



Year End Template Checklists

Year End Template Checklist

Accounts / Template Checklist

- ✓ Opening bank balances
- ✓ Cheques brought forward from previous year
- ✓ Closing balances
- ✓ Reconcile all bank accounts to zero
- ✓ Compile list of all uncashed cheques
- ✓ Uncashed cheques - review cheques out of date
- ✓ Review of reports - ensure consistency with categories selected
- ✓ Payroll reports - Revenue
- ✓ Petty Cash
- ✓ Credit Card Statement
- ✓ Bank Statements



Year End Template Checklist

Check opening bank balances and cheques brought forward from previous year

September Bank Accounts Reconciliation Statement				
Bank Account No.:				
Bank Account:	Main Acc	School Meals	Visa	Petty Cash
Enter Opening Bank Balances:	94636.87	22553.14	0.00	0.00
Opening Balance	This figure is the sum of the amounts on the bank statements as at the beginning of the month and is populated automatically			117,190.01
Total Prior Year Cheques Per Bank	120.00			
	Cheques drafted and recorded in prior year and not cashed (This figure is the sum of the amounts for all prior year cheques)			120.00
Lodgements				

Check closing balances

Main Acc	School Meals	Visa	Petty Cash	0.00
0.00	0.00	0.00	0.00	
Reconciled Balance (This figure is relates to the bank balance less any outstanding cheques not cashed)				115,019.58
Main Acc	School Meals	Visa	Petty Cash	
0.00	0.00	0.00	0.00	
Unreconciled Difference (This figure should be reconciled to 0.00 before being presented to the BOM)				0.00
All Banks Reconciled				✓

Year End Template Checklist

***Check all
cheques written
in the year have
been entered***

***Check closing
balances and
reconcile all
bank accounts to
zero***

***Compile list of
all uncashed
cheques***

Closing Balance	(This figure automatically is calculated)			1,021,956.76
	Main Bank	Fundraising	Building ACC	Bank 4
Enter Closing Bank Balances:	42326.76	10000.00	985000.00	
Bank Balance	This figure is the sum of the amounts on the bank statements as at the end of the month and is populated			1,037,326.76
Outstanding Cheqs	(These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)			
Bank	Description	Cheque no.	Amount	
Main Bank	Folens	20250	70.00	
Main Bank	Murphys Coaches	20100	300.00	
Building ACC	ACME Builders	503123	15,000.00	
Main Bank	Fundraising	Building ACC	Bank 4	-15,370.00
370.00	0.00	15,000.00	0.00	
Reconciled Balance	(This figure is relates to the bank balance less any outstanding cheques not cashed)			1,021,956.76
Main Bank	Fundraising	Building ACC	Bank 4	
-0.00	-0.00	0.00	0.00	
Unreconciled Difference	(This figure should be reconciled to 0.00 before being presented to the BOM)			0.00
			All Banks Reconcile	✓

Year End Template Checklist

Review list of uncashed cheques

Outstanding Cheqs (These figures relate to cheques written by school but not yet cashed therefore do not appear on the bank statement)			
Bank	Description	Cheque no.	Amount
Main Bank	Folens	20250	70.00
Main Bank	Murphys Coaches	20100	300.00
Building ACC	ACME Builders	503123	15,000.00

Write back any cheques older than six month, or which you don't expect to be presented.

<div>ADD ROW</div> <div>HIDE ROWS</div> <div>UNHIDE ROWS</div>						
Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount	Bus Hire Expense
					-	
Bank 1	31 August 2023	Murphy coaches cancelled cheque	Bus Hire Expense		- 300.00	- 300.00
					-	

Year End Template Checklist

Payments Report		Main Menu	Print Report
Category	Date	Description	Sum of Amount
Bus Hire Expense	23 November 2022	John Paul O'Donnell Bus Hire	340.00
	09 January 2023	Murphy Coaches	300.00
	09 February 2023	Mike Flavin-bus hire	180.00
	31 August 2023	503258 cancelled chq Murphy Coaches	-300.00
Bus Hire Expense Total			520.00
Grand Total			520.00

Be sure to compile a list of outstanding cheques

Description	Cheque No.	Amount
Folens	20156	70
Wages	20157	350
Builders Providers	20159	15000
Total		15420

Year End Template Checklist

HIDE DETAILED ANALYSIS		UNHIDE DETAILED ANALYSIS		Select Mth or YTD from dropdown to refresh reports	
Balance Brought Forward from previous year	74,546.10	2022-2023		Year to date	
Enter any amounts included in the above balance which are reserved for the expenses listed below				Balance Remaining - New Reserve	Isolate Reserve Balance
	Reserve	Receipts	Payments		Right Click to tick✓
General Funding					
Capitation and Deis	€30,833.10	€10,632.30	€19,410.26	€22,055.14	✓
Ancillary	€1,250.00	€0.00	€8,268.16	-€7,018.16	✓
Other Sch Generated Inc/Exp	€500.00	€1,967.50	€1,447.30	€1,020.20	✓
School Activities	€2,000.00	€7,677.50	€4,961.79	€4,715.71	✓
Designated Reimburse Inc/Exp		€0.00	€0.00	€0.00	✓
Fundraising	€8,000.00	€3,388.00	€2,195.50	€9,192.50	✓
Total General Funding	€42,583.10	€23,665.30	€36,283.01	€29,965.39	
Ringfenced Grants					
Book Grant	€212.00	€1,095.00	€3,176.97	-€1,869.97	
Bus Escort	€10,000.00	€24,011.16	€15,278.70	€18,732.46	
COVID	€112.00	€6,391.00	€4,166.91	€2,336.09	
ICT Grant	€4,167.00	€0.00	€8,583.46	-€4,416.46	
Minor Works	€15,719.00	€0.00	€5,336.57	€10,382.43	
Other DE Grants	€1,753.00	€6,225.00	€4,268.43	€3,709.57	
Other State Funding		€0.00	€0.00	€0.00	
School Meals		€0.00	€0.00	€0.00	
Special Edu Equip		€0.00	€622.56	-€622.56	
Standardised Testing		€0.00	€560.60	-€560.60	
Summer Programmes		€0.00	€0.00	€0.00	
Capital Inc/Exp		€502,691.86	€498,820.83	€3,871.03	
Total Ringfenced Grants	€31,963.00	€540,414.02	€540,815.03	€31,561.99	€0.00
Other					
Bank Transfers		€1,638.96	€1,638.96	€0.00	
Misc		€0.00	€0.00	€0.00	
Grant Total	€74,546.10	€565,718.28	€578,737.00	€61,527.38	€29,965.39
		O/S Cheques			
		Bank Balance		€61,527.38	

Year to date					
Income					
	0 AIB Main A/C	Credit Card 0906	Credit Card 0922	Petty Cash	Grand Total
Capitation and DEIS	€10,632.30				€10,632.30
Capitation/Non Pay Budget	€10,632.30				€10,632.30
Other School Generate Inc/Exp	€1,967.50				€1,967.50
Student Insurance Income	€830.00				€830.00
Student Photocopying Income	€1,037.50				€1,037.50
Voluntary Contributions	€100.00				€100.00
School Activities	€7,677.50				€7,677.50
School Arts and Crafts Income	€1,037.50				€1,037.50
Bus Income	€515.00				€515.00
School Musical/Drama Income	€4,700.00				€4,700.00
Games Income	€1,425.00				€1,425.00
Fundraising	€3,388.00				€3,388.00
Unrestricted School Fundraising (Non Capital)	€3,388.00				€3,388.00
Book Grant	€1,095.00				€1,095.00
Book Rental Scheme Grant	€1,095.00				€1,095.00
Bus Escort	€24,011.16				€24,011.16
Bus Escort Grant	€24,011.16				€24,011.16
COVID	€6,391.00				€6,391.00
COVID Capitation for Cleaning and PPE Grant	€6,391.00				€6,391.00
Other DE Grants	€6,225.00				€6,225.00
Other Non Capital DE Grant Income	€6,225.00				€6,225.00
Capital Inc/Exp	€502,691.86				€502,691.86
DE Capital Building Grant Income	€502,691.86				€502,691.86
Transfers		€1,419.91	€19.05	€200.00	€1,638.96
Transfer In		€1,419.91	€19.05	€200.00	€1,638.96
Misc	€0.00				€0.00
0	€0.00				€0.00
Grand Total	€0.00	€564,079.32	€1,419.91	€19.05	€200.00
					€565,718.28

Year End Template Checklist

Right Click to tick	Payment Instructions					
	Bank Payments					Payments Anal
	October					
	<div> <div>ADD ROW</div> <div>HIDE ROWS</div> <div>UNHIDE ROWS</div> </div>					
✓	Bank	Date	Description	Category	Cheque No. / DD / SO Reference No.	Amount
✓	AIB Main A/C	10 October 2022	OC	COVID Minor Works Grant Expense	502684	53
✓	AIB Main A/C	10 October 2022	Loughrea School & Office Supplies	School Arts and Crafts Expense	502685	17
✓			Loughrea School & Office Supplies	Book Rental Scheme Expense	502685	1,333
✓			Loughrea School & Office Supplies	Printing and Stationery Expense	502685	225
✓			Andrew O'Regan (Slide for ASD unit)	Minor Works Grant (Non Capital) Expense	502686	179
✓	AIB Main A/C	10 October 2022	Demac Education	School Library Books Capital Grant Expense	502687	1,000
✓	AIB Main A/C	18 October 2022	SG	Bus Escort Salary Expense	502688	700
✓	AIB Main A/C	10 October 2022	COD	Classroom Book Expense	502689	261
✓	AIB Main A/C	21 October 2022	JJ	School Musical/Drama Expense	502690	1,540
✓	AIB Main A/C	28 October 2022	SG	Bus Escort Salary Expense	502691	1,064
✓	AIB Main A/C	28 October 2022	MA	COVID Capitation for Cleaning Wages Expense	502691	400
✓	AIB Main A/C	28 October 2022	SG	Bus Escort Salary Expense	502692	735
✓	AIB Main A/C	28 October 2022	EB	Clerical Officers/Secretarial Wages Expense	502693	900
✓	AIB Main A/C	28 October 2022	EOS	Caretaker Wages Expense	502694	258
✓	AIB Main A/C	17 October 2022	Magnet	Telephone Expense / SMS Text	DD	41
✓	AIB Main A/C	26 October 2022	Panda Power	Light and Power Expense	DD	100
✓	AIB Main A/C	26 October 2022	Revenue Commissioners	Other Administration Expenses	DD	253
✓	Petty Cash	03 October 2022	Petty Cash (Moss Killer)	Repairs to Buildings and Grounds Expense		7
✓	Petty Cash	04 October 2022	Petty Cash.	Postage Expense		2
✓	Petty Cash	06 October 2022	Petty Cash.	Postage Expense		9
✓	Petty Cash	28 October 2022	Petty Cash	Routine Security Expense		20

Instructions

Actual v Budget

Bank Summary Page

September Income

September Payments

October Payments

Year End Template Checklist

Review of reports to ensure consistency with categories selected

Start Date	Finish Date	Description	Category	Amount	Filter Data		Report		Clear Sel

Payments Report		Main Menu	Print Report
Category	Date	Description	Sum of Amount
Accounting / Auditing Expense	20 April 2023	S.Monaghan	1968.00
Accounting / Auditing Expense Total			1968.00
Accounting Software/Payroll Software Expense	06 September 2022	Thesaurus	11.39
	18 October 2022	Thesaurus	12.79
	01 November 2022	Thesaurus Software	466.17
	07 November 2022	Thesaurus Software	14.01
	07 December 2022	Thesaurus	15.23
	10 January 2023	Thesaurus	15.63
	07 February 2023	Thesaurus Software	16.85
	07 March 2023	Thesaurus	16.85
	05 April 2023	Thesaurus	17.66
	04 May 2023	Thesaurus	17.66
Accounting Software/Payroll Software Expense Total			604.24
Annual Subscriptions Expense	15 September 2022	Irish Primary	250.00
	27 September 2022	Twinkl	432.00
	03 October 2022	NAMBSE	100.15

Year End Template Checklist

Review ring-fenced grants

- Minor Works Grant
- ICT Grant
- Free School Book Grant
- Standardised Testing Grant
- COVID-19 Grant
- Capital Grants
- Any other grant received for a specific purpose



See website www.fssu.ie for further information on how specific grants may be spent.

Year End Template Checklist

Treatment of the Free Primary Schoolbook Grant

Nominal Code	Description	Type	Category
3290	Other Non-Capital DE Grant Income	Income	Department of Education
4914	Other Non-Capital De Grants Expense	Expenditure	Education other Expenditure

Treatment of the Administration Support Grant

Nominal Code	Description	Type	Category
3290	Other Non-Capital DE Grant Income	Income	Department of Education
4198	Other Educational Salaries Expense	Expenditure	Education Salary

Year End Template Checklist



Payroll Reports



Petty Cash



Credit Card Statements



Bank Statements



Thank You

**If you have any further questions
please telephone or email us
Monday-Thursday 9-7
Friday 9-5**

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