



**Autumn 2023  
Webinars for NEW  
SURF USERS  
Webinar 1  
12<sup>th</sup> September 2023**

**Updating August 2023  
Accounts in SURF for  
the first time**

# Our webinar today



Recording



Email



Handouts



[www.fssu.ie](http://www.fssu.ie)

## Q&A

Questions

# SURF Autumn webinars schedule

Tuesday 12th September, 10am-11am • **Guidance on updating the August Year End accounts for the first time**

Thursday 21st September, 10am-11am • **Key Issues for the August 2023 Accounts**

Thursday 28th September, 10am-11am • **For 2023-24 - FSSU Chart of Accounts • General/nominal ledger module • Month End Board of Management Report**

Thursday 5th October, 10am-11am • **Surf Accounts and Year End Reporting**

Thursday 2nd November, 10am-11am • **New Financial Year 2023/2024 – An overview**

Wednesday 22nd November, 10am-11am • **Getting started with the Suppliers Ledger in Surf Accounts**

Thursday 7th December, 10am-11am • **Surf Accounts-Working with the Accountant to finalise the Year End**

## What to expect today

Provide guidance to School accounts personnel new to dealing with Year end accounts in SURF



# Overview

5

Important Dates & Deadlines

FSSU Chart of Accounts

Preparation of August month end & Year end Accounts

Key Reports reviews – ensuring accuracy

Year-end file

Resources available



# Important Dates & Deadlines

**30.9.2023**

**Accountant notified that accounts are ready for review**

**Complete Covid Refund Template and make COVID refund to DE**

**30.11.2023**

**Draft accounts to BOM for approval**

**31.12.2023**

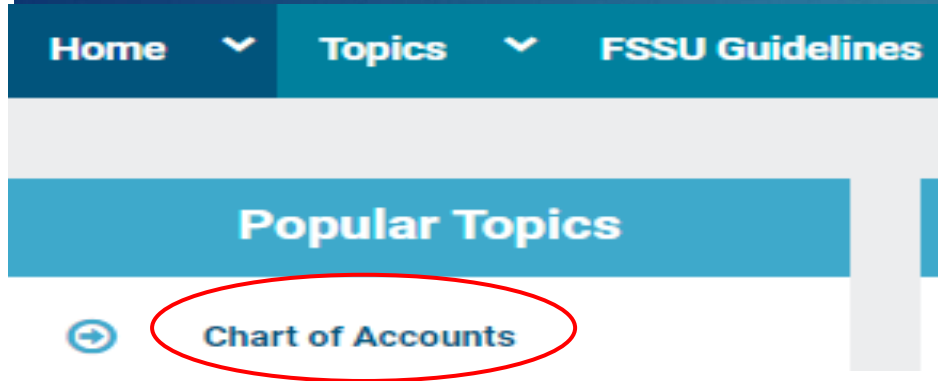
**Accounts approved for submission to FSSU by BOM**

**28.2.2024**

**Run the year end as soon as accounts are signed off**

**Accountant to file accounts with FSSU by 28<sup>th</sup> Feb**

# What is new on 2022-23 - Chart of Accounts



**Codes  
added**

**Codes removed**

Code	Description
3288	Covid Capitation for Cleaning & PPE Grant
5806	Covid Capitation for Cleaning & PPE Expense
5804	Covid Capitation for Cleaning Wages Expense
2186	Covid Capitation for Cleaning & PPE Grant unspent
1421	Fixtures, Fittings and equipment Additions
1461	ICT Additions
3289	Once off cost-of-living grant

3360	Sports Complex Income
5020	Caretaker Sports Complex Wages Expense
5710	Sports Complex Repairs & Maintenance Expenses
6070	Sports Complex Administrative Wages Expense
6305	Photocopying Expenses
3281	COVID Capitation PPE Grant
3283	COVID Capitation for Additional Cleaning Grant
5802	COVID Capitation for PPE Grant Expense
5805	COVID Capitation for Cleaning (Non-Wages) Expenses

# Preparing for the Year end - Checklist

- The Financial Year-End guideline is a detailed step by step for the year-end process.
- It contains a comprehensive checklist
- It will give assurance that management reports are as accurate as possible



Financial Guideline 2023/2024

Community & Comprehensive Schools

Financial Year-End 31st August 2023 on Surf Accounts

### 3. Preparation for Year End 2022/2023

#### Step 1: Complete the checklist below.

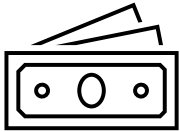
- In finalizing the year-end 31st August 2023, you should post all day-to-day transactions for the year. This ensures that your management reports and year-end postings are as accurate as possible. We have created a comprehensive checklist below to help you ensure that all transactions are recorded, and all accounts are reconciled.
  - **Please note not all of these may apply to you.**
- It would be advisable to prepare a file for the external accountant/auditor with a copy of relevant documents.



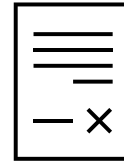
Checklist	Done
1. All day-to-day transactions <u>i.e.</u> invoice, payments and receipts have been posted to Surf up to the 31st August 2023.	
2. Ensure you have bank statements for all school bank accounts covering the period 1 <sup>st</sup> September 2022 to 31st August 2023 and ensure all bank accounts are reconciled up to 31st August 2023. <ul style="list-style-type: none"> <li>• Review the list of outstanding payments and receipts on the bank reconciliation to ensure they are accurate.</li> <li>• Any duplicate entries should be corrected.</li> <li>• Any outstanding payments/receipt more than six-months-old should be investigated. Duplicates should be written off.</li> </ul> (See Section 5.8 of the <a href="#">FSSU Surf Accounts User Manual</a> ).	



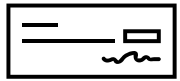
# Process August Transactions



Record all receipts



Input purchase/supplier invoices



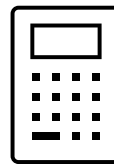
Record all cheque payments



Record all EFT payments



From the BOL record any DD or CTs



Record the weekly payroll journal & VAT Journals

# Get August Financial transactions on SURF



**Process all August transactions**



**Reconcile all bank accounts and review**



**Review Nominal activity**



**Review the income and expenditure Account**



# Bank Reconciliation review for all accounts

**Ensure ALL school accounts are on SURF**

**Reconcile to 31-8-23 – check correct balance is used**

**Confirm no difference on Bank rec report**

**Review old outstanding/unpresented items**

**Correct any duplicates, errors & cancel any out-of-date items**

# Cancelling an out-of-date or old cheque in SURF

## 5.8 To cancel old cheques

To cancel old outstanding cheques:

1. Make a list of the cheques that need to be cancelled. The list should state the cheque / payment reference, payee, amount, nominal code and department.
2. Go to 'Banking' > select 'Payments'
3. Enter the details of each payment on the cancel list as a negative payment.
4. When reconciling the bank account match the outstanding cheques to the negative payments.



			Select All <input type="checkbox"/>
Payments	Receipts	Balance	<input checked="" type="checkbox"/>
		0.00	
200.00	0.00		<input type="checkbox"/>
-500.00	0.00	500.00	<input checked="" type="checkbox"/>
500.00	0.00	0.00	<input checked="" type="checkbox"/>
500.00	0.00		<input type="checkbox"/>
0.00	50.00		<input type="checkbox"/>
0.00	50.00		<input type="checkbox"/>

*Match negative payments against old outstanding cheques*

# Checks to carry out on General/Nominal Ledger Activity report

Check report dates criteria

Any unexplained balances, or unusual items unexpected activity on account

Is all Capital expenditure coded to the balance sheet codes

Check control account balances

Check for consistency in the coding used

No activity on accounts adjusted by accountant

# Income & Expenditure Report review

What  
to  
watch  
out for!

Report criteria - from 1<sup>st</sup> Sept to 31 August

Are figures reasonable is the bottom line as expected

Compare the report line by line - actual to prior year & budget

Look up nominal activity to ensure transactions have been posted correctly

Review posting for completeness - any unusual or unexpected items

# Review Payroll costs to 31<sup>st</sup> August

Using payroll journals:

Check balances in the Balance Sheet Report at 31<sup>st</sup> August

Net wages control account and other wages related control accounts

PAYE/PRSI/ USC/LPT control account

Week 35 included

Not using payroll journals

Payments recorded when made

Payroll taxes for July or August not included?

Use journal for July/August liability

- DR wages
- CR 2250 PAYE control

Alternative: record amount owed as o/s payment

File payroll report

# Accounting for School Income Received in Advance

Incoming  
First Year  
Charge

TY  
Charge

School  
Admin  
Charge

Book  
Rental  
Income

Voluntary  
Contribution

## Surf Accounts for C&C Schools Quick Reference Guide

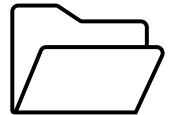
### Accounting for School Income Received in Advance

#### 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 31<sup>st</sup> of August for the next school year

#### Examples of school income received in advance

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





# Accounting for Grants Received in Advance

## Surf Accounts for C&C Schools Quick Reference Guide

### Accounting for Grants Received in Advance

#### What are Grants received in advance?

This is a grant received in the current accounting period that belongs to a future accounting year e.g., grants received between now and the 31<sup>st</sup> of August for the next school year. Below is a list of the most common grants received in advance.

Grant	Received in	For the period	Element in advance
Non-Pay Grant	July	July/August/September	1/3
Non-Teaching Pay Grant	July	July/August/September	1/3
Book Grant	June	Next School Year September/August	100%
SSSF Grant	June	July/August/September/October	50%
DEIS Grant	June	Next School Year September/August	100%

Outlined below are the steps on how to calculate, post and report on the grants received in advance.

#### Calculation of Grants Received in Advance Template

School Name: Sample C&C school  
 School Roll Number: 12345A  
 Year Ended: 31st August 20XX

Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	Surf Accounts Debit Code	Surf Accounts Credit Code
Non-Pay Grant		1/3	€0.00	3010	2150
Non-Teaching Pay Grant		1/3	€0.00	3030	2150
SSSF Grant		50%	€0.00	3050	2150
Book Grant		100%	€0.00	3150	2151
DEIS Grant		100%	€0.00	3020	2152
			<u>€0.00</u>		<u>€0.00</u>



# Ringfenced grants unspent for 2022/2023



## WORKSHEET: CALCULATION UNSPENT GRANTS AT 31ST AUGUST 2023

GRANT	INCOME		EXPENDITURE		BALANCE OF GRANT @ 31.08.2023	JOURNAL UNSPENT AMOUNT AT 31.08.2023			JOURNAL UNSPENT AMOUNT AT 01.09.2023		
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT	€	DR CODE	CR CODE	DEP.	DR CODE	CR CODE	DEP.
Book Grant	3150	1500	4730	1000	500	3150	2160	BGR	2160	3150	BGR
School Library Books Capital Grant	3155		4641		0	3155	2161		2161	3155	
Supervision & Substitution Grant	3240		4150		0	3240	2170	SS	2170	3240	SS
Bus Escort Grant	3294		4196		0	3294	2171	AOD	2171	3294	AOD
School Meals Grant	3296		4912		0	3296	2171	AOD	2171	3296	AOD
ICT Grant - Non capital	3230		4410		0	3230	2165	ICT	2165	3230	ICT
ICT Grant - Capital	3921		1461		0	3921	2165	ICT	2165	3921	ICT
Digital Divide Grant (Non Capital)	3230		4410		0	3230	2179		2179	3230	
Digital Divide Grant (Capital)	3921		1461		0	3921	2179		2179	3921	
Non-Teacher Pay Grant	3030										
NTPG - Clerical officers salaries			5010								
NTPG - Caretakers salaries			6010								
NTPG - Cleaners salaries			5110								
NTPG - Pensioners salaries			7500								
Non-Teacher Pay Grant Balance					0	3030	2168	NTP	2168	3030	NTP

## Once off DE Grants for 2021/2022 that may be still relevant

Grant Description	Payment Date	Notes	COA Nominal Code
Exceptional Minor Works Grant Funding	Dec 2021	FG 2021/22 - 20	3905 2169 (Unspent)
Digital Strategy Grant for ICT Infrastructure	Dec 2021	FG 2021/22 - 34	3921 1461 2165 (Unspent)
Grant to Address Digital Divide	Dec 2021	FG 2021/22 - 34	3921 1461 2179 (Unspent)
School Library Book Capital Grant	May 2022	FG 2021/22 - 32	3155 (Income) 4641(Expense)

# Reviewing the Balance Sheet

The balance sheet report will show the year-to-date figures and the previous year's figures.

The balance sheet is a snapshot at 31<sup>st</sup> of August that is a comparison between the assets of the school and the schools reserves and liabilities

**Assets**

**Liabilities**

## RCT & VAT in SURF

Check the RCT & VAT review tasks on the year end checklist

Review position on ROS for Returns for RCT and VAT compare the control account totals

The July/August VAT3 and if there is July RCT liability these are payable in September 2023

# The Financial Year end Accounts

## Compile the extra information



**1 Final Trial Balance & Financial Accounts from accountant**

**2 Year-end Adjustments**

**3 SURF year end reports when reviewed & finalised**

**4 Bank section**

**5 Accruals**

**6 Prepayments**

**8 Payroll**

**7 VAT**

**9 Income**

**10 Covid grants**

**11 Ring-fenced Grants**

**12 Fixed assets additions**

## Reporting to the BOM - August 2023



Input data and perform reconciliations



Review reports with Principal



Generate monthly reports for accounts  
file



Generate finance sub-committee reports  
& supporting documentation



Generate Board of management reports

# The Financial Year end - brief overview

**Why more scrutiny ?**

**Some year end accounting terminology**

**Work can be done throughout September?**

**The school Accountant will oversee the final accounts**

**Keep up to date in Surf, keep posting**

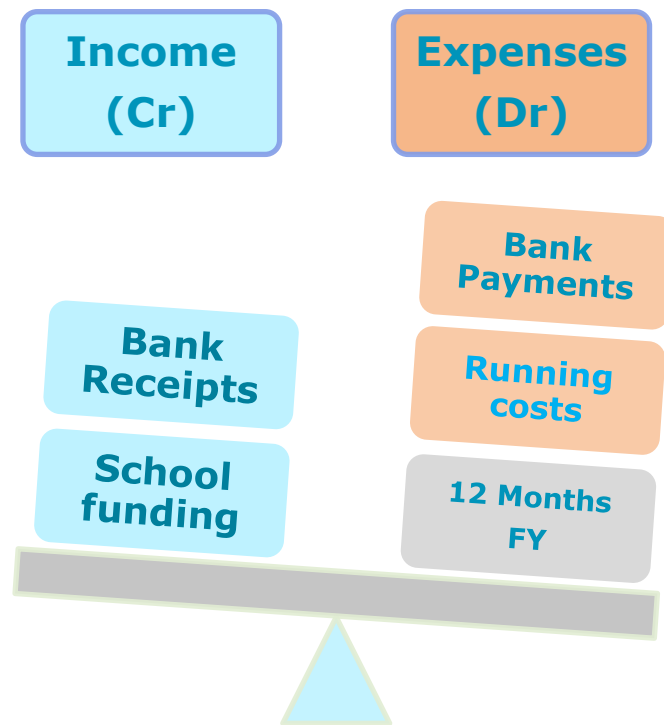
**August expenses paid in September?**



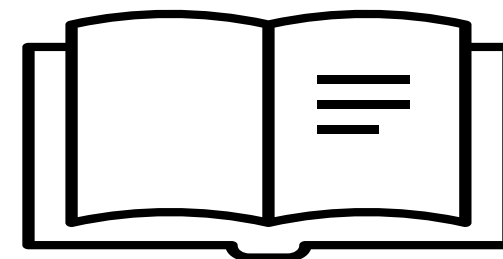


# The Financial Year end Accounts

## Some Terminology - for Income and Expenditure

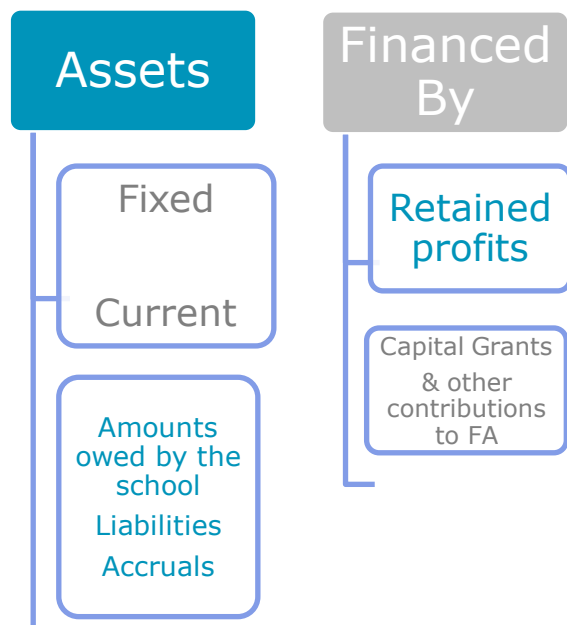


- Standard Accounting practice
  - Figures must be a complete and accurate representation of the full year
- Income & Expenditure account
  - The figures provide a snapshot
- Bottom Line
  - Income greater than expenses = Surplus/Profit
  - Income less than expenses = Deficit/Loss

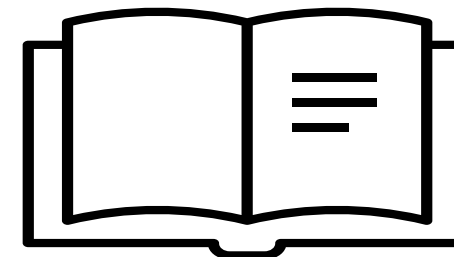


# The Financial Year end Accounts

## Some Terminology -for Balance sheet



- Balance sheet figures are made up of opening balance plus or minus any movements
- If the balance sheet is accurate Income and expenditure bottom line is correct
- Components
  - Additions to Fixed assets - Capital Expenditure
  - Income due but not received at Y/E
  - Prepayments - Costs for 23/24 paid in 22/23
  - Accruals - Costs incurred in 22/23 but not yet paid
  - DE Grants ringfenced for specific costs not yet spent

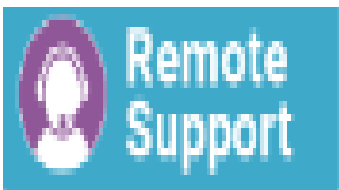


## Summary- Key points

1. Do the usual recording as well as you can
2. Gather as much information and supporting paperwork as possible –accounts file
3. Reviewing the month end reports is time well spent
4. Acknowledge the small wins
5. build confidence by using the reports in Surf to answer any questions arising



# Resources available



- Training webinars over the coming months
- FSSU website and the Remote support through team viewer
- Additional new resource being added [here](#)
- FSSU here to help - constantly updating website with training resources

## 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

# SURF Autumn webinars schedule - save the dates

## Training



Surf Accounts Webinar Training for C&C Schools

[More Info](#)

21st September, 10am-11am

28th September, 10am-11am

5th October, 10am-11am

2nd November, 10am-11am

22nd November, 10am-11am

7th December, 10am-11am

REGISTER



**Thank You for  
attending**

