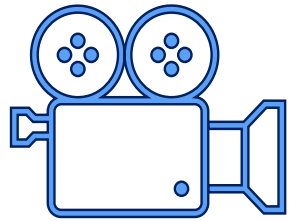




**Autumn/Winter 2023
Webinars for SURF
USERS
Webinar 5
2nd November 2023**

**New Financial Year
2023-24 & reporting to
Board of Management
at Month end**

Our webinar today

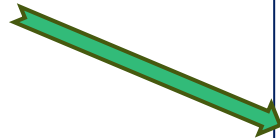


Recording



www.fssu.ie

**Q&A
Questions**



File Options View Help

Attendees still on hold

Start broadcast

Record on start

Audience view 100%

Sharing

Stopped No one sees your screen

Show Screen

Stop Showing Screen

Give Keyboard & Mouse

Change Presenter

Start Recording 12.8 GB remaining Settings

Webcam

Share My Webcam Webcams

Audio

Dashboard

Attendees: 1 of 1001 (max)

Polls (0/0)

Questions

Handouts: 0 of 5

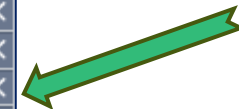
Chat

SURF test

Email



Handouts



SURF Autumn webinars schedule



New User Training

Date: Tuesday 12th September, 10am-11am

- Guidance on updating the August Year End accounts for the first time.

Date: Thursday 28th September, 10am-11am

- Focus on the Chart of Accounts
- The General/Nominal Ledger
- Month End Board of Management Reports

Preparation & Processing of the Year End 2022/2023

Date: Thursday 21st September, 10am-11am

- Key Issues for the August 2023 Accounts

Date: Thursday 5th October, 10am-11am

- Surf Accounts & Year End Reporting

Date: Thursday 2nd November, 10am-11am

- New Financial Year 2023/2024 – An overview including reporting to the Board of Management at month end.

Date: Wednesday 6th December, 10am-11am

- Surf Accounts – Working with the Accountant to finalise the Year End

Introduction to the Suppliers Module

Date: Wednesday 22nd November, 10am-11am

- An overview of the Suppliers Ledger in Surf Accounts





1. The New financial year 2023/24

- a) Tasks to complete before moving on to the new school year
- b) How to account for September 2023 transactions that are relevant to the prior year
- c) Aligning with latest FSSU Chart of Accounts
- d) Importing the budget for 2023/24

2. Reporting to the Board from Sept 2023

Agenda for today's webinar

1. New Financial Year 23/24



A. Tasks to complete before moving on with September



Bank rec
finalised for
August

Suppliers'
ledger
finalised for
August

Accounts
are with
accountant

Year-end
reports run &
reviewed

Tasks to complete before moving on with September

7

Lock the periods for the year 2022/2023

Year ended 31 Aug 2023			
Period	From	To	Locked
Oct-2022	01 Oct 2022	31 Oct 2022	<input checked="" type="checkbox"/>
Nov-2022	01 Nov 2022	30 Nov 2022	<input checked="" type="checkbox"/>
Dec-2022	01 Dec 2022	31 Dec 2022	<input checked="" type="checkbox"/>
Jan-2023	01 Jan 2023	31 Jan 2023	<input checked="" type="checkbox"/>
Feb-2023	01 Feb 2023	28 Feb 2023	<input checked="" type="checkbox"/>
Mar-2023	01 Mar 2023	31 Mar 2023	<input checked="" type="checkbox"/>
Apr-2023	01 Apr 2023	30 Apr 2023	<input checked="" type="checkbox"/>
May-2023	01 May 2023	31 May 2023	<input checked="" type="checkbox"/>
Jun-2023	01 Jun 2023	30 Jun 2023	<input checked="" type="checkbox"/>
Jul-2023	01 Jul 2023	31 Jul 2023	<input checked="" type="checkbox"/>
Aug-2023	01 Aug 2023	31 Aug 2023	<input type="checkbox"/>

Close Save Edit Change Financial Year

Tasks to complete before moving on to the new school year

Set up New Folders for the year 2023/2024



Tasks to complete before moving on to the new school year

Journal Postings at the 01.09.2023

- ✓ DE Grants in Advance
- ✓ School Income in advance
- ✓ Reversing Accruals
- ✓ Reversing Prepayments
- ✓ Ringfenced grants



Review Balance sheet at 31.08.2023

10

Balance Sheet			
Test School			
Date Range		1st Sep 2022 To 31st Aug 2023	
		2023	2022
Code	Description	Current	Comparative
		€	€
Current Liability Accruals			
2105	School Income Received in Advance	19,589	87,136
2150	Grants Received in Advance	30,500	52,351
2151	Book Grant Received in Advance	-	27,651
2161	Library book grant unspent	35,176	44,995
2165	ICT Grant Unspent	-	13,439
2168	Non Teachers Pay Budget Grant Unspent	-	1,413
2169	Covid Minor Works Grant Unspent	-	89,354
2170	Supervision and Substitution grant unspent	953	1,293
2172	Other ring fenced income unspent	-	4,759
2179	Digital divide grant unspent	-	22,311
2182	Covid PPE Grant Unspent	-	38,601
2183	Covid Enhanced Supervision Grant Unspent	-	28,073
2184	Covid Capitation for cleaning grants unspent	-	-3,588
2186	COVID Capitation for cleaning & PPE grant unspent	26,779	
2200	Net Wages Control	-454	
2220	Single Public Service Pension Scheme Control	168	427
2250	PAYE/PRSI Control	14,503	2,559
2260	VAT Control Account	4,504	
2440	Accruals	12,849	
		144,567	411,503
	Current Assets less Current Liabilities	829,782	573,391

Grants in advance 11

Covid Refund Slide 21

July/Aug Vat 3 & Aug P 30 Slides 22 & 23

Accruals Slide 17

Balance Sheet

Back

PERIOD FROM: Sep-2022

PERIOD TO: Aug-2023

DEP: ▼

Journals 01.09.2023: DE Grants in advance

Surf Accounts for C&C Schools Quick Reference Guide

Accounting for Grants Received in Advance

What are Grants received in advance?

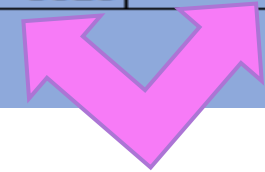
This is a grant received in the current accounting period that belongs to a future accounting year e.g., grants received between now and the 31st of August for the next school year. Below is a list of the most common grants received in advance.

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.

Journals 01.09.2023: DE Grants 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
	€0.00		€0.00		



Journals 01.09.23: DE Grants in advance

JOURNALS DETAILS

DATE 
REF NO.
TYPE 
[Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2150	Grants Received in Advance	Rec'd in advance	14,000.00	0.00	NTP
3010	Capitation/Non Pay Budget	Rec'd in advance	0.00	14,000.00	AOD
2150	Grants Received in Advance	Rec'd in advance	9,000.00	0.00	AOD
3030	Non Teachers Pay Budget	Rec'd in advance	0.00	9,000.00	AOD
2150	Grants Received in Advance	Rec'd in advance	7,500.00	0.00	AOD
3050	Ancillary/School Support Services Grant	Rec'd in advance	0.00	7,500.00	AOD
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	AOD

[Add New Line](#) [Delete](#)

Total Debit Amount 30,500.00
 Total Credit Amount 30,500.00

Balance 0.00

Handy Tip: Copy Journal feature

Journals New Delete View ▾

DATE	DESCRIPTION	REF NO.	TYPE	DEBIT	CREDIT	DEP
31 Aug 2023	Aug-2023 Journal	14	22/23 Y/e	6400	4,500.00	4,500.00

Open
Copy
Delete

Confirmation Message

✓ Do you wish to copy journal?

No Yes

JOURNALS DETAILS

DATE: 01/09/2023 📅 REF NO.: 22/23 Y/e TYPE: Journal ▾

Code	Description	Notes	Debit	Credit	DEP
6400	Accounting / Auditing Expense	Accrual for 22/23 Acct Fee KPMG	4,500.00	0.00	AOD ▾
2440	Accruals	Accrual for 22/23 Acct Fee KPMG	0.00	4,500.00	AOD

Journals 01.09.23: School 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 31st 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

- Grants received in June – Aug 23 relating to Sept 23-24 school year**
- Moving income back from the balance sheet to the I&E account for 2023/24 year**

**Journal
1-9-2023
DR 2105
CR Income
code**

Journals 01.09.2023: Reversing Accruals and Prepayments

16

Automatic journal reversal

The screenshot shows a software interface for creating a journal entry. A dropdown menu is open for the 'TYPE' field, displaying the following options: 'Journal', 'Journal Opening Balance', 'Accrual', 'Pre-payment', and 'Single Line'. The 'Pre-payment' option is highlighted in blue and enclosed in a red rectangular box. To the right of the dropdown, there is a 'Debit' field with the value '0.00'. The 'Notes' field is visible on the left side of the interface.

Journals 01.09.2023: Reversing Accruals

In Income & Expenditure A/c the charge for Accounts fee for 22/23 is accrued

General Ledger Account Activity						
Test School						
Date Range 1st Sep 2022 To 31st Aug 2023						
6400-Accounting / Auditing Expense						
Code	Date	Type	Details	Debit	Credit	Balance
6400	31/08/2023	NJRNL	Accrual for 22/23 Acct Fee KPMG	4,500.00	-	4,500.00
Totals:				€4,500.00	-	€4,500.00

In the balance sheet accrual for Fees & other items are in School Current Liabilities

2440-Accruals						
Code	Date	Type	Details	Debit	Credit	Balance
2440	31/08/2023	NJRNL	Accrual for 22/23 Acct Fee KPMG	-	4,500.00	-4,500.00
2440	31/08/2023	ACCR	Augst 2023	-	8,349.75	-12,849.75
Totals:				-	€12,849.75	-€12,849.75

In Income & Expenditure A/c the accrual is reversed the payment made in Oct has no effect on 23/24 accounts

6400-Accounting / Auditing Expense						
Code	Date	Type	Details	Debit	Credit	Balance
6400	01/09/2023	NJRNL	Reverse 22/23 Accrual KPMG	-	4,500.00	-4,500.00
6400	27/10/2023	PMT	KPMG 22/23 AUDIT FEES paid	4,500.00	-	-
Totals:				€4,500.00	€4,500.00	-

Reverse on
1-9-23
DR 2440
CR 6400

Journals 01.09.23: Reversing Prepayments

DR: Expense Code
CR: 1720 Prepayments

Journals New Delete View ▾

Journals

JOURNALS DETAILS

DATE:  REF NO.: TYPE: [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
<input type="text" value="4710"/>	School Tours Expense	Rev School Tours prepaid	4,500.00	0.00	AOD ▾
4916	Student Insurance Expense	Rev Insurance paid in adv	6,520.00	0.00	AOD
1720	Prepayments	Reverse S/tours & Insurance	0.00	11,020.00	AOD

Journals 01.09.23: Ringfenced grants unspent

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

**Journal on
1-9-23
DR 2171
CR 3294**

B. September 2023 transactions relevant to the 2022/2023 Year

Examples of payments & receipts codes	Nominal code
Refund to DE of Covid Grant unspent	2186
VAT Payment – July/Aug	2260
PAYE – August P30	2250
SEC – State Exams Commission Income due	3255

September 2023 transactions relevant to the 2022/2023 Year

COVID Refund Sept 2023

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



September 2023 transactions relevant to the 2022/2023 Year

July/Aug Vat 3 liability

Quick Payment

BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
23/09/2023	EFT	AOD	ROS RDI		Jul/Aug Vat liability	4504.00	Z 0.00% (Zero)	0.00 2260

September 2023 transactions relevant to the 2022/2023 Year

Aug P30 liability

Quick Payment

BANK ACCOUNT

1800 Current Account 1

Date	Payment Type	DEP	Ref. No.	Supplier	Notes/Payee	Amount	VAT Code	VAT Nom. Code
23/09/2023	EFT	AOD	ROS RDI		Aug P30	14503.00	Z 0.00% (Zero)	00 2250

September 2023 transactions relevant to the 2022/2023 Year

24

State Exam Receipt

Quick Receipt

BANK ACCOUNT

1800 Current Account 1

LODGEMENT NO.

LODGEMENT DATE

Bank receipt
Code to 3255

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Paid by	Amount	VAT Code	VAT Nom. Code
28/09/2023	EFT	AOD	SEC		SEC due Exams-2	16454.00	Z 0.00% (Zero)	0.00 3255

Review Balance sheet at 30-9-2023 - after journals and payments are processed

Balance Sheet

Test School		1st Sep 2023 To 30th Sep 2023	
Date Range		2024	2023
Code	Description	Current	Comparative
		€	€
Current Liability Accruals			
2105	School Income Received in Advance		87,136
2150	Grants Received in Advance	-	52,351
2151	Book Grant Received in Advance	-	27,651
2161	Library book grant unspent	35,176	44,995
2165	ICT Grant Unspent	-	13,439
2168	Non Teachers Pay Budget Grant Unspent	-	1,413
2169	Covid Minor Works Grant Unspent	-	89,354
2170	Supervision and Substitution grant unspent	953	1,293
2172	Other ring fenced income unspent	-	4,759
2179	Digital divide grant unspent	-	22,311
2182	Covid PPE Grant Unspent	-	38,601
2183	Covid Enhanced Supervision Grant Unspent	-	28,073
2184	Covid Capitation for cleaning grants unspent	-	-3,588
2186	COVID Capitation for cleaning & PPE grant unspent	-	-
2200	Net Wages Control	-564	-496
2220	Single Public Service Pension Scheme Control	198	427
2250	PAYE/PRSI Control	12,510	2,559
2260	VAT Control Account	-	-
2440	Accruals	-	1,107
		48,273	411,385
Current Assets less Current Liabilities		880,290	573,391
Total Assets less Current Liabilities		1,161,825	794,750

C. Align with FSSU Chart of Accounts 2023-24

FSSU Chart of Accounts Revised September 2023 (Effective for the year ended 31st August 2024)

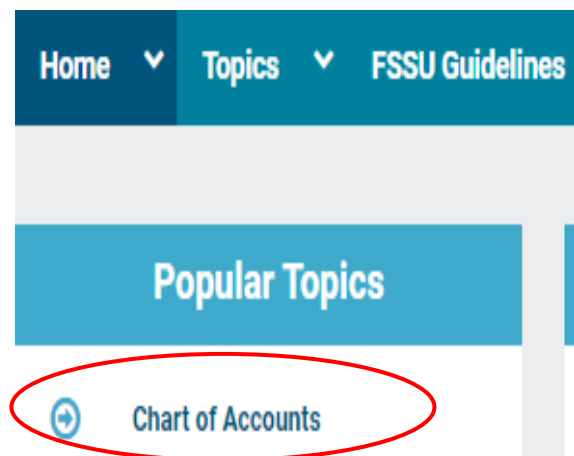
26

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
3151	Primary Free Schoolbook Grant	Income	Department of Education
3152	Primary Free Schoolbook Admin Grant	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
3210	Leaving Certificate Applied Grant	Income	Department of Education
3220	Grant for Traveller Students	Income	Department of Education
3225	Amortisation of DE Equipment Grants	Income	Department of Education
3226	Amortisation of DE ICT Grants	Income	Department of Education
3227	Amortisation of Other DE Grants	Income	Department of Education
3230	ICT Grant Non Capital	Income	Department of Education
3240	Supervision and Substitution Grant	Income	Department of Education
3245	Physics/Chemistry Grant	Income	Department of Education
3255	State Exam Income	Income	Department of Education
3260	School Excellence Fund Income	Income	Department of Education
3270	Sports Complex Grant	Income	Department of Education
3275	Minor Works Grant-Non Capital	Income	Department of Education
3276	Temporary Accommodation Grant Income	Income	Department of Education
3277	COVID Minor Works Grant	Income	Department of Education
3280	COVID Aide Grant	Income	Department of Education
3282	COVID Enhanced Supervision Grant	Income	Department of Education
3284	COVID Funding for Replacement Caretaker Hours	Income	Department of Education
3285	COVID Funding for Replacement Secretarial Hours	Income	Department of Education
3286	COVID Funding for Replacement Cleaner Hours	Income	Department of Education
3287	COVID Funding for Replacement Bus Escort Hours	Income	Department of Education
3288	COVID Capitation for Cleaning and PPE Grant	Income	Department of Education
3289	Once-Off Cost of Living Grant	Income	Department of Education
3290	Other Non Capital DE Grant Income	Income	Department of Education
3292	Standardised Testing Grant	Income	Department of Education
3293	Summer Provision Grant	Income	Department of Education

Download
the chart of
accounts
from our
website [here](#)

Aligning FSSU COA: What is new on 2023-24



Do Not Use
these Codes



3151 Primary Free Schoolbook Grant

3152 Primary Free Schoolbook Admin Grant

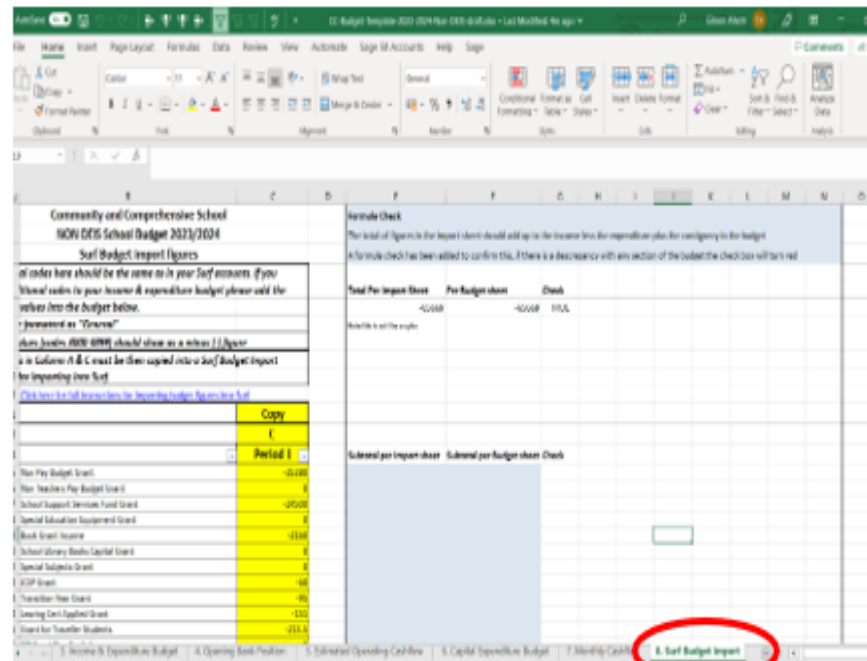
4731 Primary Free Schoolbook Grant Expense

4113 Primary Free Schoolbook Admin Salaries Expense

D. Importing the budget into SURF for 2023-24

1 C&C Budget 2023/24 New Surf Import sheet

Included in the Budget Template 2023/2024 is a sheet called "Surf Budget Import" which provides a summary of the nominal codes and the total budget figures for the year.



The details in Column A & C of this sheet can be copied into a template available in Surf, and this will enable the budget data to be imported into Surf.

accounts
by Bright

- Dashboard
- Customers >
- Purchases >
- Banking >
- General Ledger >
- CRM >
- Reports
- Add-Ins

Settings Help

Settings

GENERAL SETUP

- Business Details
- Users
- Manage Currency
- Manage Time Recording

ACCOUNTS

- Setup
- Accounting Periods
- Departments
- Intrastat

CRM

- Diary Setup
- Activity Types
- Pipeline Setup

CONTACTS

- Setup
- Categories
- Other Information
- Credit Terms

VAT

- VAT Basis
- VAT Rates
- VAT Codes
- VAT Change Wizard
- Change VAT Basis

INVOICING/PRINT TEMPLATES

- Transaction Other Information
- Print Templates
- Invoice Column Setup

DATA

- Imports
- Exports
- Year-End
- Nominal Only

E-MAIL

- Basic Setting
- Advanced Setting
- E-Mail Template

Importing the budget into SURF

Data Import

Select the type of the file you wish to import

Surf Accounts Standard Import File ▾

- Contacts - Customer/Supplier/Prospects/Business & Personal Contacts
- Product List
- Detailed Customer Invoices and Credit Notes
- Customer and Non Customer Receipts
- Summary Supplier Invoices and Credit Notes
- Journals
- Monthly Budget Import
- Stock Adjustments
- Summary Customer Invoices and Credit Notes
- Detailed Supplier Invoices and Credit Notes
- Supplier and Non Supplier Payments
- Single Line Journals
- Yearly Budget Import

Close

Next

30

Importing the budget into SURF

Data Import > Monthly Budget Import

To import **Monthly Budget Data** into **Surf Accounts** you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

Choose File No file chosen

Select Period

Select option

Select Department

Select option

Close

Previous

Import

Importing the budget into SURF

You can apply the filter in Column C

Community and Comprehensive School NON DEIS School Budget 2023/2024 Surf Budget import figures			Formula Check		
1. The nominal codes here should be the same as in your Surf accounts. If you added additional codes to your income & expenditure budget please add the codes and values into the budget below.			Total Per Import Sheet	Per Budget sheet	Check
2. Values are formatted as "General"			-34500	-34500	TRUE
3. Income values (codes 3000-3899) should show as a minus (-) figure			Note this is not the surplus		
4. The details in Column A & C must be then copied into a Surf Budget Import template for importing into Surf.					
Click here for full instructions for importing budget figures into Surf					
Copy		Copy			
A		C			
Code		Period 1			
3010	Non Pay Budget Grant	-10000	Subtotal per Import sheet Subtotal per Budget shee Check		
3030	Non Teachers Pay Budget Grant	0			
3050	School Support Services Fund Grant	-24500			
3140	Special Education Equipment Grant	0			
3150	Book Grant Income	0			
3155	School Library Books Capital Grant	0			

Importing the budget into SURF

8. Surf Budget Import

AutoSave Off

File Home

Clipboard

Wingdings 11

Search the menus

Cut

Copy

Paste Options:

Paste Special...

Smart Lookup

Insert...

Delete...

Clear Contents

Quick Analysis

	A
1	Code
2	3010
3	3030
4	3050
5	3140
6	3150
7	3155
8	3170
9	3190
10	3200

AutoSave Off

File Home Insert

Clipboard

Calibri 11

Search the menus

Cut

Copy

Paste Option

Paste Special...

Smart Lookup

Insert...

Delete...

Clear Content

	A	B
1	Code	Period 1
2	3010	-221500
3	3030	0
4	3050	-91875
5	3140	0
6	3150	-18000
7	3155	0
8	3170	0
9	3190	-3900

Importing the
budget into
SURF

Data Import > Monthly Budget Import

To import **Monthly Budget Data** into **Surf Accounts** you must use the following **Template** (click on link to download). Once you have filled in the information select your file below and press the Import Button. If there are **any** issues with the import file the information **will not** be imported then you must fix the problems and re-import.

Choose File [MonthlyBu...0 11-9.csv](#)

Select Period
Current Period

Select Department
AOD

Close Previous **Import**

Year-end process completed on Surf Accounts

Importing the budget into SURF

Budget in Surf Accounts

- > Presentation Slides
- > Guide on Entering the Budget in Surf



2. Board of Management reports



**Guide on Preparing Month End
Reports for Accounts Personnel in
Community & Comprehensive
Schools**

Guide on preparing month end reports

Step 1: Preparation before inputting information to the accounts system

Cash receipts

Remittances/Other documents supporting direct lodgements

Online payments system analysis reports

Purchase invoices

VAT/RCT records

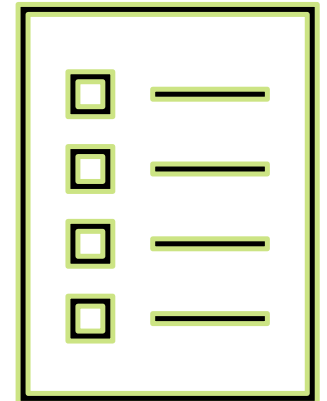
Cheque payments

Bank statements

Payroll cost reports for each payroll run

Petty cash book (if not maintained on system) and vouchers/receipts

Credit card statements and invoices/receipts



Guide on preparing month end reports

Step 2: Record in accounts-Daily/Weekly/Monthly



Record all receipts.



Input purchase supplier invoices



Reconcile all bank accounts.



Petty cash



Record all cheque payments in sequence



Record all EFT payments.



Credit card



Monthly payroll journal



From the online bank statements record any direct debits and credits.



Record the weekly payroll journal



Online payments per analysis report



RCT/VAT journals

Guide on preparing month end reports Step 3: Review the financial reports for reasonableness and accuracy

Before printing any of the reports you should review them for accuracy and reasonableness. This will be time well spent.



Board of Management Reports: Monthly Reports Checklist

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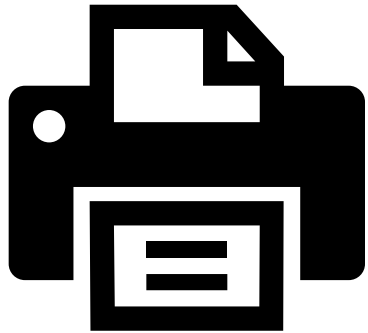


Monthly Reporting Checklist

Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
A list of balances on all school bank and cash accounts	✓	✓	✓
Bank reconciliation report for all school bank accounts	✓	✓	✓
Payments listing for all bank & cash account.	✓	✓	
Receipts listing for bank & cash accounts	✓	✓	

Guide on preparing month end reports

Step 4: Generate and print/save final reports



[FSSU](#) > [Post-Primary](#) > [Topics](#) > [Surf Accounts](#) > Guide on Preparing Month End Reports

Board of Management Reports: In SURF Accounts

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The screenshot displays the Surf accounts software interface. On the left is a blue sidebar with the Surf accounts logo (by Bright) and a navigation menu with items: Dashboard, Customers, Purchases, Banking, General Ledger, CRM, and Reports. The main content area is titled 'Reports' and features a 'FAVOURITES' section with a list of report types, each with a star icon on the right. The reports listed are: Aged Supplier Balance Detailed, Balance Sheet, Bank Reconciliation, General Ledger Account Activity, Income&Expenditure, Trial Balance, and Trial Balance - Formatted. At the top of the interface, there are navigation elements including 'Create New', 'Need Help?', and 'Demo C&C School'.

FAVOURITES	
Aged Supplier Balance Detailed	★
Balance Sheet	★
Bank Reconciliation	★
General Ledger Account Activity	★
Income&Expenditure	★
Trial Balance	★
Trial Balance - Formatted	★

Board of Management Reports: Further Information/Training

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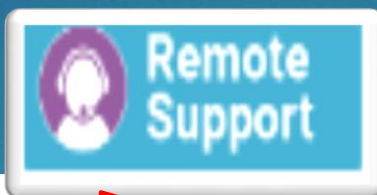
- ✓ For Webinars that covered board reporting extensively see the links to these on the right here
- ✓ The short training videos section has a session on Monthly reports the link to that is on the right here too



- 1. Moving on with new School year 2023/24**
 - A. Tasks to complete before moving on to the new school year**
 - B. How to account for September 2023 transactions that are relevant to the prior year**
 - C. Aligning with latest FSSU Chart of Accounts**
 - D. Importing the budget for 2023/24**
- 2. Reporting to the Board from Sept 2023**

**Summary of
today's topics**

Resources available – where to get more help



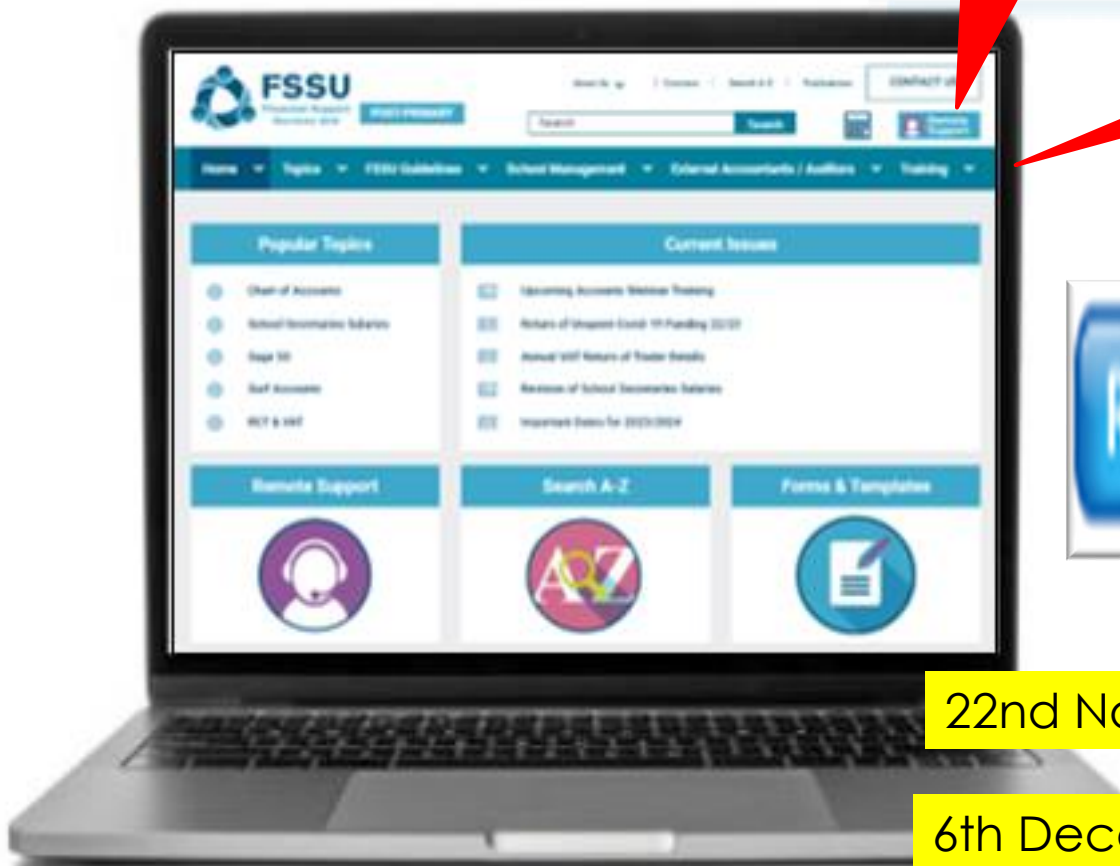
Videos

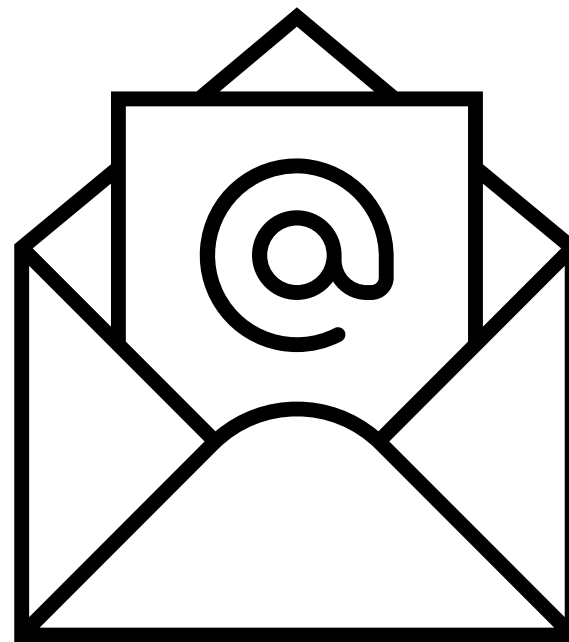
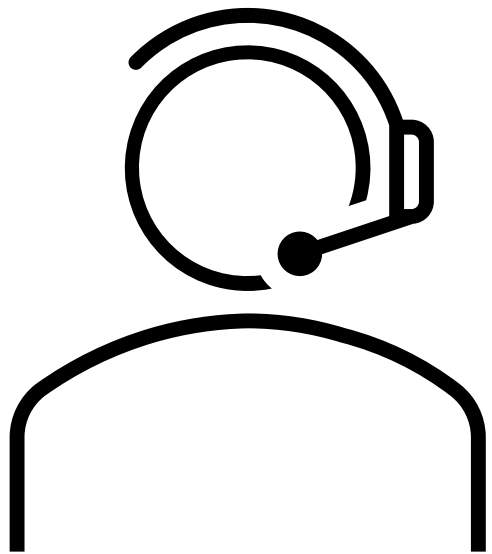
- Basic Financial Controls
- Chart of Accounts
- Department of Education Grant Income – C&C only
- Department of Education Grant Income – VSS only
- Overview of Common Accounting & Bookkeeping Terms
- Surf Accounts for New Users – C&C only
- Sage Accounts for New Users – VSS only
- Month End Process
- Monthly Financial Reports
- Payroll
- RCT and VAT



22nd November 10am

6th December 10am





Contact details:

Post Primary Team 01 2690677

email: info@fssu.ie



**Thank You for
attending**





Autumn/Winter 2023 Webinars for SURF USERS

Webinar 5

2nd November 2023

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Q&A to follow