

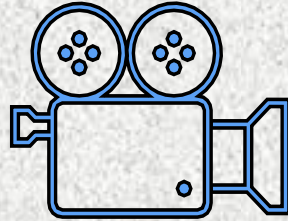


# Autumn/Winter 2023 Webinars for SURF USERS Webinar 4 5<sup>th</sup> October 2023

## SURF & Year end reporting

# Our webinar today

**Recording**



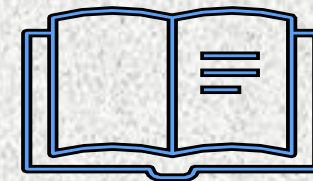
**Link in  
email**



**Video on [fssu.ie](https://fssu.ie)**



**Questions and Q&A**



**Handouts**

# SURF Autumn webinars schedule

1. 12th September

2. 21st September

3. 28th September

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

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

6. Wednesday 22nd November, 10am-11am • **An Overview to Suppliers Module on SURF**

7. Wednesday 6th December, 10am-11am • **Surf Accounts-Working with the Accountant to finalise the Year End**

## Agenda for today's webinar

**1. Recap at the progress of the year end process to date**

**2. Review of the Balance sheet**

**3. Reminder of Important dates**

**4. Reports recommended at the year end**

**5. Request for cover on VAT RTD**

**6. Summary**

# 1. Recap – Webinar 1

Important Dates & Deadlines

SSU Chart of Accounts

Preparation of August month end & Year end Accounts

Key Reports reviews – ensuring accuracy

Year-end file

Resources available

link to  
recording  
[here](#)



# Webinar 2

6

Ring-fenced

In advance

Un-spent at y/e

School Income

2 - Accruals

3 - Prepayments

Covid Grant refund



Financial Guideline 2023/2024

03

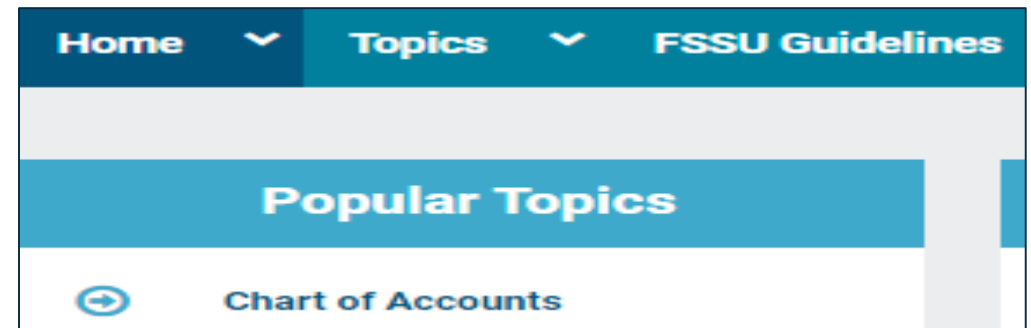
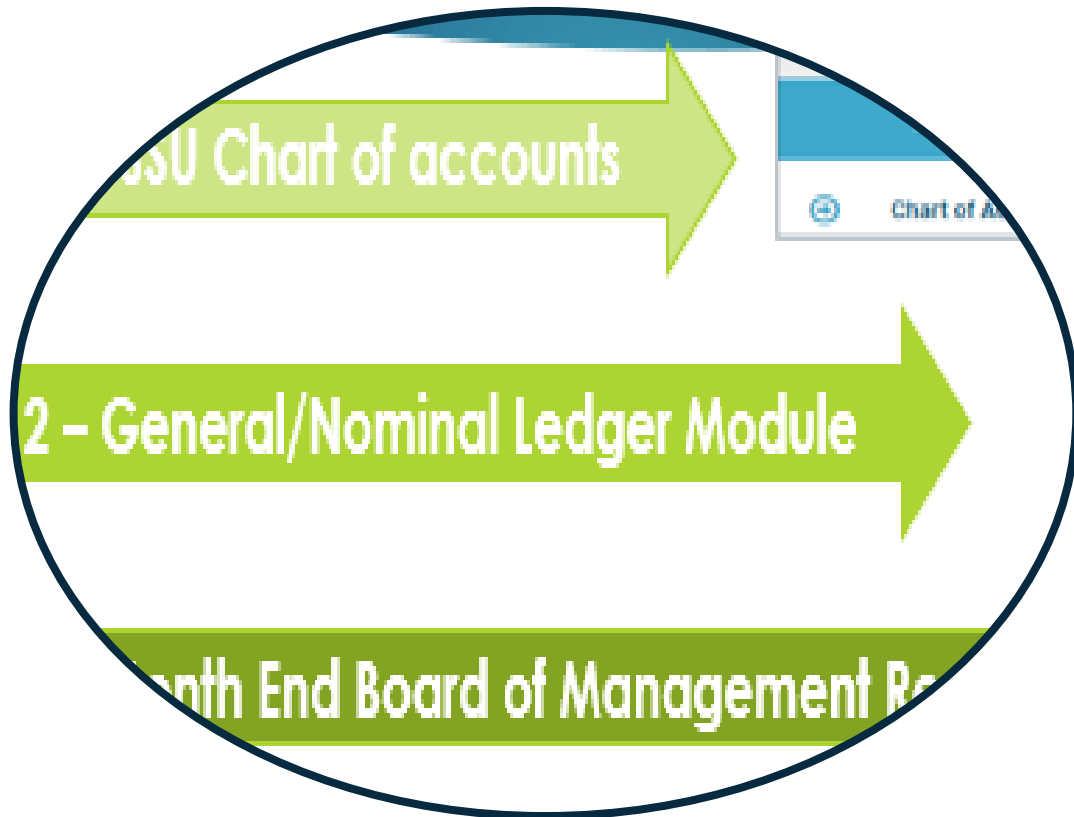
Community & Comprehensive and  
Voluntary Secondary Schools

**Return of Unspent Covid-19 Capitation funding  
supports for the 2022/2023 school year**

link to  
recording  
[here](#)

# Webinar 3

7



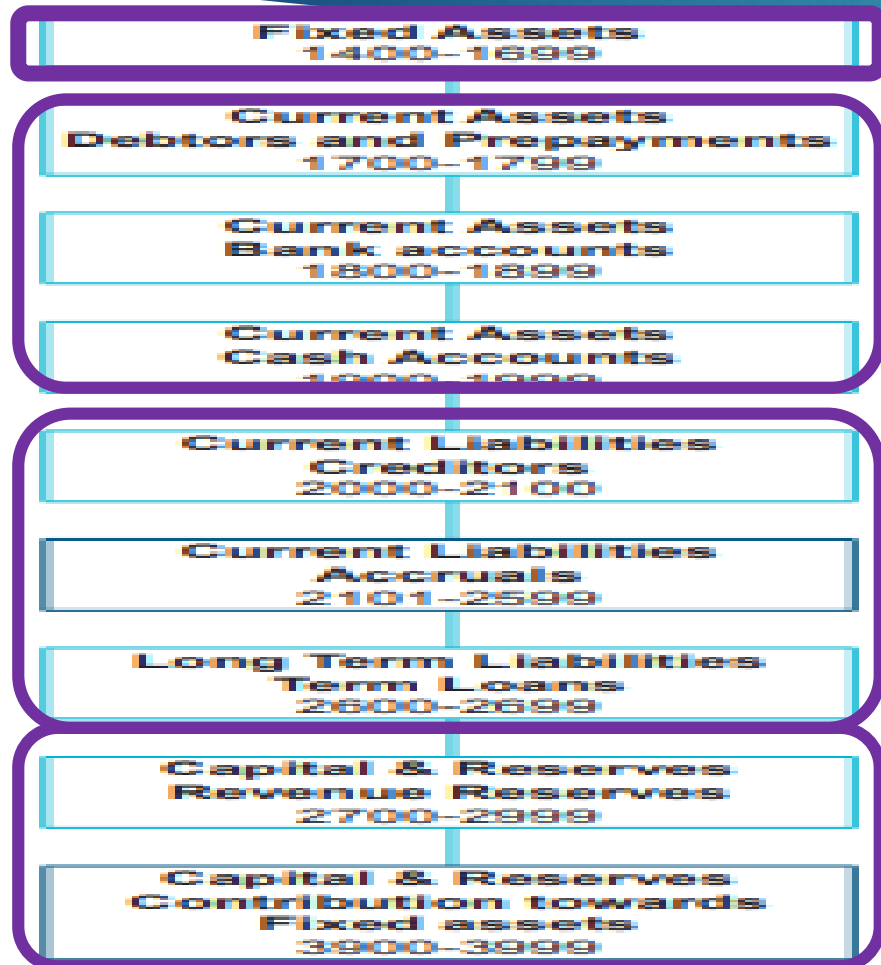
link to  
recording  
[here](#)

## 2. Reviewing the Balance Sheet





# Chart of Accounts Balance Sheet Codes



Fixed Assets



Current Assets



Current & Long-term Liabilities



Revenue Reserves &  
Contributions to Fixed Assets

# Reviewing Fixed Asset Section on Chart of Accounts

1400-1699

## Balance Sheet Codes

A/C No	Description	Type	Category
1400	Capital: Land and Buildings Cost BiFwd	Fixed Asset	Fixed Asset
1401	Capital: Land and Buildings Additions	Fixed Asset	Fixed Asset
1402	Capital: Land and Buildings Disposals	Fixed Asset	Fixed Asset
1410	Accumulated Depreciation: Land and Buildings BiFwd	Fixed Asset	Fixed Asset
1411	Depreciation: Land and Buildings Current Year	Fixed Asset	Fixed Asset
1412	Depreciation: Land and Buildings on Disposal	Fixed Asset	Fixed Asset
1420	Capital: Fixtures, Fittings and Equipment Cost BiFwd	Fixed Asset	Fixed Asset
1421	Capital: Fixtures, Fittings and Equipment Additions	Fixed Asset	Fixed Asset
1422	Capital: Fixtures, Fittings and Equipment Disposals	Fixed Asset	Fixed Asset
1425	Capital: Covid Minor Works Fixtures, Fittings and Equipment Cost BiFwd	Fixed Asset	Fixed Asset
1426	Capital: Covid Minor Works Fixtures, Fittings and Equipment Additions	Fixed Asset	Fixed Asset
1427	Capital: Covid Minor Works Fixtures, Fittings and Equipment Disposals	Fixed Asset	Fixed Asset
1430	Accumulated Depreciation: Fixtures, Fittings and Equipment BiFwd	Fixed Asset	Fixed Asset
1431	Depreciation: Fixtures, Fittings and Equipment Current Year	Fixed Asset	Fixed Asset
1432	Depreciation: Fixtures, Fittings and Equipment Disposal	Fixed Asset	Fixed Asset
1435	Accumulated Depreciation: Covid Minor Works Fixtures, Fittings and Equipment BiFwd	Fixed Asset	Fixed Asset
1436	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Current Year	Fixed Asset	Fixed Asset
1437	Depreciation: Covid Minor Works Fixtures, Fittings and Equipment Disposal	Fixed Asset	Fixed Asset
1440	Capital: Motor Vehicles Cost BiFwd	Fixed Asset	Fixed Asset
1441	Capital: Motor Vehicles Additions	Fixed Asset	Fixed Asset
1442	Capital: Motor Vehicles Disposals	Fixed Asset	Fixed Asset
1450	Accumulated Depreciation: Motor Vehicles BiFwd	Fixed Asset	Fixed Asset
1451	Depreciation: Motor Vehicles Current Year	Fixed Asset	Fixed Asset
1452	Depreciation: Motor Vehicles Disposal	Fixed Asset	Fixed Asset
1460	Capital: ICT Cost BiFwd	Fixed Asset	Fixed Asset
1461	Capital: ICT Additions	Fixed Asset	Fixed Asset
1462	Capital: ICT Disposals	Fixed Asset	Fixed Asset
1465	Capital: Covid Minor Works ICT Cost BiFwd	Fixed Asset	Fixed Asset
1466	Capital: Covid Minor Works ICT Additions	Fixed Asset	Fixed Asset
1467	Capital: Covid Minor Works ICT Disposals	Fixed Asset	Fixed Asset
1470	Accumulated Depreciation: ICT Cost BiFwd	Fixed Asset	Fixed Asset
1471	Depreciation: ICT Current Year	Fixed Asset	Fixed Asset
1472	Depreciation: ICT Disposal	Fixed Asset	Fixed Asset
1475	Accumulated Depreciation: Covid Minor Works ICT BiFwd	Fixed Asset	Fixed Asset
1476	Depreciation: Covid Minor Works ICT Current Year	Fixed Asset	Fixed Asset
1477	Depreciation: Covid Minor Works ICT Disposals	Fixed Asset	Fixed Asset
1480	Capital: Other Cost BiFwd	Fixed Asset	Fixed Asset
1481	Capital: Other Additions	Fixed Asset	Fixed Asset
1482	Capital: Other Disposals	Fixed Asset	Fixed Asset
1490	Accumulated Depreciation Other Cost BiFwd	Fixed Asset	Fixed Asset
1491	Accumulated Depreciation Other Current Year	Fixed Asset	Fixed Asset
1492	Accumulated Depreciation Other Disposals	Fixed Asset	Fixed Asset

# School Fixed Assets

## Fixtures, Fittings & Equipment

11

**Code 1421  
Capital Fixtures,  
Fittings & Equipment  
Additions**



# School Fixed Assets

## Capital ICT

12

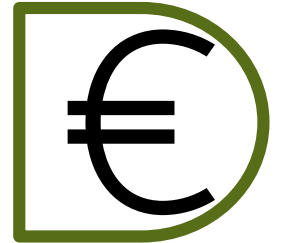
**Code 1461 ICT  
additions**



# Reviewing School Current Assets

1700 to 1999

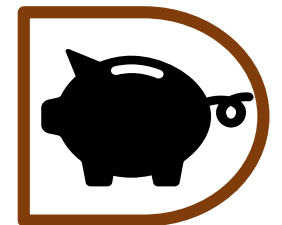
1700 to 1799 – Debtors & Prepayments



1800 to 1899 – Bank Accounts



1900 to 1999 – Cash Accounts



# Reviewing Debtors & Prepayments 1700 to 1799

1700: Sales Ledger Control



1730 Grants Due



1710: Stock



1720: Prepayments



Journal @ 31.8.2023  
Dr: Code 1720 &  
Cr: related expense

## Journals

New

Delete

View ▾

31-8-2023 DR 1730 CR 3255 SEC Grant due

### JOURNALS DETAILS

DATE	REF NO.	TYPE			
31/08/2023	Journal	Journal	<a href="#">Add Attachment</a> Max file size 4 MB.		
Code	Description	Notes	Debit	Credit	DEP
1730	Grants Due	SEC 22-23	11,540.00	0.00	AOD
3255	State Exam Income	SEC 22-23 due	0.00	11,540.00	AOD ▾

1-9-2023 CR 1730 DR 3255

### JOURNALS DETAILS

DATE	REF NO.	TYPE			
01/09/2023	SEC 22-23	Journal	<a href="#">Add Attachment</a> Max file size 4 MB.		
Code	Description	Notes	Debit	Credit	DEP
3255	State Exam Income	SEC DUE 22-23	11,540.00	0.00	AOD
1730	Grants Due	SEC 22-23 O/BAL ADJ	0.00	11,540.00	AOD ▾



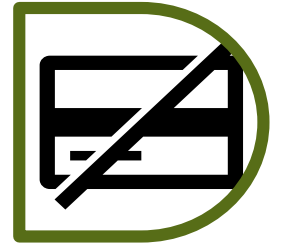
## Reviewing Bank & Cash Accounts 1800 to 1999



- ✓ Bank rec prepared for all school bank accounts in the school's name
- ✓ Confirm each bank account is reconciled to the 31.8.2023
  - ✓ Agree the balances listed in this section to the bank reconciliations
  - ✓ Ensure the bank reconciliation reports are “clean” with no differences, no old or duplicate items
  - ✓ Review old outstanding/unpresented items
- ✓ Petty cash should be the amount held in safe at 31.8.2023.
- ✓ The Parents Association bank account needs to be included

# Reviewing School Current Liabilities

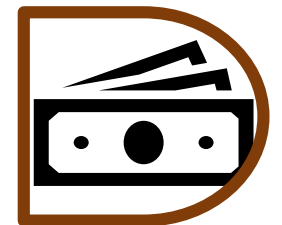
2000 to 2100 – Current  
Liabilities – Creditors



2101 to 2599 – Current  
Liabilities - Accruals



2600 to 2699 – Long  
Term Liabilities





# Review Aged Supplier Balances

17

Supplier Statements  
Chase missing items

Compare with control account  
balance, investigate differences

Review the aged  
suppliers balance  
report

Include Supplier Invoices  
up to 31.8.2023

Follow up  
Debit  
balances

Carry out  
reconciliations



# Income in advance

## 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 2022 for the school year 2022/2023.

#### Examples of school income received in advance

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



If Income in advance is currently in this Years income codes then prepare a list of this income

A journal will be required dated 31.8.2023 to

- Dr Income codes
- Cr code 2105 in the Balance sheet



# DE Grants Received in Advance

Grant	Received in	For the period	Element received in advance	Balance Sheet Code
Book Grant	June	For the next school year	100%	2151
DEIS Grant (Only in DEIS schools)	June (Timing of this may vary)	For the next school year	100%	2152
Non-Pay Grant	July	July/Aug/Sept	1/3	2150
Non-Teaching Pay Grant	July	July/Aug/Sept	1/3	2150
SSSF Grant	June	July/Aug/Sept/Oct	50%	2150

codes 2150  
to 2152

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
	€0.00		€0.00		

# 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

**Step 1:** Review the income & expenditure to calculate the amount of the grant unspent at the 31.08.2023

## Step for the Journal postings – EG below for Book Grant

**Step 2:** Post a journal dated 31.08.2023 to transfer the unspent element to the balance sheet  
- DR code 3150 CR code 2160

**Step 3:** Post a journal dated 01.09.2023 to transfer the unspent element back to the Income & Expenditure report for 23-24 –  
DR code 2160 CR 3150

# Covid Refund - URGENT



21

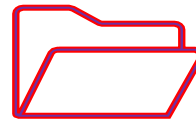
**General Ledger Account Activity** Back Print Excel Save Email

BASED ON: Period   
 PERIOD FROM: Sep-2022   
 PERIOD TO: Aug-2023   
 ACCT. CODE FROM: From   
 ACCT. CODE TO: To   
 DEP: COVID

Run Advanced Settings

Generate Report on Covid-19 Grant Income and Expenditure in Surf Accounts

1. Select Reports
2. Select General Ledger Activity Report
3. Enter period from Sep-2022 to Aug-2023
4. Select Department (DEP) -COVID
5. Generate report



Record DE Refund as a CR to 2186

## COVID-19 GRANT SUMMARY FOR THE PERIOD ENDING 31ST AUGUST 2023

The greyed out cells contain formula please do not use.

Please enter your grant income and expenditure in the appropriate orange cells in the template

	COVID Cleaning and PPE Grant		TOTAL
	COVID Cleaning Wages	COVID Cleaning Materials	TOTAL
<b>INCOME (Grants Received)</b>			
<b>Nominal/General Ledger Codes</b>	<b>3288</b>		
September 2022	124,855		124,855
March 2023	120,230		120,230
<b>TOTAL</b>	<b>145,085</b>		<b>145,085</b>
<b>EXPENDITURE</b>			
<b>Nominal/General Ledger Codes</b>	<b>5804</b>	<b>5806</b>	
Expenditure	112,650	15,656	118,306
<b>TOTAL</b>	<b>118,306</b>		<b>118,306</b>
<b>UNSPENT (OVERSPENT)</b>			
	126,779		126,779
Important The Department has not requested a refund of the COVID Minor Works grant unspent			
	Refund due		€26,779

# Review RCT & VAT Control Accounts 2270 & 2260



**The balance on RCT control account code 2270 should equate to the RCT that is owed to Revenue at 31<sup>st</sup> of August 2023**

**The VAT control account 2260 should equate to the VAT that is owed for July/August 2023 VAT3**

# Review PAYE Control account 2250

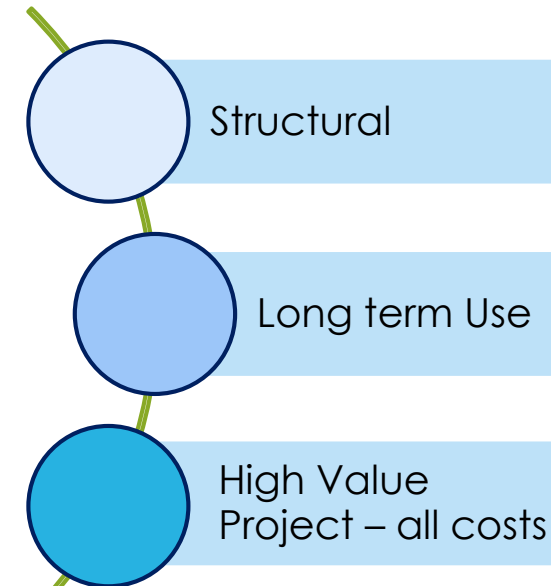
**The control  
account balance  
should equate to  
the PAYE/PRSI  
owed to Revenue  
up to 31<sup>st</sup> of  
August 2023.**

**Payroll Journals up  
to week 35 OR  
Record Revenue  
payment for  
August P30 in SURF  
@31.8.2023 – o/s  
on bank rec**



# Focus on contribution to fixed assets

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



2171 other ringfenced grants unspent



# Contribution to School Fixed Assets



**Code 3900 DE  
Building Grant  
Income**

**Code 3940  
DE Capital Building  
Grant expense**

**\*\*Code 1401  
Capital Additions to Land  
& Buildings**

*\*\*only if Land & Buildings are owed by BOM  
this applies in a small minority of schools*

# Contribution to School Fixed Assets

**Code 3920  
DE Fixtures,  
Fittings &  
Equipment Grant  
Income**

**ICT Capital  
Grant Income  
code 3921**



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

Make sure all Capital expenditure coded to the balance sheet codes

Make sure journals have posted correctly

Check control account balances

Recheck balances, or unusual items unexpected activity on account

Check for consistency in the coding used

Follow up on unusual variances

# Income & Expenditure Report review



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

Figures are reasonable and 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 - and journals have had the desired effect

**Rechecks!**

### 3. Important Dates for the diary



# 4. Reports to run at the year end

## Reports

### FAVOURITES

Aged Customer Balance Summary

Aged Supplier Balance Summary

Audit Trail

Balance Sheet

Bank Reconciliation

General Ledger Account Activity

Income&Expenditure

Trial Balance - Formatted

Dashboard

Customers

Purchases

Banking

General Ledger

CRM

Reports

Add-Ins

### CUSTOMERS

Aged Customer Balance Detailed	Price History	Sales Invoice & Credit Notes
Aged Customer Balance Summary	Product Price List	Sales Invoice Detailed
Batch Sales Invoice Print	Recurring Sales Invoice	Sales Invoice Margin
Customer Activity	Recurring Sales Invoice Detailed	Sales Quotes / Orders Report
Customer Statements	Recurring Template	

### PURCHASES

Aged Supplier Balance Detailed	Purchase Invoice & Credit Notes	Purchase Price History
Aged Supplier Balance Summary	Purchase Invoice Detailed	Supplier Activity
Batch Invoice Print	Purchase Order Report	Supplier Statements

### BANKING

Bank Reconciliation	Payments Report	Receipts Report
---------------------	-----------------	-----------------

### GENERAL LEDGER

Audit Trail	Income&Expenditure - Periodic	Trial Balance - Formatted
Balance Sheet	Intrastat Details	Trial Balance - Periodic
Budget Details	Journal Listing	VAT Return
Budget Periodic Comparison	GSS Sales VAT Report	VIES Details
General Ledger Account Activity	Return of Trading Details	Yearly Budget Comparison
Income&Expenditure	Trial Balance	



## 5. Return of Trading details or VAT RTD return

Q: What is it & how does this apply to a school?

A: If the school has operated the VAT Reverse Charge system during the year then a VAT RTD must be completed

# VAT RTD return preparation

## Preparation in advance of filing the VAT RTD form

Before you complete the VAT RTD on ROS, you should complete the table below with the VAT returned in the bi-monthly VAT 3 returns.

Vat Period	VAT on car parks and sporting facilities €	Vat @ 13.5% on subcontractors €	Vat @23% on subcontractors* €
September/October			
November/December			
January/February			
March/April			
May/June			
July/August			
TOTAL VAT			
Invoice Value	€ _____  (Total Vat divide by vat rate multiply by 100) € = Invoice Value	€ _____  (Total Vat divide by 13.5 multiply by 100) € = Invoice Value	€ _____  (Total Vat divide by 23 multiply by 100) € = Invoice Value



# VAT RTD return preparation

## Preparation in advance of filing the VAT RTD form

Before you complete the VAT RTD on ROS, you should complete the table below with the VAT returned in the bi-monthly VAT 3 returns.

Vat Period	VAT on car parks and sporting facilities €	Vat @ 13.5% on subcontractors €	Vat @23% on subcontractors* €
September/October		Nil	
November/December		€880	
January/February		€1150	
March/April		€1135	
May/June		€3165	
July/August		Nil	
<b>TOTAL VAT</b>		€6330	
Invoice Value	€ _____ (Total Vat divide by vat rate multiply by 100) € = Invoice Value	€ 46888.88 (Total Vat divide by 13.5 multiply by 100) € = Invoice Value	€ _____ (Total Vat divide by 23 multiply by 100) € = Invoice Value

# VAT RTD return on ROS

Screenshot 1: VAT RTD form on ROS

[View FAQs](#)

**RTD is due for VAT Accounting Year -**  
For traders making supplies under the 7th Directive Margin Scheme relating to the sale of second hand goods or under the Travel Agents Margin Scheme, only the margin obtained on the supply of such goods/services should be included in the figures for SUPPLIES shown.

If you have No trading details to declare for this VAT Accounting Year click the No Trade Details to Declare button:

[No Trade Details to Declare](#)

**\* Amendment of VAT Return of Trading Details:** Note that there are certain technical limitations on the processing of amendments to VAT RTDs which have been filed through ROS. These can be summarised as follows:

- 1) Amendments cannot be made to a VAT RTD on the same day that the original Return has been submitted; and
- 2) Where an amended VAT RTD has already been submitted, additional amendments cannot be made on the same day that the amended RTD has been submitted.

To avoid any delays in processing, customers are advised to ensure the accuracy of Returns before submission.

\* Denotes a required field

**Goods and/or Services**

Have you made supplies of Goods and/or Services? \*

☒ Yes ☐ No

**Goods and/or Services**

Have you made supplies of Goods and/or Services? \*

☒ Yes ☐ No

€ Values Excluding VAT

Exempt	<input type="text"/>	E3
0% Exp	<input type="text"/>	D4
0% Home	<input type="text"/>	D1
4.8%	<input type="text"/>	G5
9%	<input type="text"/>	BC5
13.5%	<input type="text"/>	ACS
5.4%	<input type="text"/>	G5
Std Rate	<input type="text"/>	P1
Total	<input type="text"/>	Z1

**Goods or Services Purchased for Resale (Irish or Intra EU acquisitions, Postponed Accounting & Non -EU Imports)**

You must record the value of goods/services at the time VAT rate applies.

Did you purchase Goods/Services for resale? \*

☐ Yes ☒ No

**Other Deductible Goods and Services (Irish or Intra-EU acquisitions, Postponed Accounting & Imports)**

You must record the value of goods/services at the time VAT rate applies.

Did you purchase goods or services that are not for resale but where VAT paid can be claimed as an input credit? \*

☐ Yes ☒ No

## 6. Summary of topics covered

1. Recapped the progress of the year end process to date

2. In depth review of the Balance sheet

3. A reminder of Important dates

4. Reports recommended at the year end

5. Completion of VAT RTD

6. Summary

## Resources available - where to get more help




- Training webinars coming in November
- Remote support through team viewer on FSSU.ie
- Additional new resource being added [here](#)
- Download today's handouts

### Videos

- Basic Financial Controls
- 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
- Payroll
- RCT and VAT

# SURF Autumn webinars schedule - save the dates

Training



Surf Accounts Webinar Training for C&C Schools

[More Info](#)

2nd November, 10am-11am

22nd November, 10am-11am

6th December, 10am-11am



**Thank You for  
attending**





# Autumn/Winter 2023 Webinars for NEW SURF USERS Webinar 4 5<sup>th</sup> October 2023

**Q&A to follow**