involvement Grant Unspent	Current Liability	Accruals
2165	ICT Grant Unspent	Current Liability	Accruals
2166	Minor Works Grant Unspent	Current Liability	Accruals
2167	JCSP Grant Unspent	Current Liability	Accruals
2168	Non Teachers Pay Budget Grant Unspent	Current Liability	Accruals
2169	COVID Minor Works Grant Unspent	Current Liability	Accruals
2170	Supervision and Substitution Grant Unspent	Current Liability	Accruals
2171	Other Ringfenced Grants Unspent	Current Liability	Accruals
2172	Other Ringfenced Income Unspent	Current Liability	Accruals

- 🔄 List of balances on all School Bank accounts
- 🔄 Bank reports for the month end inc. Bank recs
- 🔄 Income & Expenditure report cumulative to August 2023
- 🔄 Balance Sheet Report from *Brought Forward*
- 🔄 Supplier Balances List/Customer Balances List
- 🔄 Accruals/Income received in advance/Prepayments
- 🔄 Capital Income and Expenditure (Department Reports)



Suppliers Invoices  
Accruals



Control Accounts



Income/Grants for 23/24  
Ringfenced unspent Grants

### 3. Updating Sage 50

**for all amounts owed by  
the school at Year end**

- Types of school liabilities
- Examples of Accruals
- Accrual Journals
- When to reverse accruals

Journal Adjustments necessary in the Year end Financial  
Accounts

# A. Prepare Accruals listing @ 31<sup>st</sup> August 2023

Ongoing throughout September

- ✓ Gather unpaid 22/23 Invoices
- ✓ Goods & services received but not invoiced

Examples

- Energy Costs – August bills paid in September
- Telephone costs
- Accountants fees
- Cleaning materials
- Stationery received in August not invoiced

## Timeline Overview

### September Week 1

Get the August transactions entered in Sage 50

*Reconcile all bank accounts*

*Compile a Year end Accounts file*

Gather Unpaid invoices

### September Week 3

Meet with Principal & Finance Committee

Journal adjustments

### September week 2

*Accuracy*

Review Draft Income & Expenditure report

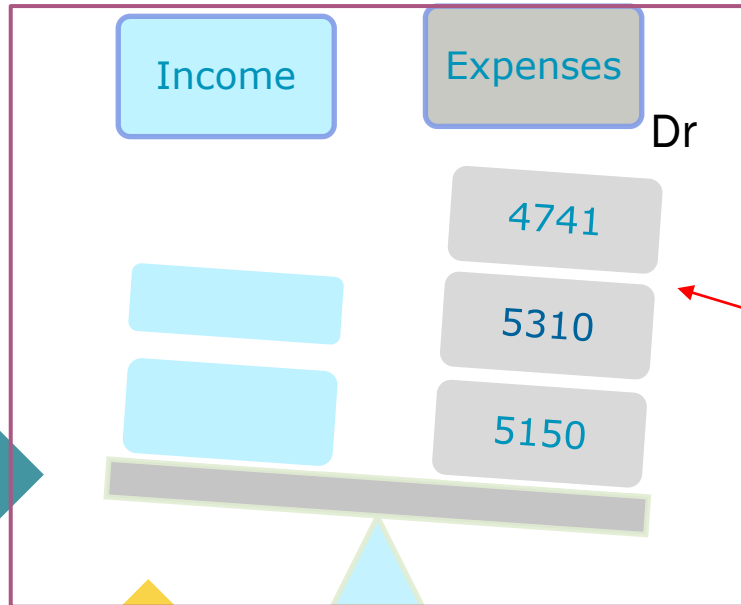
Review Nominal activity

Goods received not paid for

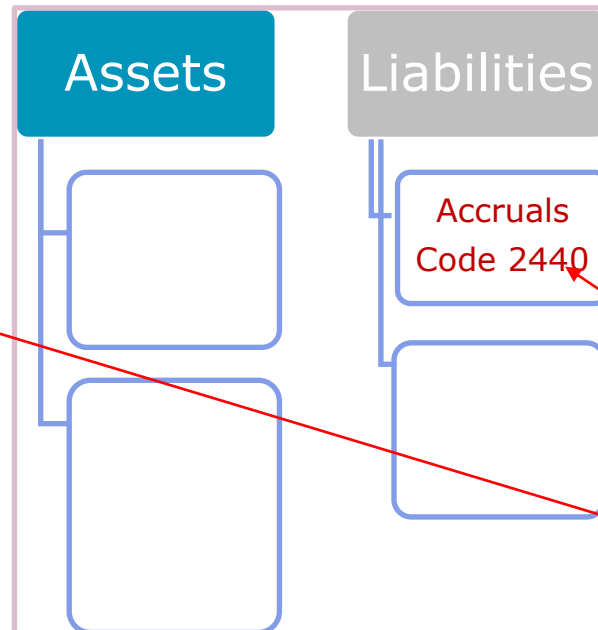


# Understanding the Accruals concept Sage 50 Bank Module

## Income & Expenditure Account



## Balance Sheet @ 31.8.2023



## List of costs incurred @31.8.2023 not yet paid

### Accruals Schedule for Acc

Unpaid Invoices	Amount
<input type="checkbox"/> Cleaning Invoice	<input type="checkbox"/> €6,000
<input type="checkbox"/> Repairs Invoice	<input type="checkbox"/> €2,500
<input type="checkbox"/> School Books	<input type="checkbox"/> €3,500

€12,000 cr

Reverse@ 01.9.2023?

Yes



## B. Prepare the Accrual journal



### Accruals Schedule for Acc

Unpaid Invoices	Amount
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cleaning Invoice	<input type="checkbox"/> €6,000
<input type="checkbox"/> Repairs Invoice	<input type="checkbox"/> €2,500
<input type="checkbox"/> School Books	<input type="checkbox"/> €3,500



**Year End  
Accrual Journal**

Ref	Year end Journal entries @ 31.08.23			
	Financial Year 2022/2023			
	Nominal Code	Description	Value Dr	Value Cr
1	Accruals			
	4741	Dohertys Bookshop	3,500	
	5310	Chadwicks	2,500	
	5150	AFM Cleaners	6,000	
	2440	August 2023 accruals		12,000
				01.09.2023

File Edit View Modules Settings Tools Favourites WebLink

Home

Apps and add-ons

Business dashboard

Customers

Quotations

Sales orders

Invoices and credits

Suppliers

Purchase orders

Products and services

Bank accounts

Nominal codes

VAT

New Edit Wizard Duplicate Activity Journal entry

Refresh Filter Search...

N/C

5150

5170

5171

5175

5310

5315

5316

5320

5350

5400

5450

Blank Journal template in handouts

## Sage 50 Creditors Ledger in operation

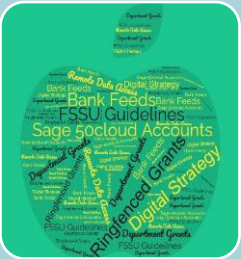


### Prepare Accruals List

- Unpaid Invoices for COVID costs
- Energy, Telephone, stationery received but not yet billed
- Accountancy fee



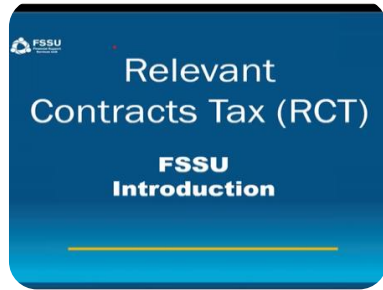
### Assign Nominal Codes prepare Journal Entry for Sage



If there is a Suppliers ledger in operation in Sage  
Enter all 22/23 Invoices up to the point that the data is given to the Accountant

2					
5170	Mr Price		300		
6400	KPMG		2,500		
2440				2,800	01.09.2023

Creditors/Accruals	€	Total €
<b>Invoices received in Sept for August costs</b>		
Bord Gais	1500	
Telephone	600	
Subtotal		2100
<b>Accruals/Expenses incurred but not invoiced</b>		
Cleaning materials	300	
Accountant Year end cost	2500	
Subtotal		2,800



## Sage 50 Journal

Journal entries required to ensure VAT/RCT/PAYE all accounted for in Sage 50 up to August month end

Involves **Control Accounts**

**No reversal** as Sept payment is recorded in Control Account

This also applies to journal for covid refund

# Ensure VAT/RCT & PAYE are accounted for correctly in Sage 50

## ROS Returns for VAT

Taxation Period

Only outstanding periods are shown

Click on Additional to file an Amended or Supplementary VAT3

Currency

Enter Whole Euro only, please do not enter cent.

VAT on Sales  T1

VAT on Purchases  T2

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

Net Payable T3

## PAYE Returns for full Year

	Month						
	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Weekly Paid</b>							
PAYE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRSI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
USC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Monthly Paid</b>							
PAYE	361.60	361.60	161.60	761.60	1161.60	161.60	3
PRSI	442.50	442.50	368.75	590.00	737.50	368.75	4
USC	108.36	108.37	80.86	163.36	218.37	80.86	1
LPT	0.00	0.00	31.20	31.20	31.20	31.20	
<b>Total:</b>							
PAYE	361.60	361.60	161.60	761.60	1161.60	161.60	3
PRSI	442.50	442.50	368.75	590.00	737.50	368.75	4
USC	108.36	108.37	80.86	163.36	218.37	80.86	1
LPT	0.00	0.00	31.20	31.20	31.20	31.20	
<b>Total Payable</b>	<b>912.46</b>	<b>912.47</b>	<b>642.41</b>	<b>1546.16</b>	<b>2148.67</b>	<b>642.41</b>	<b>9</b>
<b>Payment Made</b>							
<b>Date</b>							
<b>Balance Payable</b>	<b>912.46</b>	<b>912.47</b>	<b>642.41</b>	<b>1546.16</b>	<b>2148.67</b>	<b>642.41</b>	<b>9</b>
<b>Quarterly liability (if applicable):</b>							
PAYE			884.80			2084.80	
PRSI			1253.75			1696.25	
USC			297.59			462.59	
LPT			31.20			93.60	
<b>Total Payable</b>			<b>2467.34</b>			<b>4337.24</b>	

## Record the relevant Journals in Sage 50

File a copy of the relevant VAT returns in the Year End accounts file as supporting paperwork for Journals





Sample Journal  
templates in  
Handouts

Ref	Year end Journal entries @ 31.08.23			
Financial Year 2022/2023				New FY
	Nominal Code	Description	Value Dr	Value Cr
1	VAT			
	5310		270	
	2260			270
	5310		X	
	2270			X
2	PAYE			
	4150		1,750	
	4155		1,900	
	5010		1,250	
	6010		1,300	
	2250			6,200
3	Unspent Covid Grant – Refund due to DE ON 30.9.2023			
	3288	Covid Grant for PPE/Cleaning	X	
	2186	Unspent Covid Grant		X

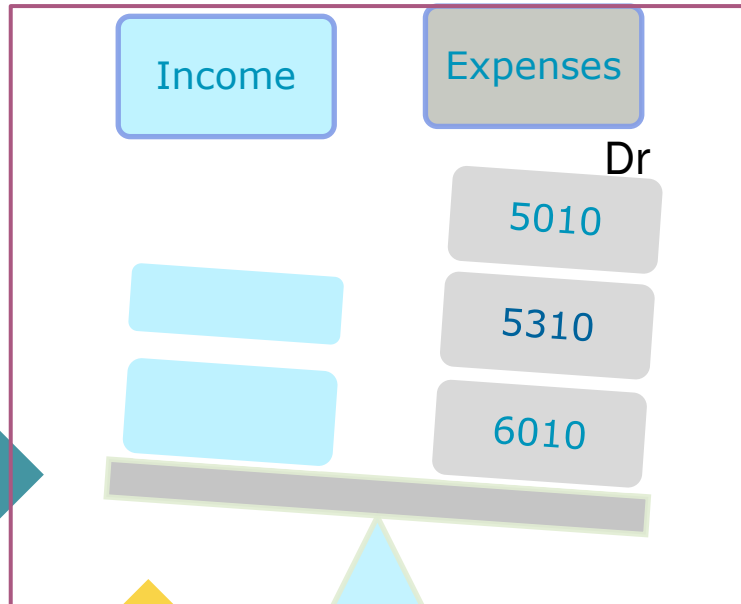
When the VAT is paid in September it is coded to 2260

When the PAYE is paid in September it is coded to 2250

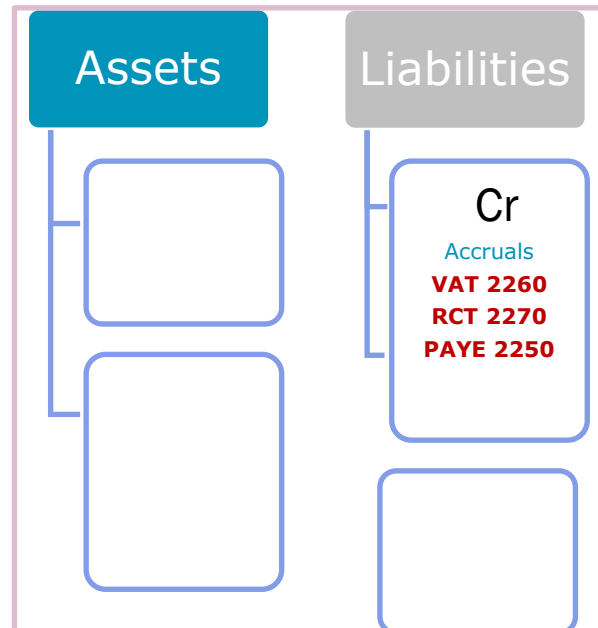
Covid Grant refund paid in September is coded to 2186

# Overview – Accounting for VAT/RCT/PAYE in Sage 50 using a Journal entry

## Income & Expenditure Account



## Balance Sheet @ 31.8.2023



## Amounts due to Revenue at Y/E

July – Aug VAT

August RCT

Outstanding PAYE at y/e

Sept Revenue payments coded to control accounts

# C. Covid Refund

Read the FSSU Guideline on the Covid Refund

**Completeness & accuracy checks on the nominal postings to the expenditure codes are vital**

Ensure that all costs incurred but not yet paid are accrued (Accrual work is vital for accuracy of calculation)

Use the Covid Grant reconciliation Template to calculate the COVID Refund

Print the final template for the Year end file to provide back up for the year end journals in Sage 50 for any covid grants unspent

**DE Refund is due 30.9.2023**

DE COVID-19 GRANT	Examples of what it can be spent on	Income Code	Expense Code	Balance Sheet Code - Unspent	FSSU Guideline
Capitation for Cleaning and PPE	Additional cleaning hours	3288	5804	2186	<u>48-</u> <u>2019/2020</u>
	<i>Additional cleaning non-wage costs, sanitisers, face coverings, aprons, signage, pedal bins</i>		5806	2186	<u>50-</u> <u>2019/2020</u>

# Covid Refund Journal

3	Unspent Covid Grant – Refund due to DE ON 30.9.2023				
	3288	Covid Grant for PPE/Cleaning	X		Covid Grant refund paid in September is coded to 2186
	2186	Unspent Covid Grant		X	

## Appendix 1: Accounting for Unspent COVID Grants

The portion of unspent COVID Capitation for Cleaning & PPE grant must be accounted for at the end of the year using CODE 2186 in the chart of accounts.

To account for the unspent grants, follow the steps below:

- **Step 1:** Calculate the amount of the grant unspent at the 31.08.2023 (Income Less Expenditure)
- **Step 2:** Post a journal dated 31.08.2023 to transfer the unspent element to the balance sheet.
- **Note:** As the unspent portion of the COVID grant at the 31.08.2023 is to be returned to the Department by the 30.09.2023 there is no need to journal the grants back into the Income & Expenditure code on the 01.09.2023

Click [here](#) for a worksheet to assist with the accounting of unspent COVID grants.

Grant	Income		Expenditure		Step 1	Step 2		
	Nominal Code	Amount	Nominal Code	Amount	Balance of Grant at 31.08.2023	Journal Unspent amount at 31.08.2023		
					Amount	Dr Code	Cr Code	Dep.
COVID Capitation PPE Grant	3288	€29,000	5806	€18,000	€11,000	3288	2186	COVID

# School Liabilities - review to date



## 1. Accruals List

- Unpaid Invoices for COVID costs
- Energy, Telephone, stationery received but not yet billed
- Accountancy fee



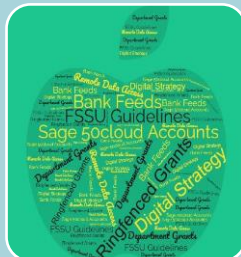
## 2. Control Accounts - Journals

- VAT/RCT
- PAYE
- Net Pay

Unspent  
Covid Grant



## 3. Code 2186 for Covid Refund



*Income/Grants relating to future Years & Unspent ringfenced Grants*

## 4. Income for 23/24

## 5. Ringfenced unspent Grants

# Understanding the accounting for Income in advance Unspent Ringfenced Income

## Income & Expenditure Account 22/23

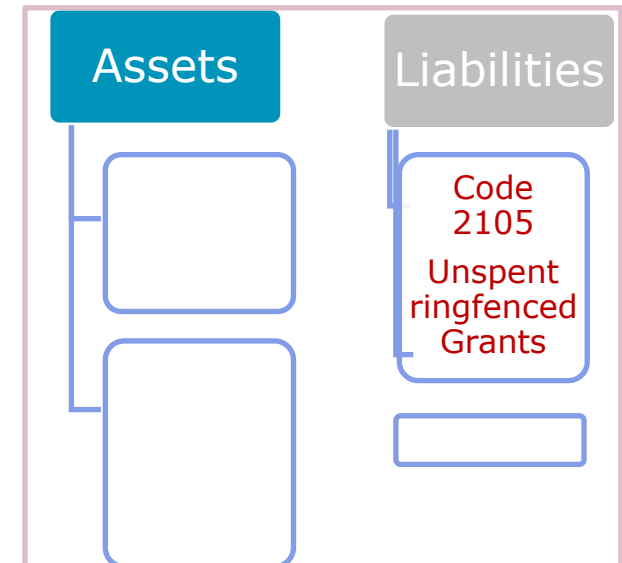
### Financial Year 2022/2023

- ☑ **Income & Expenditure account – day to day financial transactions for the Financial Year**
- ☑ **For ringfenced grants remember**
  - ☑ Journal necessary for unspent amount
  - ☑ Grant = Expense in I&E report after journal for unspent value is recorded

## **Must review I&E Account for Unspent ringfenced grants & Income relating to future Years**

- ☑ Review nominal activity for all income codes to ensure there is no income in advance included
- ☑ A journal will be required if there is Income relating to 23/24 in the I&E
- ☑ Ringfenced Grants are for a specific purpose
- ☑ Unspent amounts should be recorded in the Balance sheet at Year end
- ☑ Excel template in handouts for calculating unspent ringfenced grants.
- ☑ *Demo school – see impact on bottom line*

## Balance Sheet at 31.8.2023



- ☑ **Monies relating to 23/24 received in 22/23 should be recorded in the Balance sheet code 2105**
- ☑ **Use departments to facilitate the analysis of the different types of Income in 2105**

A journal will be required dated 1.9.2023 to move the income from 2105 into the relevant headings in the Income and Exp Account for the new FY

# Ringfenced grants unspent for 2022/2023

## Spreadsheet in handouts

GRANT	INCOME			EXPENDITURE		Surplus/Deficit	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT		
Book Grant	3150		Book Grant Expenses	4730			
Book rental income	3330		Book rental scheme expense	4740			
School Library Books Capital Grant	3155		School Library Books Capital Grant Expense	4641			
Supervision & Substitution Grant	3240		Supervision & Substitution Expense	4150			
Bus Escort Grant	3294		Bus Escort Salary Expense	4196			
DEASP School Meals Grant	3296		DSP School Meals Food Costs	4912			
COVID Minor Works Grant Non Capital	3277		COVID Minor Works Expense Non Capital	5316			
COVID Capitation for Cleaning and PPE Grant	3288		COVID Capitation for Cleaning Wages Expense, Non wages & PPE	5804 & 5806			
Digital strategy/ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410			
Digital strategy/ICT Grant - Capital	3921		Capital: ICT	1461			
Digital Divide Grant (Non-Capital)	3230		ICT Grant Non-Capital Expense	4410			
Digital Divide Grant (Capital)	3921		Capital: ICT	1461			

### 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.

# Accounting for Ring Fenced Grants

Grant	Step 1		Step 1		Step 1	Step 2		Step 3	
	Income		Expenditure		Balance of Grant at 31.08.2023	Journal Unspent amount at 31.08.2023		Journal Unspent amount at 01.09.2023	
	Nominal Code	Amount	Nominal Code	Amount	Amount	Dr Code	Cr Code	Dr Code	Cr Code
Book Grant	3150	€9,600	4730	€8,900	€700	3150	2160	2160	3150
Supervision & Substitution Grant	3240	€5,130	4150	€4,200	€930	3240	2170	2170	3240
School Library Books Capital Grant	3155	€15,000	4641	€1,000	€14,000	3155	2161	2161	3155
Bus Escort Grant	3294		4196			3294	2171	2171	3294
DSP School Meals	3296		4912			3296	2171	2171	3296

FSSU Year end  
Guideline

Appendix 2



Grant	Step 1		Step 1		Step 1	Step 2		Step 3	
	Income		Expenditure		Balance of Grant at 31.08.2023	Journal Unspent amount at 31.08.2023		Journal Unspent amount at 01.09.2023	
	Nominal Code	Amount	Nominal Code	Amount	Amount	Dr Code	Cr Code	Dr Code	Cr Code
Digital Strategy/ICT Grant (Non-Capital)	3230	€27,500	4410	€17,500	€10,000	3230	2165	2165	3230
Digital Strategy/ICT Grant (Non-Capital)	3921	€27,500	1461	€17,500	€10,000	3921	2165	2165	3921
Digital Divide Grant (Non-Capital)	3230	€20,000	4410	€17,500	€2,500	3230	2179	2179	3230
Digital Divide Grant (Capital)	3921	€20,000	1461	€17,500	€2,500	3921	2179	2179	3921

# Digital Strategy Grants

FSSU Year end Guideline

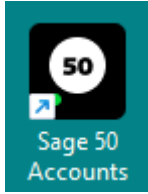
Appendix 2

Department for ICT Digital Strategy

Department for Digital Divide Grant

# Demo Company

## Importance of adjusting for ringfenced income and income in advance



### Demo

Real school data

Reviewed I&E Account

Identified some Income in advance

Filled in the excel sheet for unspent Ringfenced Grants

Journal

Impact on the I&E Bottom line

### Accounting for Ring Fenced Grants

<b>Date:</b> 31/08/2023		<b>Demo Data - Accruals &amp; Prepayments</b>	
<b>Time:</b> 13:26:33			
		<b>BOM Income and Expenditure Account</b>	
From: Month 1, September 2022		To: Month 12, August 2023	
Chart of Accounts FSSU			
	<u>Period</u>	<u>Budget</u>	
<b><u>Income</u></b>			
<b>Total Department Income:</b>	878,800	680,631	
<b>Total School Generated Income:</b>	413,272	205,400	
<b>Total Other Income:</b>	46,798	24,200	
<b>TOTAL Income:</b>	<b>1,380,626</b>	<b>984,231</b>	
<b><u>Expenditure</u></b>			
<b>Total Education Salaries:</b>	109,142	81,100	
<b>Total Education Other:</b>	343,893	301,220	
<b>Total Repairs Maintenance &amp; Establishment:</b>	347,610	157,400	
<b>Total Administration:</b>	292,924	229,621	
<b>Total Financial:</b>	36,778	2,000	
<b>Depreciation</b>			
<b>TOTAL Expenditure:</b>	<b>1,130,347</b>	<b>771,341</b>	
<b>NET PROFIT/(LOSS)</b>	<b>250,279</b>	<b>212,890</b>	

# Sage 50 Journal for Demo Company

Journal Entry

Help

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: 31/08/2023   Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
3150	Book Grant Income		0	Unspent at 31.8.2023	T9	47936.00	0.00
3240	Supervision and Substitution Grant		0	Unspent at 31.8.2023	T9	17847.00	0.00
3288	COVID Capitation for Cleaning and ...		0	Unspent at 31.8.2023	T9	26762.00	0.00
3530	School Tours Income		0	Income in advance	T9	35255.00	0.00
3530	School Tours Income		20	Income in advance America	T9	7056.00	0.00
3530	School Tours Income		23	Income in advance Spanish Exchange	T9	2800.00	0.00
3530	School Tours Income		28	Income in advance Italy	T9	61350.00	0.00
2105	School Income Received in Advance		0	Trips paid in advance	T9	0.00	106461.00
2151	Book Grant Received in Advance		0	Unspent at 31.8.2023	T9	0.00	47936.00
2170	Supervision & Substitution Grant U...		0	Unspent at 31.8.2023	T9	0.00	17847.00
2186	COVID Capitation for Cleaning & P...		0	Unspent at 31.8.2023	T9	0.00	26762.00
						199006.00	199006.00

Reverse Journals    Reversing Date: 31/08/2023

Save   Close

Some income in advance recorded to I&E instead of code 2105  
So journal necessary

**Date:** 31/08/2023  
**Time:** 16:53:43

**Demo Data - Accruals & Prepayments**

**Page:** 1

**BOM Income and Expenditure Account**

**From:** Month 1, September 2022

**To:** Month 12, August 2023

**Chart of Accounts:** FSSU

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<b><u>Income</u></b>				
<b>Total Department Income:</b>	786,255	680,631	105,624	758,721
<b>Total School Generated Income:</b>	306,811	205,400	101,411	268,906
<b>Total Other Income:</b>	46,798	24,200	22,598	15,050
<b>Total Other State Income:</b>	41,757	74,000	-32,243	31,616
<b>TOTAL Income:</b>	<b><u>1,181,620</u></b>	<b><u>984,231</u></b>	<b><u>197,389</u></b>	<b><u>1,074,293</u></b>
<b><u>Expenditure</u></b>				
<b>Total Education Salaries:</b>	109,142	81,100	28,042	92,944
<b>Total Education Other:</b>	343,893	201,220	142,673	269,702
<b>Total Repairs Maintenance &amp; Establishment:</b>	347,610	157,400	190,210	424,808
<b>Total Administration:</b>	292,924	229,621	63,303	160,305
<b>Total Financial:</b>	36,778	2,000	34,778	23,689
<b>TOTAL Expenditure:</b>	<b><u>1,130,347</u></b>	<b><u>671,341</u></b>	<b><u>459,006</u></b>	<b><u>971,448</u></b>
<b>NET PROFIT/ (LOSS)</b>	<b><u>51,273</u></b>	<b><u>312,890</u></b>	<b><u>-261,617</u></b>	<b><u>102,845</u></b>

# Accounting for Grants received in advance

Grant	Received in	For the period	Element received in advance	Balance Sheet Code	Grant Income Code
				Journal Cr Code	Journal Dr Code
Book Grant	June	For the following School Year	100%	2151	3150
DEIS Grant (Only in DEIS schools)	June*	For the following School Year	100%	2152	3020



## 4. Updating Sage 50 for all amounts due to the school at Year end

- Types of debtors
- Examples of Prepayments
- Journals
- When to reverse accruals

### Prepayment



Amount paid  
in advanced  
(Prepayment)

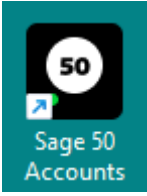


To Book auditorium



To hold its  
annual meeting  
(At a future date)

Journal Adjustments necessary in the Year end Financial  
Accounts



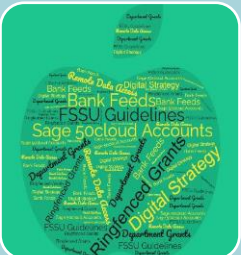
### 1. Prepayments (1720)

- Deposit for school trips
- Insurance paid in advance



### 2. Monies due to school (1705)

- Hire of hall



### 3. Grants due to school (1730)

- State exam aide Grant

## An accurate List of what the School is owed@Year end

### Types of School Debtors



# Understanding Prepayments

Costs paid in 2023 that relate to Sept 2023 – Aug 2024

## Prepayments Schedule Accountant

Expenses paid in 22/23 Relate to 23/24	Amount
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Insurance	<input type="checkbox"/> €6,000
<input type="checkbox"/> NAPD Membership 23/24	<input type="checkbox"/> €1,500
<input type="checkbox"/> ICT Maintenance	<input type="checkbox"/> €5,500

Expenditure that would be typically prepaid would include

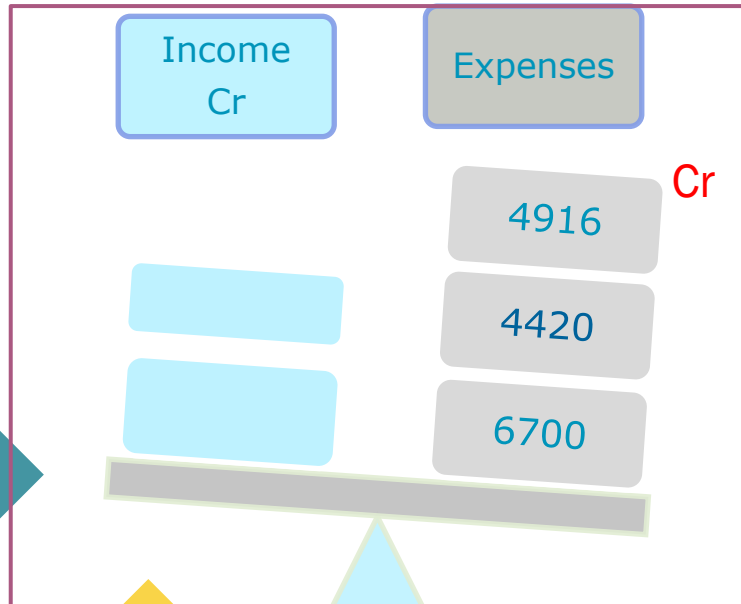
Insurance, Rents, Subscriptions or memberships

- ☞ School running costs for 23/24
- ☞ Paid in 22/23
- ☞ Should sit in Balance sheet @31.8.2023
- ☞ Then moved to I&E for 23/24 @ 1.9.2023

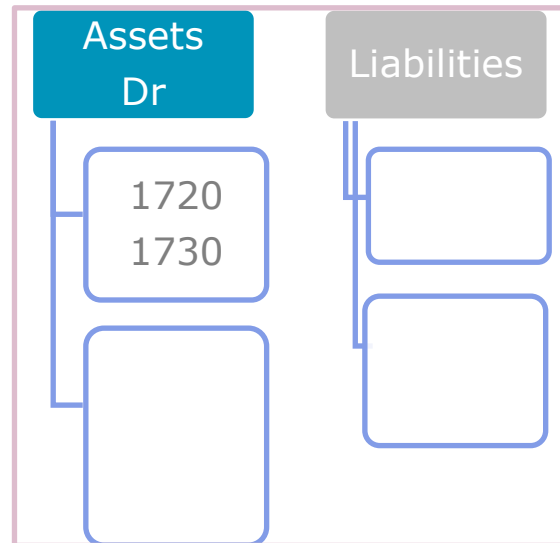


## 23/24 Costs paid in advance Classify in Prepayments at Year end

**Income & Expenditure Account 31.8.2023**



**Balance Sheet @ 31.8.2023**

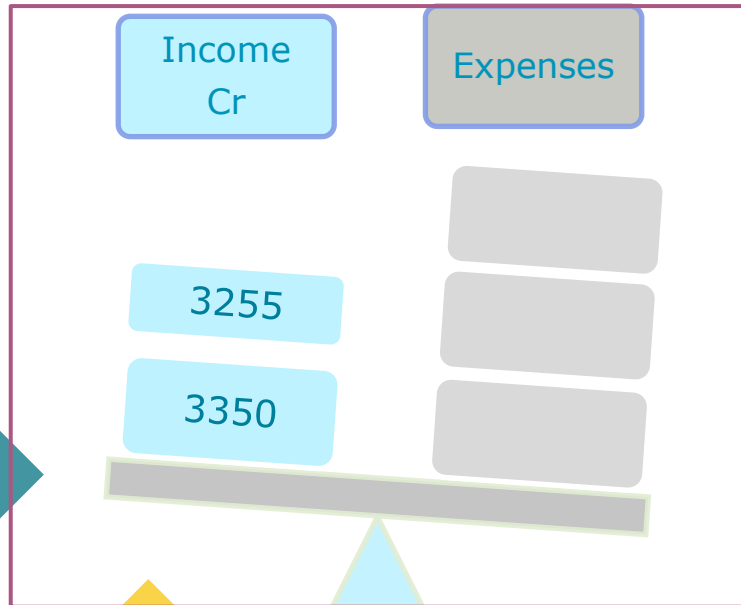


**Year End  
Prepayment Journal**

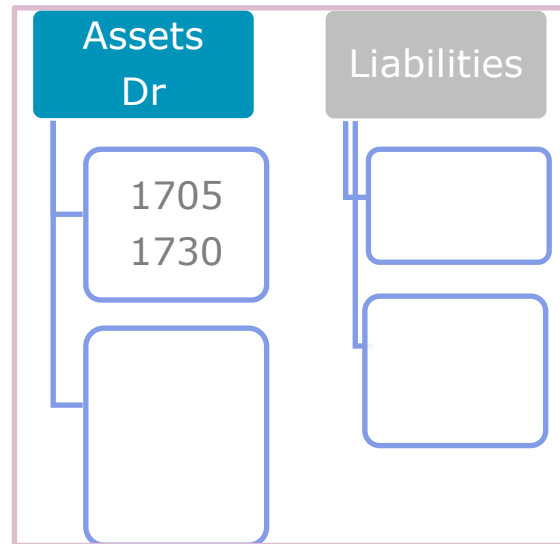
Ref	Year end Journal entries @ 31.08.23			
	Financial Year 2022/2023			New FY
	Nominal Code	Description	Value Dr	Value Cr
				Reverse Date
6	Prepayments			
	4916	Student Insurance		6,000
	6700	NAPD		1,500
	4420	ICT Maintenance 23/24		5,500
	1720	Amounts prepaid	13,000	
				01.09.2023

# Income & Grants Due at Year end

Income & Expenditure Account 31.8.2023



Balance Sheet @ 31.8.2023



Journal entry

7					
	3255	State exam income due		10,500	
	1730	State exam income due	10,500		
					01.09.2023
8	3255	Hall rental due		3,400	
	1705	Hall rental due	3,400		



*Recording Journals in Sage 50 – Key steps*

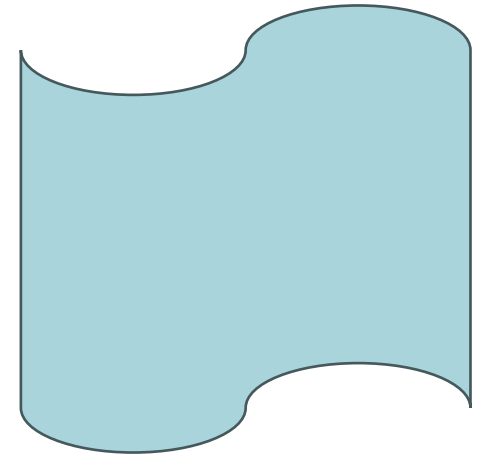
*Use the template to prepare journal for entry into Sage 50*

*Record the key journals **before** Year end is run*

A Reversing journal

*Efficient & Time saving before Year end is run*

*But if not reversed it will only require a single journal to reverse accrual at 1.9.2023*



Recording journals before passing info to Accountant  
- most efficient & accurate

# Recording Journals in Sage 50

## Using Reversal option in Sage

### Year end is not run - *No problem*

Accruals

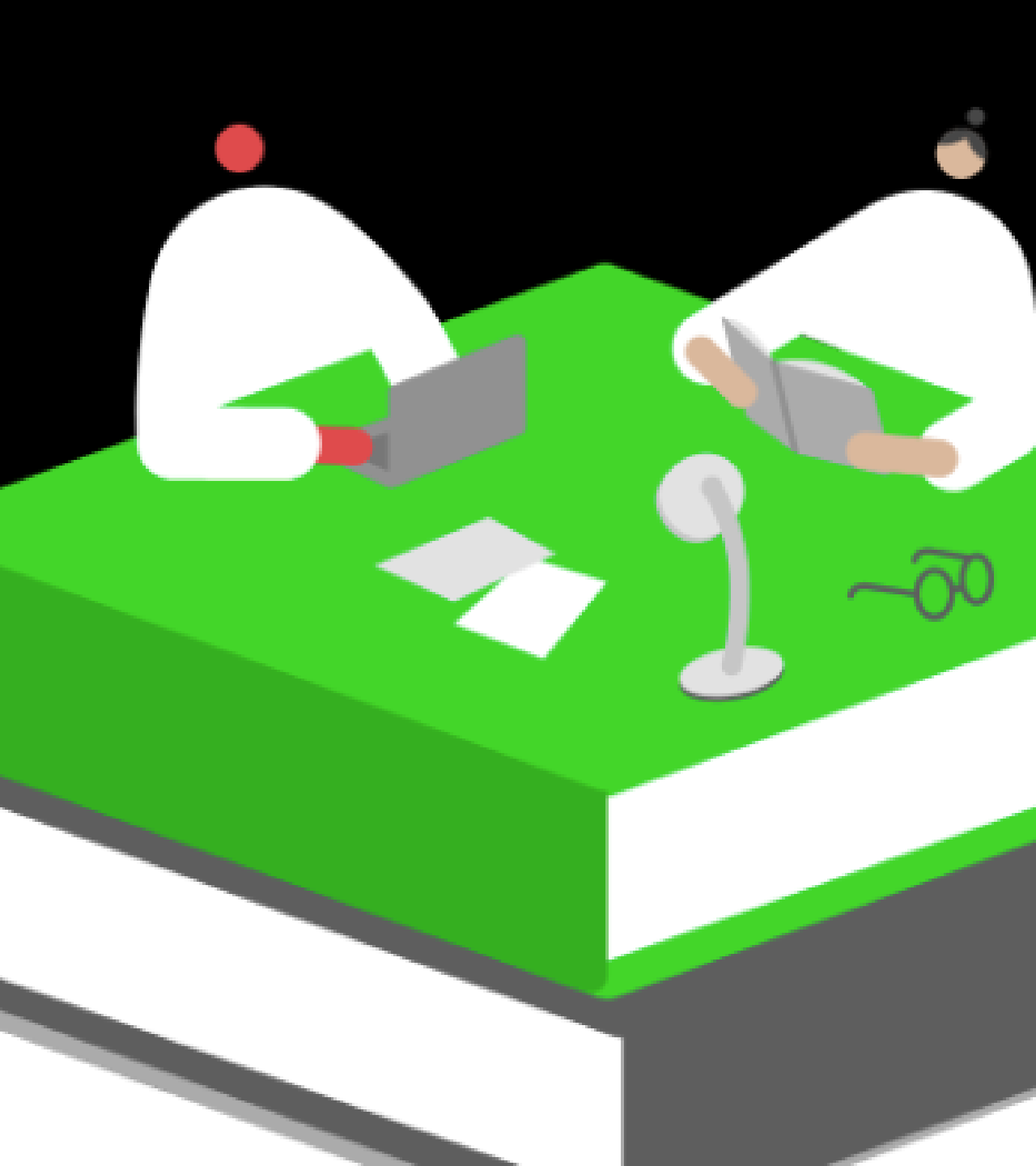
Prepayments

Grants Due

The screenshot shows the Sage 50 journal entry interface. At the top, the 'Posting Date' is set to 31/08/2023, which is circled in red. Below this is a table of journal entries:

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2440	Accruals		0		T9	0.00	12000.00
4741	Classroom Bppk Expense		0	Dohertys	T9	3500.00	0.00
5310	Repairs - Buildings & Grounds		0	GME	T9	2500.00	0.00
5150	Contract Cleaners		0	AFM - Standard clean	T9	6000.00	0.00

A warning dialog box is displayed in the center, with the message: "Date entered is outside current financial year." The dialog includes an "OK" button and a checkbox labeled "Pause this message for financial year 2023" which is checked. A red circle highlights the "Reversing Date" field at the bottom, which is set to 01/09/2023. A blue arrow points from the "OK" button to the "Reversing Date" field. At the bottom right, there are "Save" and "Close" buttons. The total debit and credit amounts are shown as 12000.00.



## 5. Conclusion

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Sage 50 Accounts - Progress Review

Upcoming training



# The Financial Year end Accounts

## Sage 50 Progress review

### Resources & Support

- FSSU / Year end Guideline
- Webinar training
- Accountants will finalise the reports

### Information required

- Supporting Paperwork
- Bank Reconciliations
- Listings & calculations

This is all the information the Accountant will request

### Year End Aug 2023 file – sections

1. Final Trial Balance & Financial Accounts from accountant
2. Year end Adjustments & Final Sage 50 Trial Balance
3. Sage 50 month end reports when reviewed
4. *Bank section with a list of account balances along with the reviewed bank recs & bank statement*
5. *A list of invoices for August costs but not paid until new FY / Journal entry / Accruals*
6. A list of expenses relating to new FY / Journal entry / Prepayments
7. VAT return for July – August – journal entry
8. Payroll to include a payroll analysis for August - JE
9. Department report or list of income received in advance
10. Covid grants unspent – relevant sage reports
11. **Dept grants ringfenced** or received in advance
12. Supporting invoices for **Fixed assets additions** of equipment/ computers/ Buildings along with **remittances for Capital Grants**

Sage is date driven – Keep Sage up to date  
 September transactions can be processed once the  
 Banks are reconciled for August

## Webinar Training Update

### Sage 50cloud

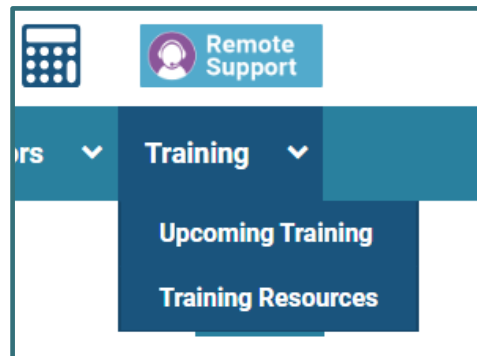
Not Yet upgraded

- Last call
- Webinar for those schools
- Email will be sent

### Survey after webinar

Tell us  
 What nominal codes to cover in  
 next week's training?

All suggestions welcome



## FSSU Webinar Training for Sage 50 Accounts

Autumn 2023

<a href="#">Webinar 1</a> Aug 29 <sup>th</sup> 2023	<b>Sage 50 New Users</b> <b>Guidance for accounts personnel updating the August Y/E accounts in Sage for the first time</b>
<a href="#">Webinar 2</a> Sept 6 <sup>th</sup> 2023	Sage 50 – Key issues for the August 2023 accounts Covid refund, accruals, prepayments, ringfenced grants, Income in advance
<a href="#">Webinar 3</a> Sept 13 <sup>th</sup>	Sage 50 <b>New Users</b> The nominal ledger module – Focus on the <b>Chart of Accounts &amp; month end BOM reports</b>
<a href="#">Webinar 4</a> <b>Sept 27<sup>th</sup></b>	Sage 50 & Year end <b>reporting</b> with particular Focus on the <b>Balance sheet</b>
<a href="#">Webinar 5</a> Oct 25 <sup>th</sup>	New financial Year 2023/2024 An overview including reporting to the BOM at month end
<a href="#">Webinar 6</a> Nov 29 <sup>th</sup>	Sage 50 & working with the Accountant to finalise Year end in Sage 5
<a href="#">Webinar 7</a> Nov 8 <sup>th</sup>	Getting started with the Suppliers Ledger in Sage 50

# Thank You for attending

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

**Primary** 01 910 4020  
**Post Primary** 01 269 0677  
**Email** [support@fssu.ie](mailto:support@fssu.ie)







# Q&A

