FSSU Training Webinar
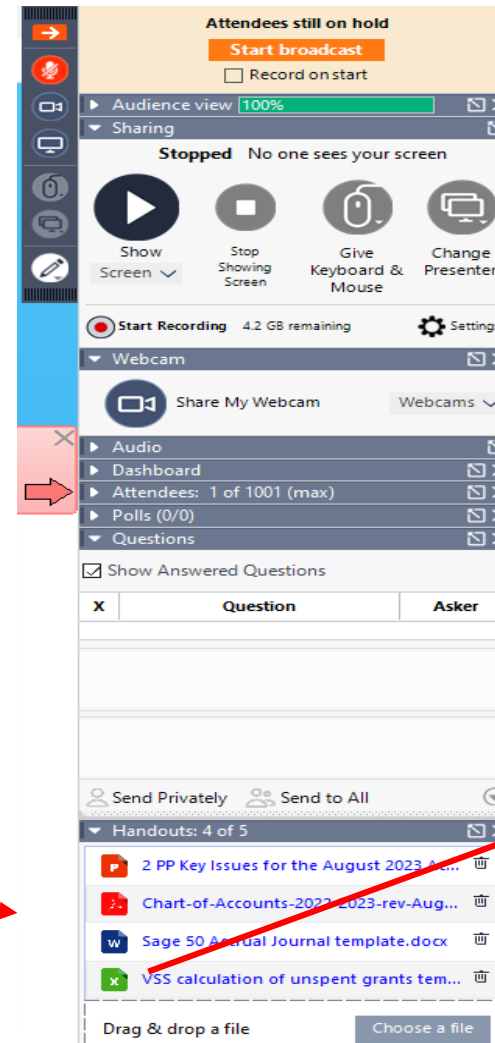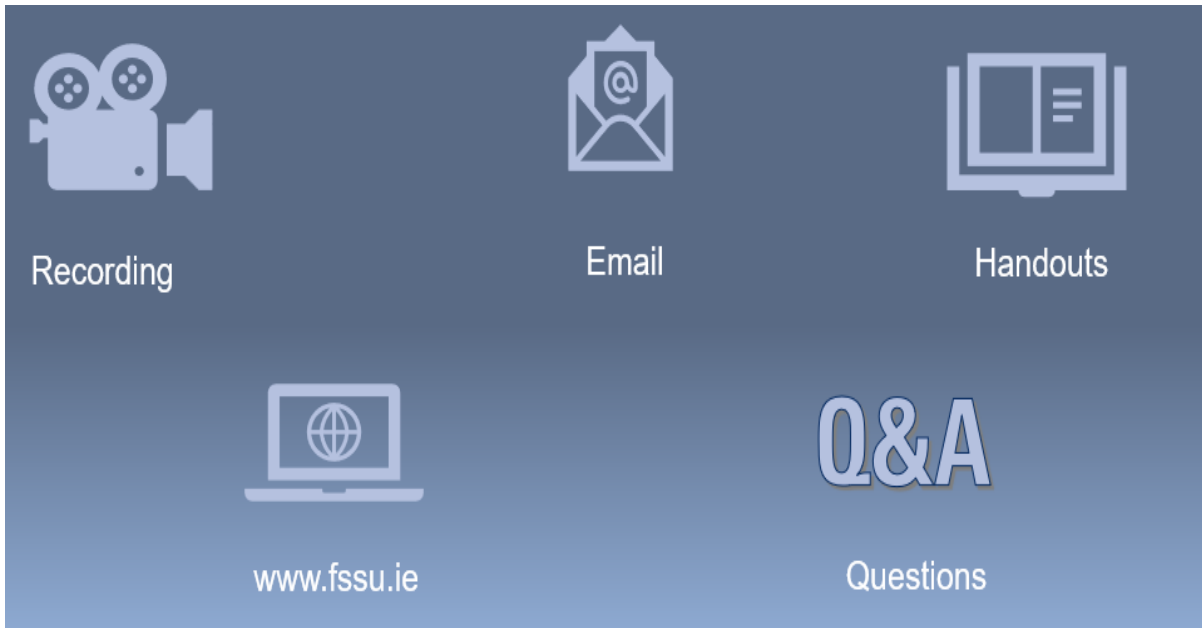
Sage 50 Autumn Webinar Training series

Presenter: Breda Murphy

FSSU Webinar Housekeeping

Recording

Email

Handouts

www.fssu.ie

Q&A

Questions

Handouts

1. Click the name of a handout to access it.

2. The handout file will automatically start downloading from your default web browser.

3. Click the downloaded file at the bottom of the browser to open or save it.

4. Note it alternatively may open in the default web browser depending on your pc setup and you can print and download from the web page

Access handouts in downloads
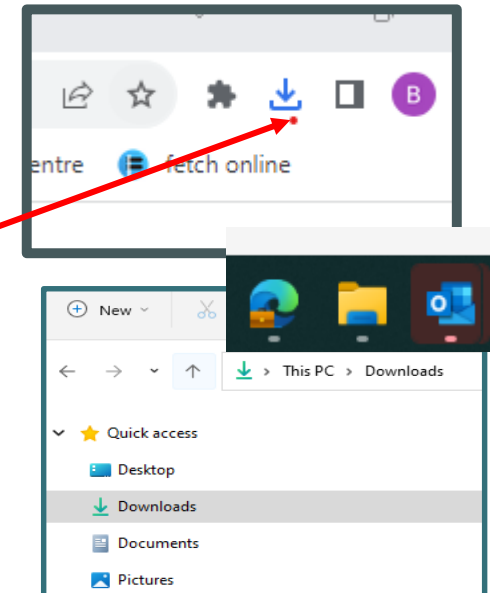
FSSU Training for Sage 50 Accounts
Autumn 2023

Webinar 3

- Focus on The nominal ledger module

- Getting familiar with the chart of Accounts

- Awareness of the two key BOM reports

September 13, 2023

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

Outline of Training

1. Key Learning points

Getting familiar with the chart of accounts in Sage 50

Coding transactions to ensure that they are captured in the correct BOM report

02. School Income codes in the COA

Department Grants

School generated Income

Other income

03. School Expenditure Codes in the COA

Education, Maintenance

Admin, Finance

04. When to record transactions in the Balance sheet

Coding Capital Grants & expenditure codes

05. Conclusion

Summary of key points

Upcoming Sage 50 training

- FSSU Y/E Guideline
- August 2023 — Accruals
- Financial Year
- Sage 50 Accounts
- Income in advance
- Prepayments
- Unspent Ringfenced Grants

September 13, 2023
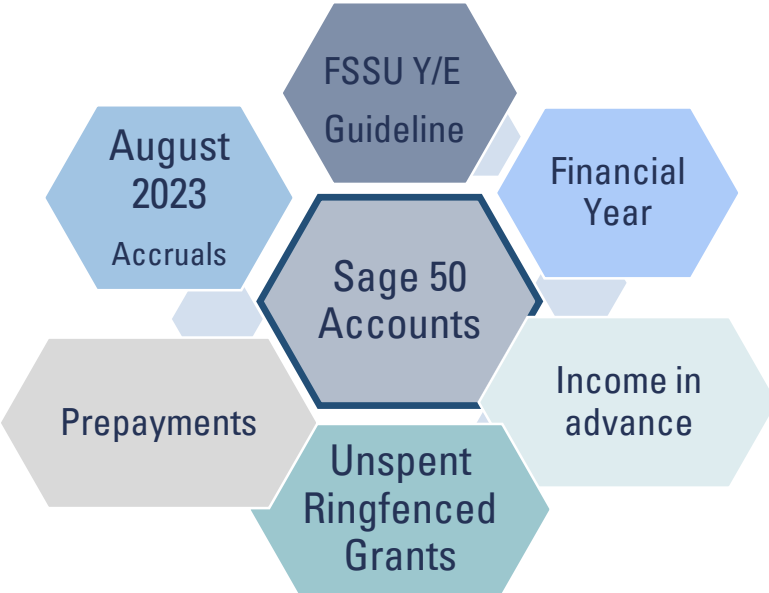
1. Key Learning points

1. Guidance for selecting the correct codes from the FSSU Chart of Accounts for recording
   - Income for the funding of the day to day running of the school
   - Expenditure relating to the day to day running costs of the school

2. When to use Balance sheet codes to record Income

3. When to use Balance sheet codes to record expenses

4. Frequently Asked Questions on the chart of accounts codes – by Income & Expense category
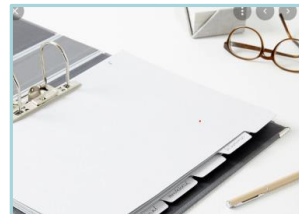
The FSSU Chart of Accounts – Training resources

## 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
Financial Support
Services Unit

Remote Support

rs ⌄   **Training** ⌄

Upcoming Training

Training Resources
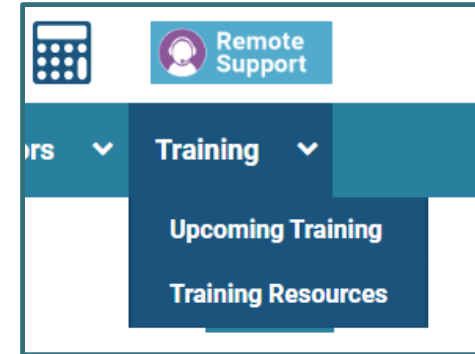
The Chart of accounts in Sage 50 is central to the financial reports issued to the Board of Management

Training Resources for New A/cs. Personnel

The FSSU has developed a set of training video's for new accounts secretaries and clerical officers working in the area of school finance in Voluntary Secondary schools and C&C schools. These videos are introductory videos to give you an overview of the different areas of school finance. All videos have presentation slides available for reference and any tools referred to in a video will be available to download. The FSSU hosts webinars during the year on various areas of school finance. The FSSU will send you an email on any upcoming webinars.

If you have any questions on the topics in the video's or require further information, please do not hesitate to contact us on 01-2690677.

Videos

- Basic Financial Controls
- Chart of Accounts
  (Link to chart of accounts)
- Department of Education Grant Income– C&C only
- Department of Education Grant Income – VSS only
- Overview of Common Accounting & Bookkeeping Terms
- Surf Accounts for New Users – C&C only
- Sage Accounts for New Users – VSS only
- Month End Process
- Monthly Financial Reports

The FSSU Chart of Accounts & Sage 50
Recording items in the Income & Expenditure Account
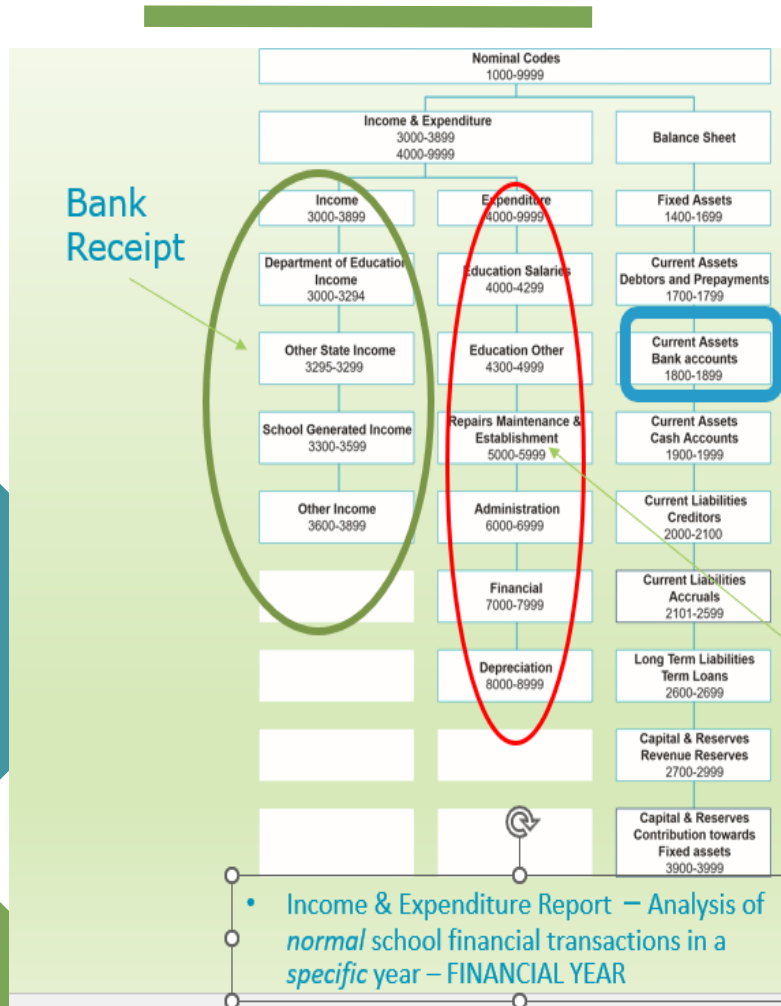
- The Chart of accounts in Sage 50 should be in alignment with the latest FSSU Chart of Accounts

- The overview of the chart of accounts diagram is in handouts

- If the income or expense is for the day to day running of the school then it should be coded to the Income & Expenditure accounts

Nominal list details in Sage 50
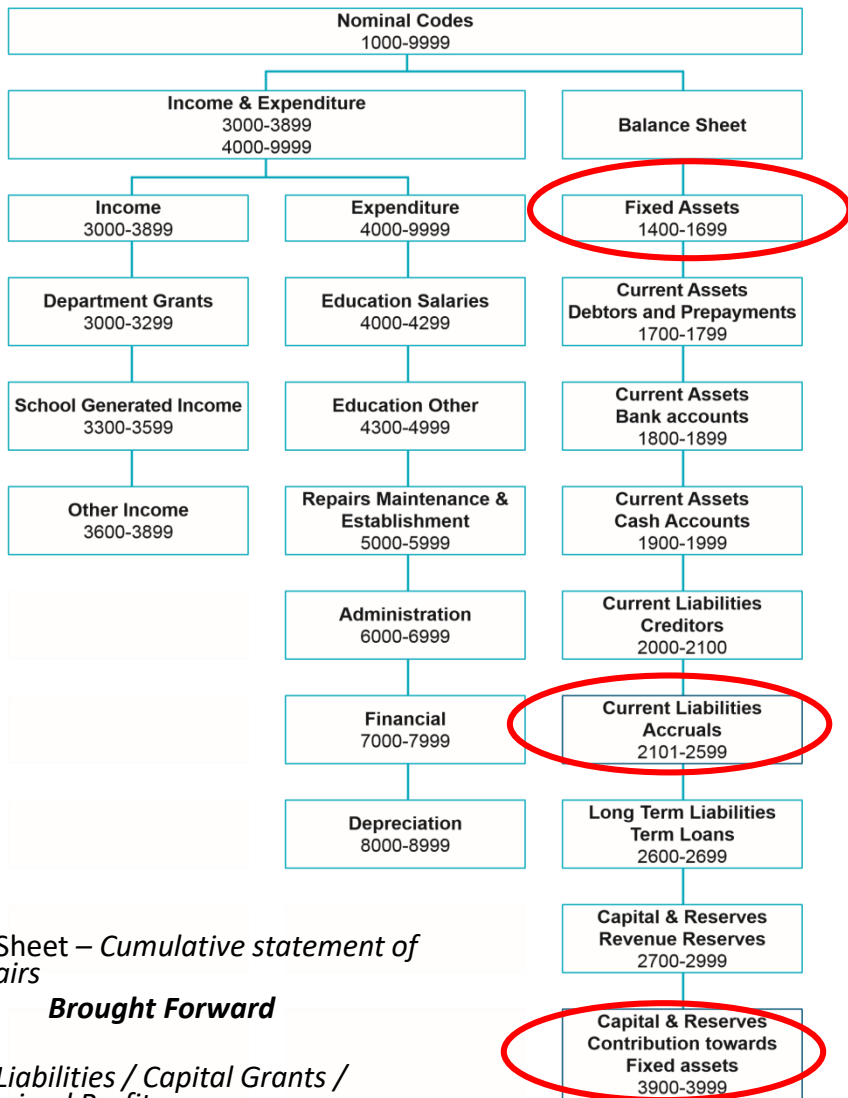
The FSSU Chart of Accounts & Sage 50

When to record items to the Balance Sheet

☑ Coding capital income – 3900/3920/3921

☑ Coding Capital expenditure – 1421/1461/3940

☑ Coding Income in advance – 2105

☑ Coding future costs to 1720

Structural

Long term Use

High Value Project – all costs
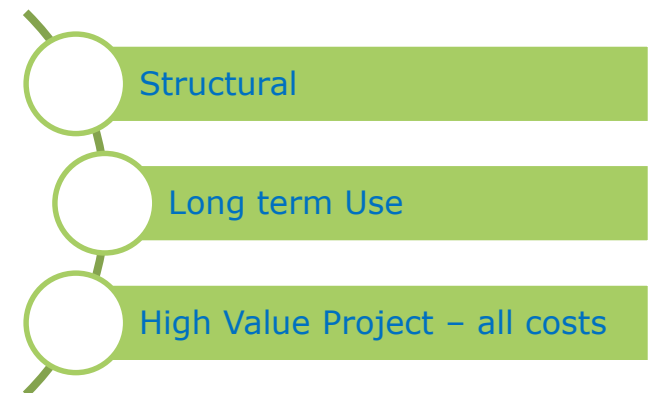
Balance Sheet – *Cumulative statement of affairs*

Brought Forward

Assets / Liabilities / Capital Grants / Retained Profits

The FSSU Chart of Accounts & Sage 50

Information flow within school is vital for accurate reports in Sage

Income & Expenditure Account@ 31.8.2023

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

FSSU
Financial Support
Services Unit

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

FSSU
Financial Support
Services Unit

Balance Sheet @ 31.8.2023

Communication is key to getting nominal coding correct

School Management

Sage 50 Accounts preparation
Project Manager
Maintenance personnel

DE Capital Grant applications

Capital Projects
Capital Budgets

Department Grants
A clear picture of what Grants are being used to finance expenditure

Supporting Paperwork
Invoices clearly marked

September 13, 2023

1. Department Grants

2. School generated Income

3. Other Income

2. School Income

☑ FSSU Guidelines & resources

☑ Selecting the appropriate nominal code for each type of Income received

Selecting a nominal code for Bank Receipts

Considerations when picking a nominal code for the Grants

➢ Is it for day to day running of school in the current financial year? Then 3010 – 3299

➢ Is it long term in nature or timing? Balance sheet codes 3900 - 3995

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

Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education
3021	Early Start Programme Materials/Equipment/Parental Involvement Grant Income	Income	Department of Education
3022	Early Start Programme Capitation	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
3155	School Library Books Capital Grant	Income	Department of Education
3160	Book Rental Scheme Grant	Income	Department of Education
3170	Special Subject Grant	Income	Department of Education
3171	Irish and Bilingual School Grant	Income	Department of Education
3190	JCSP Grant	Income	Department of Education
3200	Transition Year Grant	Income	Department of Education

FSSU Financial Support Services Unit

Financial Guideline 2022/2023 - 23

Voluntary Secondary Schools

Grants payable to Non-Fee Paying Voluntary Secondary Schools School year 2023/2024

The following grants are subject to changes as a result of changes in funding due to the changes outlined in Circular 36/2022 "Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools", or as a result of government budgetary changes. These changes have not yet been communicated by the Department of Education.

Gather all supporting documentation for the DE Grants

Know how they can be spent

This Guideline is a good information source:
Provides guidance on the appropriate Nominal Code for recording in Sage 50.

This Guideline is a good information source:

Provides guidance on the appropriate Nominal Code for recording in Sage 50.

Full copy of this page in handouts

SUMMARY OF GRANTS PAYABLE 2022/2023

No	Grant Description	Rate per Pupil	Instalments	Payment Due	Notes	Nominal Code in FSSU Chart of Accounts
1	Capitation Standard Rate	€316	3	Sept/Jan/Apr		<3010>
2	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)		1	Date to be confirmed	Payable only to schools classified as DEIS.	<3020>
3	Support Services Grant	€224.50	3	Sept/Jan/Apr	Minimum for 2022 - €44,900	<3050>
4	Secretary	€40	3	Sept/Jan/Apr	Schools not in 1978 scheme. Min. Enrolment - 200. Maximum for 2022 - €14,000	<3100>
5	Secretary - School Services Support Fund (SSSF)	€26.50	3	Sept/Jan/Apr	Schools not in 1978 Scheme. Minimum for 2022 - €5,300 Maximum for 2022 - €9,275	<3100>
6	Caretaker	€34	3	Sept/Jan/Apr	Minimum Enrolment - 200 Maximum for 2022 - €11,900	<3130>
7	Caretaker- School Services Support Fund (SSSF)	€20.50	3	Sept/Jan/Apr	Payable to all schools Minimum for 2022 - €4,100 Maximum for 2022 - €7,175	<3130>
8	Transition Year	€95	1	Jun		<3200>
9	Leaving Cert Applied	€151	1	Jun		<3210>
10	Junior Cert School Programme	€60	1	Jun	1st Year JCSP only	<3190>
11	Physics and Chemistry	€13	1	Jun	Per pupil in 5th and 6th Year Physics and/or Chemistry	<3245>
12	Special Needs Grant for pupils with mild/moderate learning disability	€201	1	Dec	For pupils who participate in special class group with sanctioned resource teacher.	<3290>
13	Book Grant non-DEIS Schools DEIS Schools	€24 €39	1	Jun	Book grant paid in June 2022 is for 2022/2023 school year.	<3150>
14	Traveller Grant	€213.50	1	Dec		<3220>
15	Bi-Lingual all subjects through Irish max 4 subjects through Irish	€110.50 €22 per subject	1	May		<3290>
16	Supervision and Substitution Pre Jan 1, 2011 teachers For teachers joining the scheme after Dec 31, 2010	€1,769 €1,592				<3240>

"Check the nominal postings in Sage 50

Activity

| View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel |

3100 Secretarial Grant

Show: This Financial Year   Date: 01/09/2022 to 31/08/2023   Type: All   O/S Only ☐   Trans.: 1 to :

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount
17856	BR	29/09/2022	Sept322022		0	Secretarial	4666.67
17859	BR	29/09/2022	Sept322022		0	SSSF Secretarial	3091.67
18929	BR	10/01/2023	Jan052023		0	Secretarial Grant	4666.67
18930	BR	10/01/2023	Jan052023		0	SSSF Secretarial	3091.67
19627	BR	27/04/2023	Apr072023		0	Secretarial Grant	4666.67
19629	BR	27/04/2023	Apr072023		0	Secretarial Grant	3091.67

Grant payment timetable

Grant Calendar	Voluntary Secondary Schools	
Sept Capitation, Support Services Grant, Secretary & Caretaker Grants, SSSF Secretary & Caretaker	**Oct**	**Nov**
Dec Supervision & Substitution, Traveller, Special Class Grant	**Jan** Capitation, Support Services Grant, Secretary & Caretaker Grants, SSSF Secretary & Caretaker	**Feb**
Mar School Support Services Grant	**Apr** Capitation, Support Services Grant, Secretary & Caretaker Grants, SSSF Secretary & Caretaker	**May** Bi-lingual
June DEIS Book Grant, TY, LCA, JCSP Physics & Chemistry ✗	**July**	**Aug**

✗ Grant received in Advance.

Code	Name	Comments	Expenditure	Capital Element
3140	Special Education Equipment Grant 2,800	Specialist equipment for a student, not transferrable so I&E	Code 4919 Specialist equipment 2,800	
3290	Other non capital DE Grants	Foreign Language assistant Other grants not listed in the 16	4198 4914 Other non capital DE Grants expense	
3293	Summer Provision	*FSSU Guideline* Financial Guideline 2022/2023 – 29	4909	
3294	Bus Escort Grant	The Bus Escort Scheme is operated by the School Transport Section of the Department of Education.	4196 Bus escort salary	
3299	Other state funding	Creative schools Grant from the Arts council SEAI		

Department Grant codes - FAQ's

2 School generated Income

- Income over and above DE grants that is vital for the successful running of the school

- Review income collected for specific purposes to ensure that it covers the costs for the purpose it was collected.

- If the cost exceeds the income, then the board of management should approve that the deficit is met from general/other school funds.

School generated Income sorted by value					
Code	Code Name	Year 22/23	Budget	Variance	Prior Year
3390	School Administration Charges	69,995	50,200	19,795	59,150
3420	Canteen Income	67,924	0	67,924	60,238
3430	Tuck Shop Income	61,182	55,000	6,182	44,144
3310	Transition Year income	32,251	32,000	251	22,643
3510	Bus Income	20,513	0	20,513	11,382
3574	Restricted School Fundraising (non	13,217	5,000	8,217	15,649
3520	School Musical/Drama Income	10,974	800	10,174	0
3552	Formal collections	5,893	0	5,893	4,197
3440	Uniforms	5,364	0	5,364	15,156
3335	Classroom Books	4,610	0	4,610	5,579
3575	Unrestricted School Fundraising (n	4,340	0	4,340	4,034
3305	JCSP Income	3,660	0	3,660	0
3500	Games Income	1,886	600	1,286	2,303
3570	Other School Generated Income	1,802	2,000	-12,198	2,477
3350	Hire of Facilities/Rental Income	1,700	0	1,700	100
3370	Locker Income	1,070	1,100	-9,430	1,480
3450	Religion/Ethos/Ethics Income	305	0	305	430
3535	Student Insurance Income	125	0	125	0
3395	Practical Subjects Income	0	2,000	-2,000	0
3410	Adult Education Income	0	1,500	-1,500	0
3490	After school study/club Income	0	0	0	1,325
3550	Reimbursable Income	0	0	0	0

September 13, 2023

School generated Income codes - FAQ's

Code 3310 TY Income

- Get supporting information on how the TY fees are arrived at
- Whatever the income covers then those TY costs should be posted to code 4590 TY Expenses

Code 3550 Reimbursable

- Avoid using
- Same value same day scenario

Code 3851 Designated Income

- For a designated cost

Code 3574 Restricted school fundraising

▪ Fundraising for a specific school cost
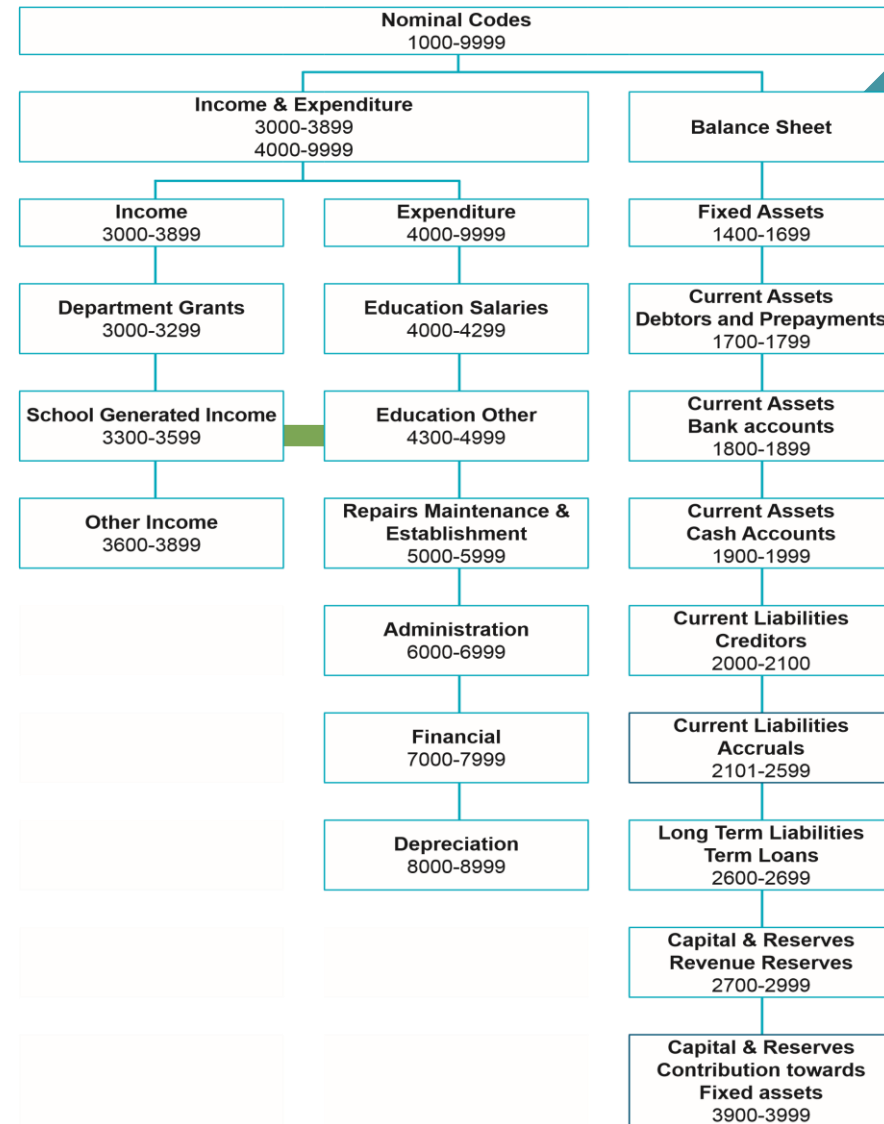
Code 3575 Unrestricted school Fundraising

- Funds can get used generally in the school

Code 3852/3853 External Fundraising

- Fundraising for a charity
- Concern / Cancer Support

September 13, 2023

Recording Income in Sage 50 summary of key points

Knowledge of the Income codes in Sage 50

Supporting Paperwork

Communication – Capital Projects and use of DE grants

Consistency in coding – e.g. TY Income & expense

Monitoring the spend of ringfenced Grants & Income

Nominal Codes
1000-9999

Income & Expenditure
3000-3899
4000-9999

Balance Sheet

Income & Expenditure	Balance Sheet
Income 3000-3899	**Expenditure** 4000-9999	**Fixed Assets** 1400-1699

- Income 3000-3899
  - Department Grants 3000-3299
  - School Generated Income 3300-3599
  - Other Income 3600-3899
- Expenditure 4000-9999
  - Education Salaries 4000-4299
  - Education Other 4300-4999
  - Repairs Maintenance & Establishment 5000-5999
  - Administration 6000-6999
  - Financial 7000-7999
  - Depreciation 8000-8999
- Balance Sheet
  - Fixed Assets 1400-1699
  - Current Assets Debtors and Prepayments 1700-1799
  - Current Assets Bank accounts 1800-1899
  - Current Assets Cash Accounts 1900-1999
  - Current Liabilities Creditors 2000-2100
  - Current Liabilities Accruals 2101-2599
  - Long Term Liabilities Term Loans 2600-2699
  - Capital & Reserves Revenue Reserves 2700-2999
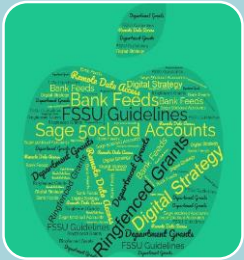 - Capital & Reserves Contribution towards Fixed assets 3900-3999

Education Expenditure

Maintenance Expenditure

Admin Expenditure

Finance Expenditure

3. School Expenses

☑ Considerations when picking nominal codes
☑ Selecting the appropriate nominal code for each type of expense
☑ Checking postings and picking up errors

4000-4299 Education – Salaries: All salaries to private, part-time and substitute teachers and payments to teachers for education related services including all PAYE, USC and PRSI.

4300-4999 Education – Other: Expenditure includes all teaching aids, consumable materials and all expenses related to curriculum and education activities.

5000-5999 Repairs, Maintenance and Establishment: Current expenditure related to the upkeep and maintenance of school buildings, grounds, furniture, fittings and equipment, caretaking costs, cleaning, insurance, light, power and heating.

6000-6999 Administration: Administrative salaries and services, printing, postage,
telephone and stationery.

7000-7999 Financial: Bank interest and charges.

Considerations when picking a nominal code for school expenditure

➢Is it for day to day running of school in the current financial year?

➢What type of expense is it? Know the FSSU COA

➢In what nominal code is the expense budgeted for?

➢ Where was it coded in prior years?

➢ Is it long term in nature or timing?
Then use Balance sheet codes

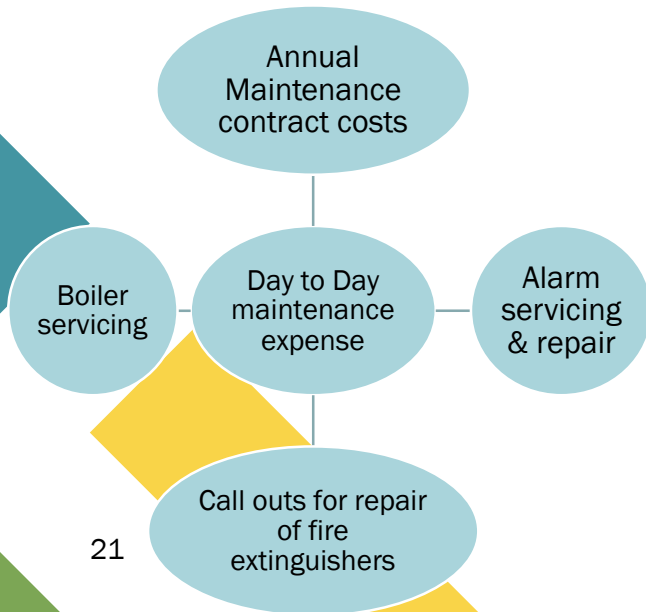| Code	Name	Expenditure examples
4410	Non capital ICT expense	Subscriptions to Apps Annual Licence fees Curriculum delivery of coding and digital media literacy STEM Short Courses Broadband expense Licences for Cloud based tools and applications to support learning
4420	Computer maintenance & support	Upload documents to school web page IT monthly support Repairs to cracked screen on laptops Manage domain name yearly PC not booting - callout
4590	TY Expense	*All costs for running a TY program for the Year* *Consistency with prior year & budget*
4315	Student photocopying	Allocation of cost of students photocopying
4919	Special edu equip	For example, a laptop purchased from the assistive technology grant will transfer with the student when going from Primary to Post Primary school and should be expensed through code 4919 when purchased.
4910	Other educational	Use sparingly

Expenditure codes - FAQ's

Maintenance costs review

Day to day expenditure relating to the upkeep and maintenance of school building & equipment

Review line by line for unusual variances

High value costs likely to be capital and should be in the Balance sheet

- Annual Maintenance contract costs
- Boiler servicing
- Day to Day maintenance expense
- Alarm servicing & repair
- Call outs for repair of fire extinguishers

					Actual	Budget	Var		PY
5010	Caretakers Wages				62,174	52,000	10,174		48,022
5310	Repairs - Buildings & Grounds				50,991	0	50,991		10,894
5800	Other Repairs and Maintenance Expense				38,859	40,000	-1,141		5,352
5315	Minor Works Grant (Non Capital) Expense				35,000	0	35,000		35,706
5350	Repairs - Furniture, Fittings, Equipment				33,012	4,500	28,512		7,450
5510	Heating				32,653	30,000	2,653		27,596
5110	Cleaners Wages				32,422	0	32,422		32,982
5804	COVID Capitation for Cleaning Wages Expens				25,104	40,000	-14,896		25,753
5550	Light and Power				21,717	20,000	1,717		23,698
5450	Insurance				16,556	15,800	756		14,831
5806	COVID Capitation for Cleaning (Non Wages)				14,209	0	14,209		0
5320	Building Refurbishment				11,586	15,000	-3,414		0
5610	Refuse expense				6,657	0	6,657		5,112
5700	Licence Fee Patron/Trustees				6,013	0	6,013		5,558
5170	Cleaning Materials				4,219	0	4,219		3,260
5175	Other Cleaning & Sanitation Expense				1,897	2,000	-103		40
5400	Security				1,769	0	1,769		0
5171	Cleaning Materials				1,739	0	1,739		784
5552	Other Rental Costs Expense				1,682	200	1,482		3,201
5611	Water Rates Expense				1,261	2,400	-1,139		4,876
5011	COVID Replacement Caretaker Hours Expense				0	5,000	-5,000		0
5030	Caretakers Pension paid by school				0	3,500	-3,500		0
5111	COVID Replacement Cleaner Hours Expense				0	1,000	-1,000		0
5150	Contract Cleaners				0	9,000	-9,000		0
5316	COVID Minor Works Grant (Non Capital) Expe				0	1,000	-1,000		124,506
5551	Rent of Temporary Accommodation Expense				0	0	0		2,611
5802	COVID Capitation for PPE Grant Expense				0	0	0		10,635
5803	COVID Enhanced Supervision Grant Wages E				0	0	0		19,182
5805	COVID Capitation for Cleaning Non Wages E				0	0	0		12,760

Code	Name	Expenditure examples
5310	Repairs Buildings and grounds	e.g. Grass cutting, window cleaning, annual service and maintenance contracts eg boiler maintenance contract, fire extinguishers, lift maintenance *Consistency with budget and Prior Year*
5800	Other repairs & maintenance	All other miscellaneous Repairs and Maintenance Expense, not covered by specific grant.
5350	Repairs furniture, fittings & equipment	Repairs to tables, chairs, alarms, Including small additions/replacements not specifically grant funded
5315	Minor works Non capital	Emergency grant applied for , could be Electrical repair, heating repair,
5400	Routine security expense	Monitored alarms, not including repair & installation
5551	Rent of temp accomodation	Matches out against code 3276

Repairs & Maintenance codes - FAQ's

Administration costs review
Demo data

Review line by line for unusual variances

Follow up on code 6450

						Actual	Budget	Var		PY
6010	Secretarial Wages					72,983	66,000	6,983		73,534
6050	Secretarial Pension paid by school					0	10,000	-10,000		0
6100	Staff Recruitment					3,570	0	3,570		2,354
6150	Advertising/Public Relations					2,935	3,500	-565		2,604
6210	Postage Expense					2,777	0	2,777		2,713
6250	Telephone Expense/SMS Text					7,253	0	7,253		7,612
6300	Printing/Stationary Expense					11,691	5,000	6,691		12,653
6350	Office Equipment (Non capital) Expenses					0	15,000	-15,000		0
6355	Computer Equipment (non capital)					0	30,000	-30,000		0
6400	Accountancy/Audit Fee					3,024	30,000	-26,976		3,014
6450	Other Professional Fees					104,031	3,021	101,010		5,900
6500	Travel & Subsistence					4,811	500	4,311		1,396
6600	Principals Expenses					460	1,500	-1,040		1,344
6650	Board of Management Expenses					5,206	0	5,206		1,891
6700	Annual Subscriptions					8,474	6,000	2,474		7,890
6730	In School Administration System					10,640	12,000	-1,361		9,656
6731	Accounting/Payroll software					343	0	343		392
6750	Donations to Charity					100	500	-400		0
6755	Medical and First Aid					727	800	-73		676
6780	Staff Room Expenses					274	300	-27		59
6800	Hospitality Expenses					2,506	0	2,506		684
6830	Tuck Shop Expenses					27,838	14,000	13,838		14,914
6860	Canteen Expense					4,025	0	4,025		8,406
6900	Other Admin. Expenses					2,050	0	2,050		491

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Follow up unusual variances

6450	Other Professional Fees

Show: This Financial Year

No	Type		Date	Details		Amount
20346	BP		19/07/2023	Fitzgerald designers		32566.82
18728	BP		16/01/2023	Designers		26474.14
20340	BP		17/07/2023	Architect extension		25669.98
18723	BP		16/01/2023	Architect extension		13302.1
18732	BP		16/01/2023			2915.10
20030	BP		07/06/2023			1845.00
17920	BP		26/10/2022			1031.36
20421	BP		14/07/2023	Mason, Hayes & Curran		226.32

Edit and amend to 3940 using relevant department

Noteworthy Administration codes

Advice is to look at each purchase separately and decide how it should be classified

Consistency with budget and Prior Year

Check in with Board & accountant on the materiality level at which to capitalize (€500)

Code	Name	Expenditure examples
6300	Printing / Stationary	Paper, pens, Staplers, stampers, hole punchers , folders
6350	Office equipment non capital	small desktop printer where cost < agreed capital materiality level shredder, laminator
6355	Computer equipment non capital	Office Computer Expenses NOT covered by ICT grant Ink cartridges
6450	Other prof fees	Legal fees, surveyors etc not to include Capital Project costs
6600	Principals expenses	Any travel, mileage, subsistence payments made to the Principal is posted here. Must be approved by BOM member
6650	BOM expenses	Gifts to retiring staff, condolence flowers,
6700	Annual Subscriptions	IPPN, CPSMA, MPLC and TV License, JMB fees
6730	In school Admin System	VS Ware charges Charges applied by online payment solution system

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Finance Expenditure

Bank Charges

Bank charges, gov stamp duty

Merchant service charges

Reimbursable

Avoid

Or

Receipt = payment and paid out within the same few days

Leasing

Lease of photocopier

Old fundraising code 7350 no longer in use – make inactive and use recommended codes

Nominal coding Examples

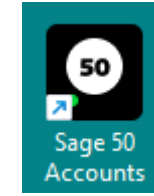| Transaction Details	Income Code	Expense Code	Code Name
Students collect money for Marie Keating Foundation	3852		Restricted Ext FR
Money paid out to Marie KF		4923	Restricted Ext FR
Bin Collection		5610	Refuse
Gift to person retiring – *anything approved by BOM*		6650	BOM
Debs costs		4770	Trophies
VS Ware, any online payment solution charges		6730	In school admin
NAPD		6700	Annual Subs
Sage monthly fee, accounts, payroll		6731	Software
Irish Copyright		6700	Annual Subs
PAYE for Caretaker		5010	Caretaker wages
JMB		6700	Annual Subs
Principals expenses, travel, mileage, subsistence		6600	Principals ex
Travel other members of staff		6500	Travel & sub

4. When to record receipts & payments in the Balance sheet

☑ Coding Capital Grants

☑ Coding Capital expenditure codes

☑ Income in advance

☑ Prepayments

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

Structural

Long term Use
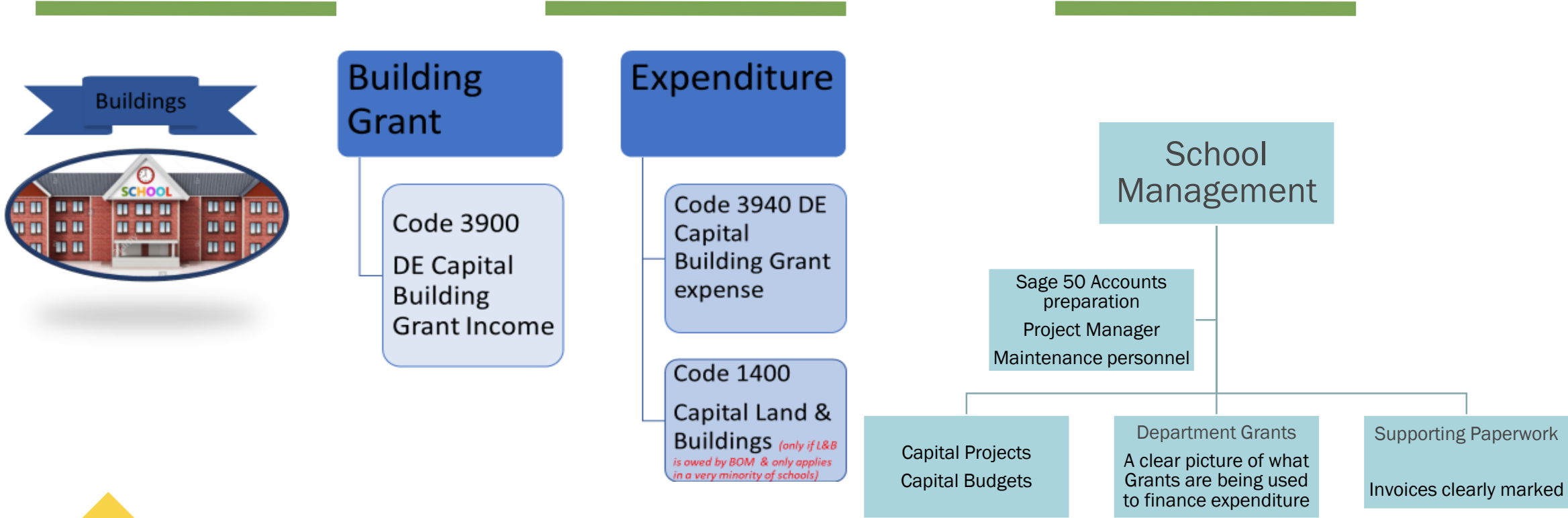
High Value Project – all costs

F&F&E	• Tables/Chairs • Carpets • Tiled Flooring
ICT	• Laptops • Whiteboards • Broadband Installation
DE Capital Building Grant Expense	• Structural • New Classroom • Rewire

Sage 50 Accounts

Recording Capital Expenditure in Sage 50

❑ High Value expenditure

❑ Useful life > 1 Year

❑ Capital Budget for School

❑ Application to Department for Funding
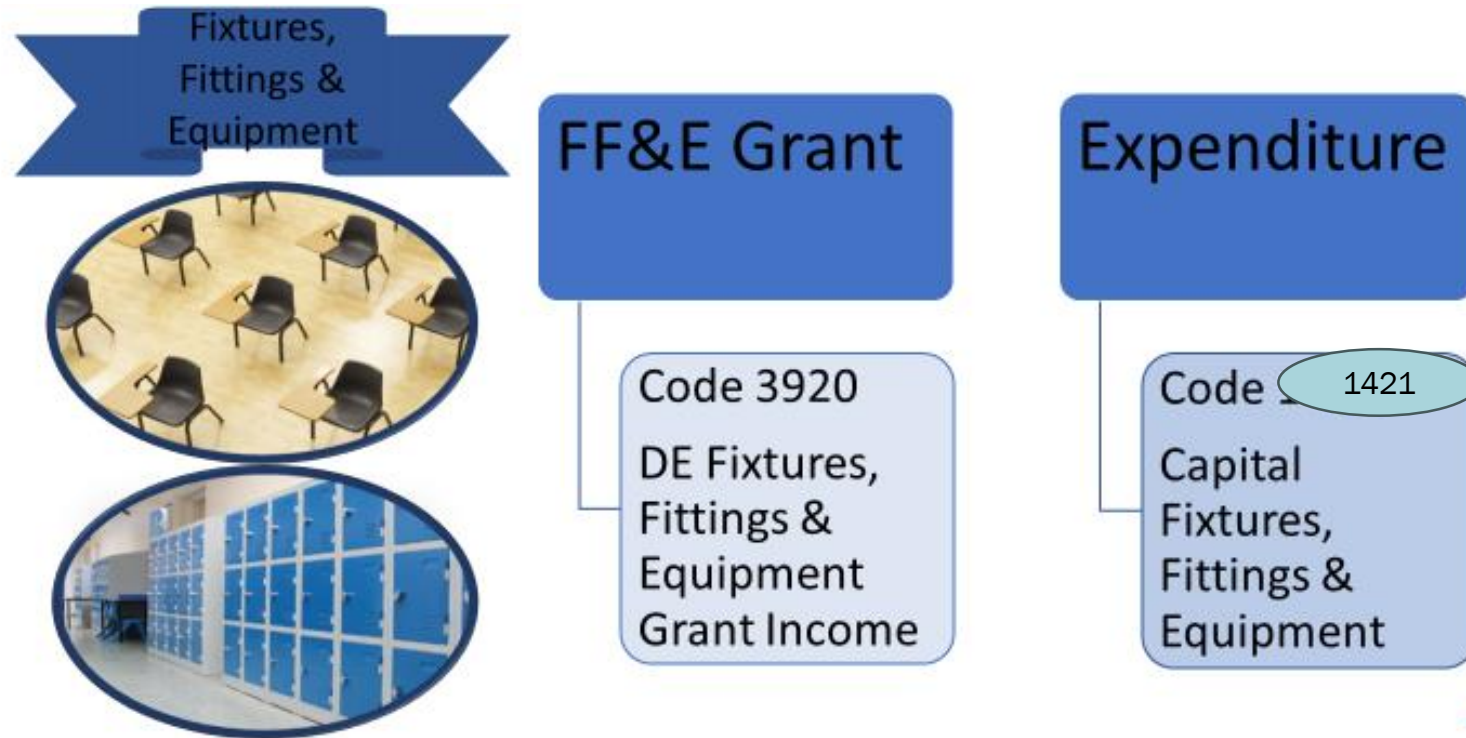
❑ Department Capital Grant received

Coding a Capital Grant & related expenditure in Sage 50

Building related

Buildings

Building Grant

Code 3900

DE Capital Building Grant Income

Expenditure

Code 3940 DE Capital Building Grant expense

Code 1400 Capital Land & Buildings *(only if L&B is owed by BOM & only applies in a very minority of schools)*

School Management

Sage 50 Accounts preparation
Project Manager
Maintenance personnel

Capital Projects
Capital Budgets

Department Grants
A clear picture of what Grants are being used to finance expenditure

Supporting Paperwork
Invoices clearly marked

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Coding a Capital Grant & related expenditure in Sage 50

Equipment & F & Fittings

Fixtures, Fittings & Equipment

FF&E Grant
- Code 3920
- DE Fixtures, Fittings & Equipment Grant Income

Expenditure
- Code 1421
- Capital Fixtures, Fittings & Equipment

Recording ICT Income & Expenditure in Sage 50

ICT Grant

```
              ICT Grant
             /          \
   Spent for Capital    Expense
   Purposes             1461
   3921
```


Examples of capital expenditure are computer devices, video cameras, speakers, interactive presentation technologies, visualisers, and equipment including mobile laptop/tablet trollies, printers.

Examples of non-capital expenditure are subscriptions to apps, licence fees for software for a year or less (note where product licences are purchased with a device these do not expire and can be included in capital expenditure).

The codes that should be used in the chart of accounts are:

Nominal Code	Description
Income Codes:	
3921	DE ICT Grant Capital Income (Balance sheet)
3230	ICT Grant Non Capital (Income & Expenditure)
Expenditure Codes:	
1461	Capital: ICT (Balance sheet)
4410	ICT Grant Non-Capital Expense (Income & Expenditure)
Unspent Balance:	
2165	ICT Grant Unspent (Balance sheet)

2179   Digital strategy Grant Unspent

It is recommended that you set up a separate department for the digital divide grant as there is a requirement to report separately on this. (See section 4.7 of the Sage 50
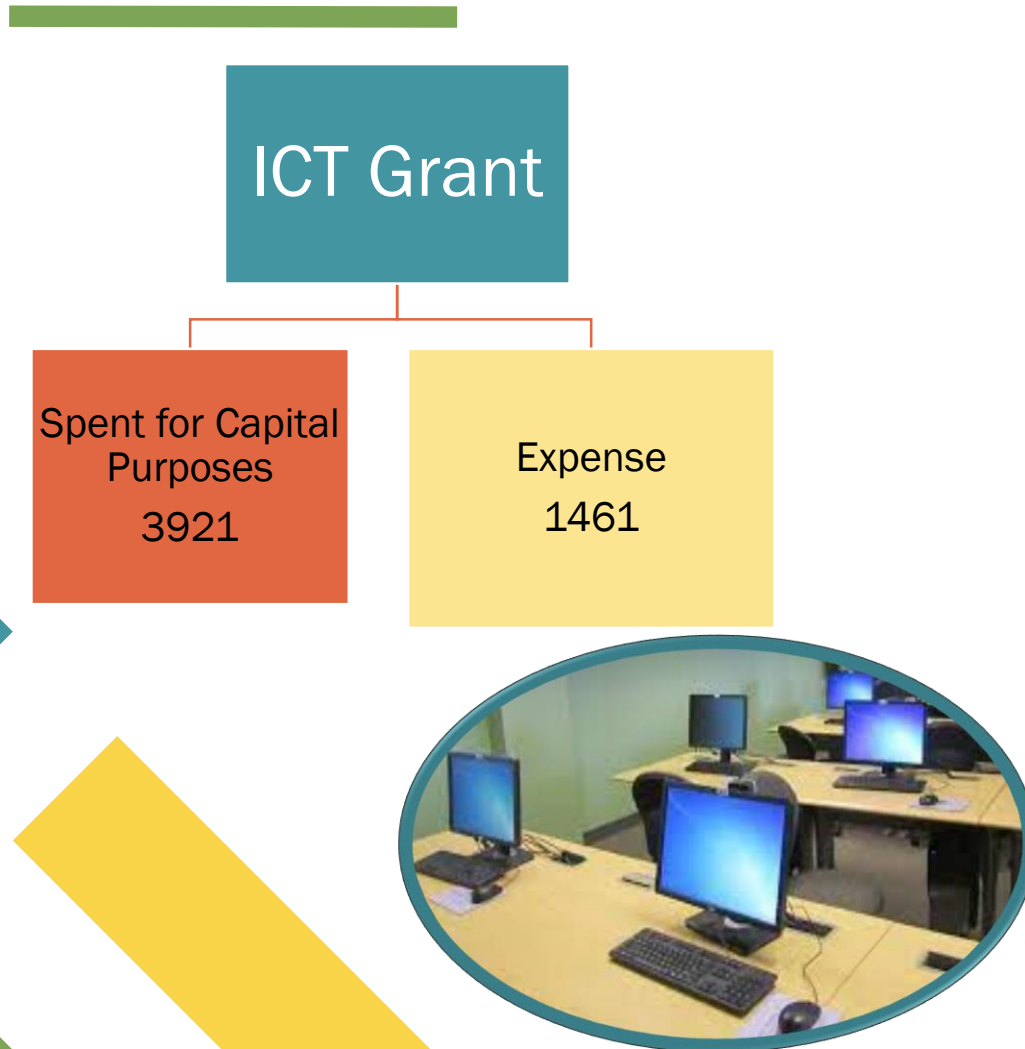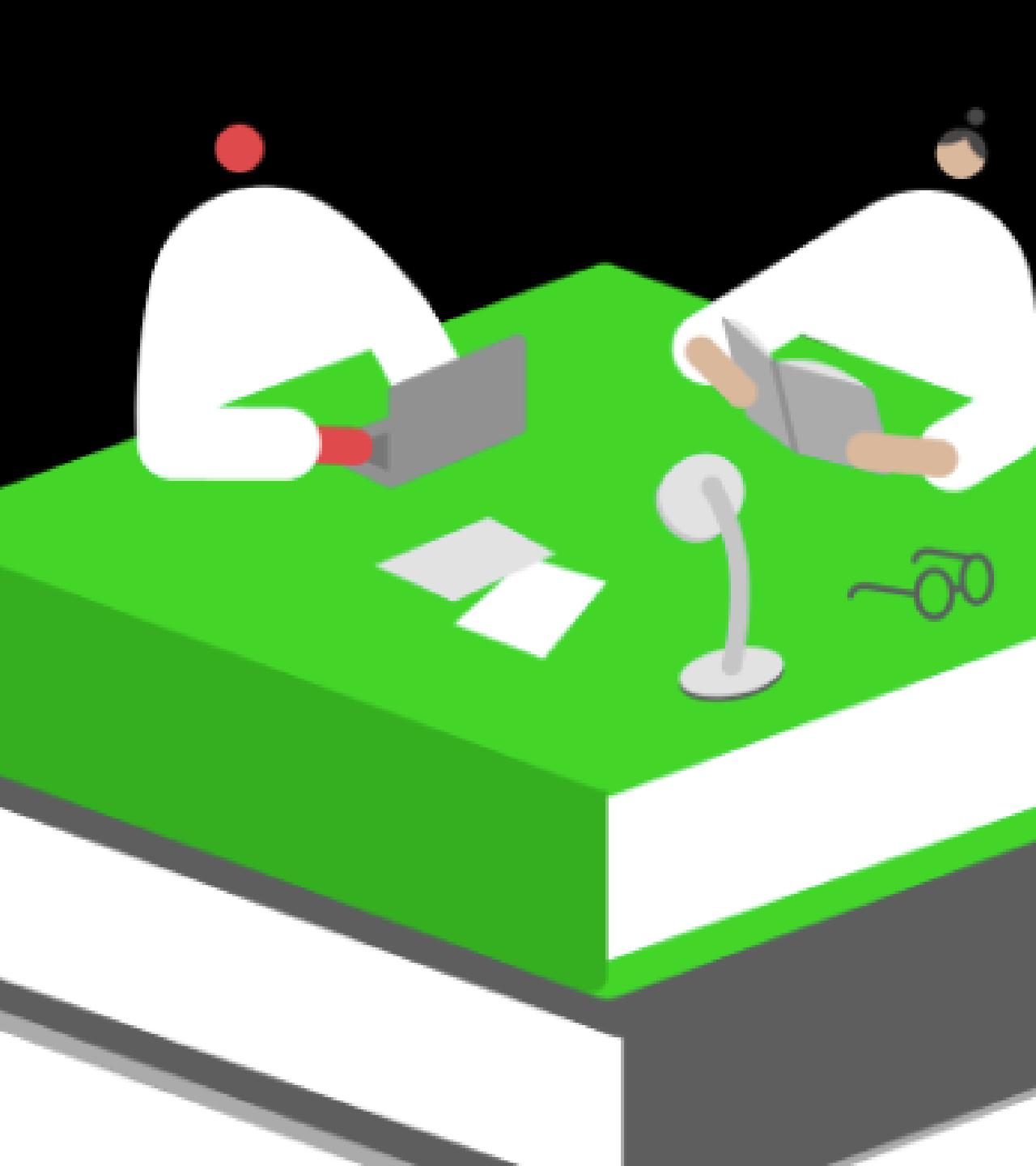
5. Conclusion

Summary of Key Points

Upcoming training

Summary of Key points

Build your confidence with updating & reporting from Sage 50

☑ Being familiar with the FSSU Chart of Accounts
☑ Supporting paperwork
☑ Importance of consistency in coding
☑ Looking up Sage 50 to see where items were posted in previous years
☑ Always ask if unsure
☑ Time & practice
☑ Communication is vital for recording capital items accurately
☑ Review Sage 50 reports
☑ Review nominal activity
☑ Use all available FSSU resources

Details of upcoming webinar training on our website www.fssu.ie

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

Thank You for attending

If you have any further questions please telephone or email us

Primary 01 910 4020
Post Primary 01 269 0677
Email support@fssu.ie

September 13, 2023

Q&A