Surf accounts by Bright

Autumn/Winter 2023 Webinars for SURF USERS

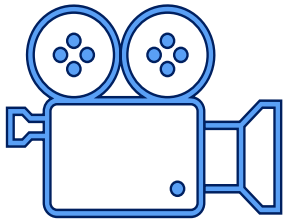
Webinar 5

2nd November 2023

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

FSSU Financial Support Services Unit

Our webinar today

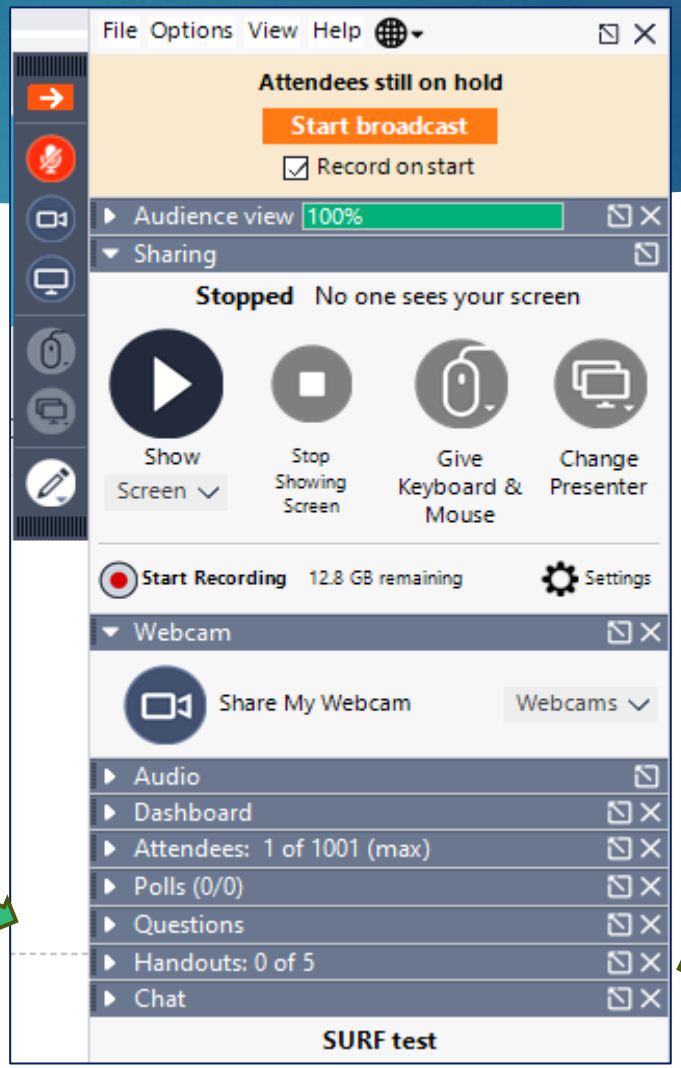


Recording

Q&A

Questions

www.fssu.ie



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 overivew 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

Tasks to complete before moving on with September

Lock the periods for the year 2022/2023

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

Balance Sheet

Test School

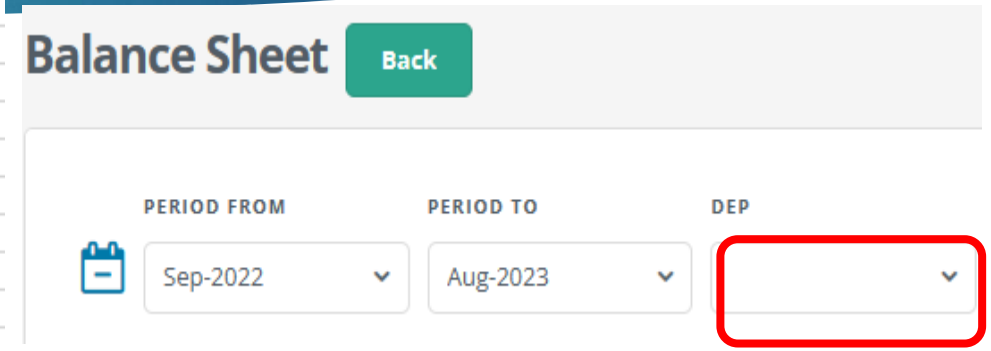
Date Range		1st Sep 2022 To 31st Aug 2023	
		2023	2022
Code	Description	Current	Comparative
		€	€
Current Liability Accruals			
2105	School Income Received in Advance	19,589	87,136
2150	Grants Received in Advance	30,500	52,351
2151	Book Grant Received in Advance	-	27,651
2161	Library book grant unspent	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	
	Current Assets less Current Liabilities	**829,782**	**573,391**

Grants in advance 11

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

Covid Refund Slide 21

Accruals Slide 17



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

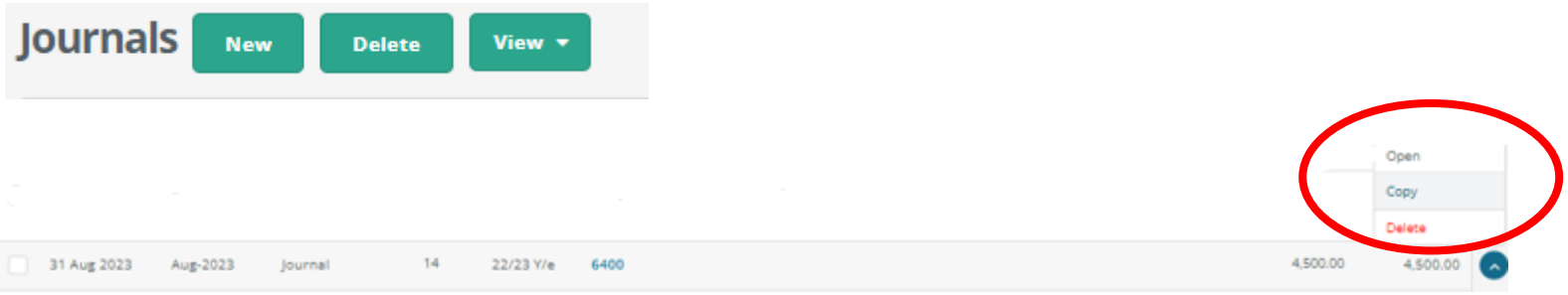
DATE: 01/09/2023 | REF NO.: Y/e Adjust | TYPE: Journal | Add Attachment (Max file size 4 MB.)

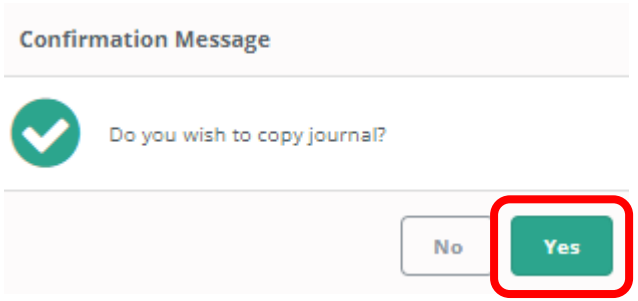
Code	Description	Notes	Debit	Credit	DEP
2150	Grants Received in Advance	Rec'd in advance	14,000.00	0.00	NTP
3010	Capitation/Non Pay Budget	Rec'd in advance	0.00	14,000.00	AOD
2150	Grants Received in Advance	Rec'd in advance	9,000.00	0.00	AOD
3030	Non Teachers Pay Budget	Rec'din advance	0.00	9,000.00	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
			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



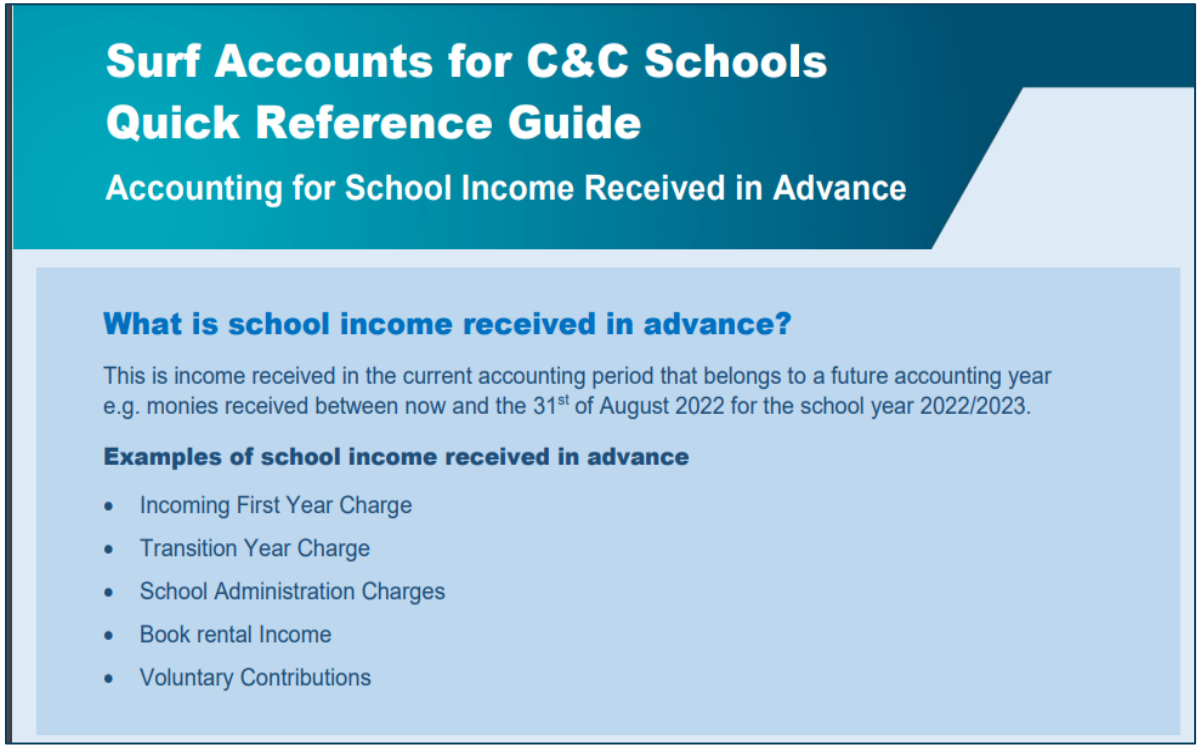


JOURNALS DETAILS

DATE	REF NO.	TYPE
01/09/2023	22/23 Y/e	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

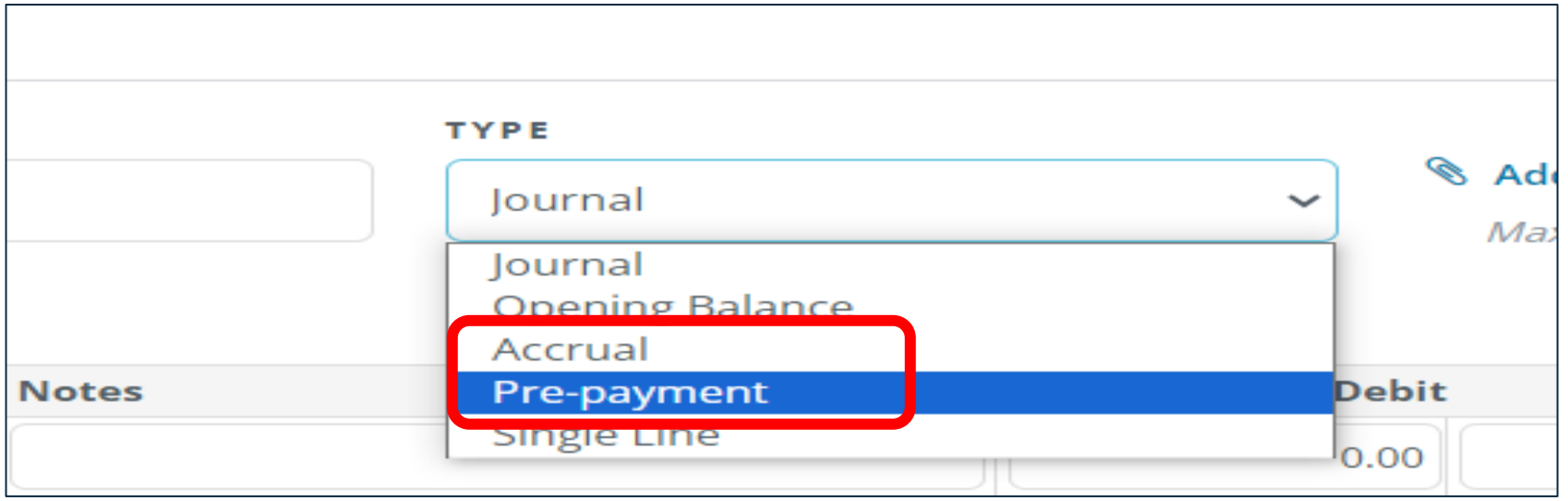
- Incoming First Year Charge
- Transition Year Charge
- School Administration Charges
- Book rental Income
- Voluntary Contributions

a) **Grants received in June – Aug 23 relating to Sept 23-24 school year**
b) **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

Automatic journal reversal



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

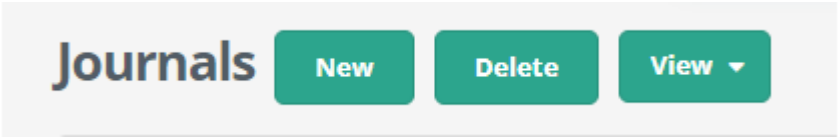
6400-Accounting / Auditing Expense

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

JOURNALS DETAILS

DATE: 01/09/2023 | REF NO.: Reverse | TYPE: Journal | Add Attachment (Max file size 4 MB.)

Code	Description	Notes	Debit	Credit	DEP
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

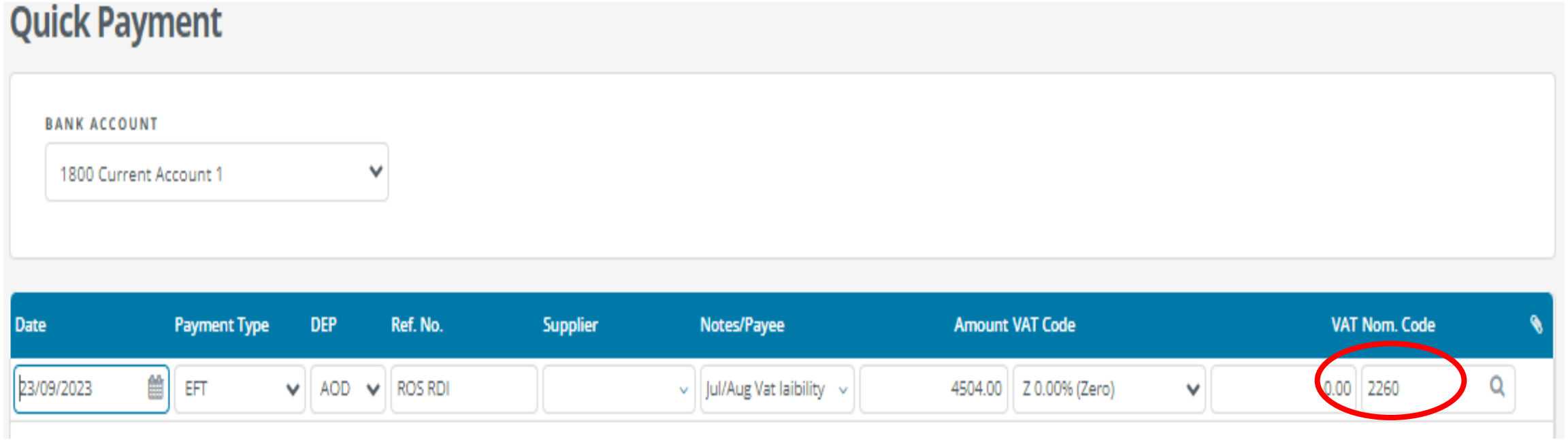
September 2023 transactions relevant to the 2022/2023 Year

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**

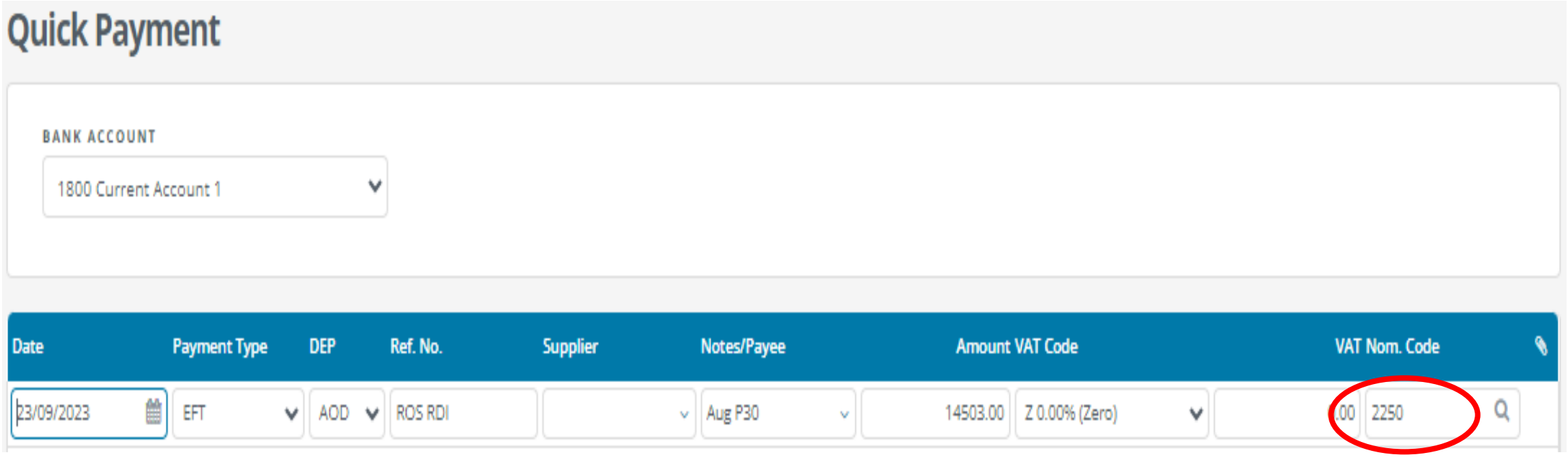
September 2023 transactions relevant to the 2022/2023 Year

July/Aug Vat 3 liability



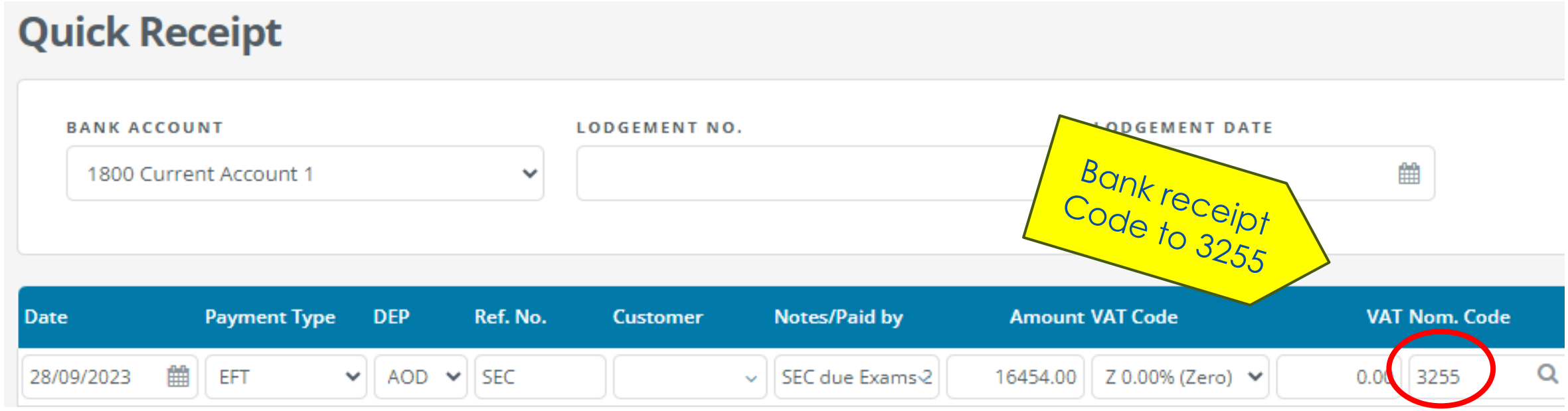
September 2023 transactions relevant to the 2022/2023 Year

Aug P30 liability



September 2023 transactions relevant to the 2022/2023 Year

State Exam Receipt



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

Balance Sheet

Test School

Date Range		1st Sep 2023 To 30th Sep 2023	
		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

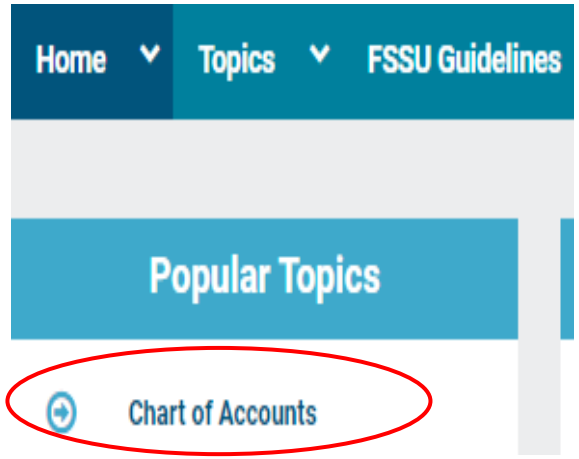
(Effective for the year ended 31st August 2024)

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	Depar
3230	ICT Grant Non Capital	Income	Depart
3240	Supervision and Substitution Grant	Income	Departm
3245	Physics/Chemistry Grant	Income	Departm
3255	State Exam Income	Income	Departme
3260	School Excellence Fund Income	Income	Departme
3270	Sports Complex Grant	Income	Departme
3275	Minor Works Grant-Non Capital	Income	Depart
3276	Temporary Accommodation Grant Income	Income	Dep
3277	COVID Minor Works Grant	Income	D
3280	COVID Aide Grant	Income	
3282	COVID Enhanced Supervision Grant	Income	
3284	COVID Funding for Replacement Caretaker Hours	Income	D
3285	COVID Funding for Replacement Secretarial Hours	Income	Departm
3286	COVID Funding for Replacement Cleaner Hours	Income	Department of Ed
3287	COVID Funding for Replacement Bus Escort Hours	Income	Department of Edu
3288	COVID Capitation for Cleaning and PPE Grant	Income	Department of Educ
3289	Once-Off Cost of Living Grant	Income	Department of Educa
3290	Other Non Capital DE Grant Income	Income	Department of Educa
3292	Standardised Testing Grant	Income	Department of Educati
3293	Summer Provision Grant	Income	Department of Educatio

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

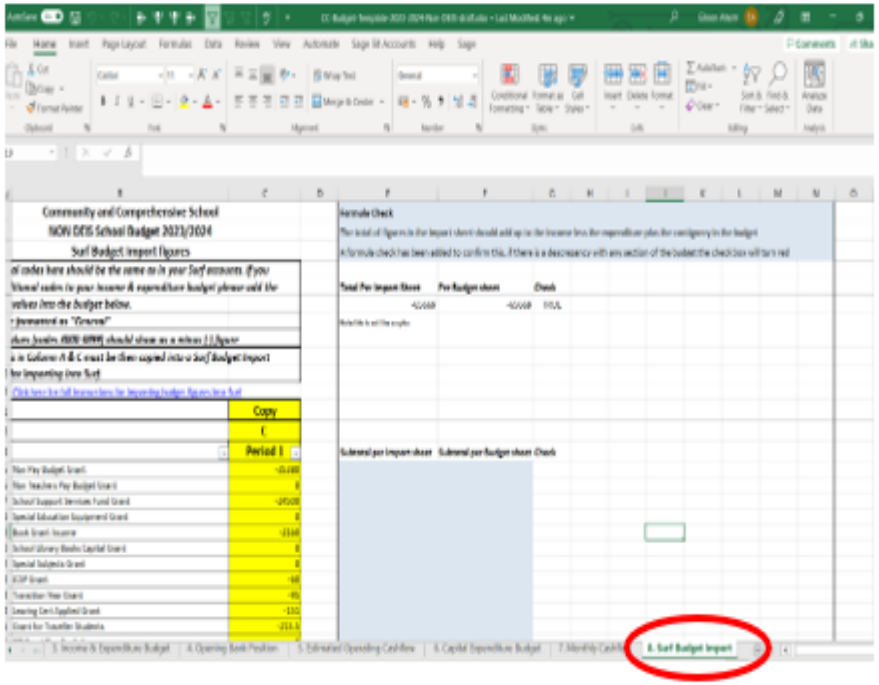
FSSU Financial Support Services Unit

Surf Accounts

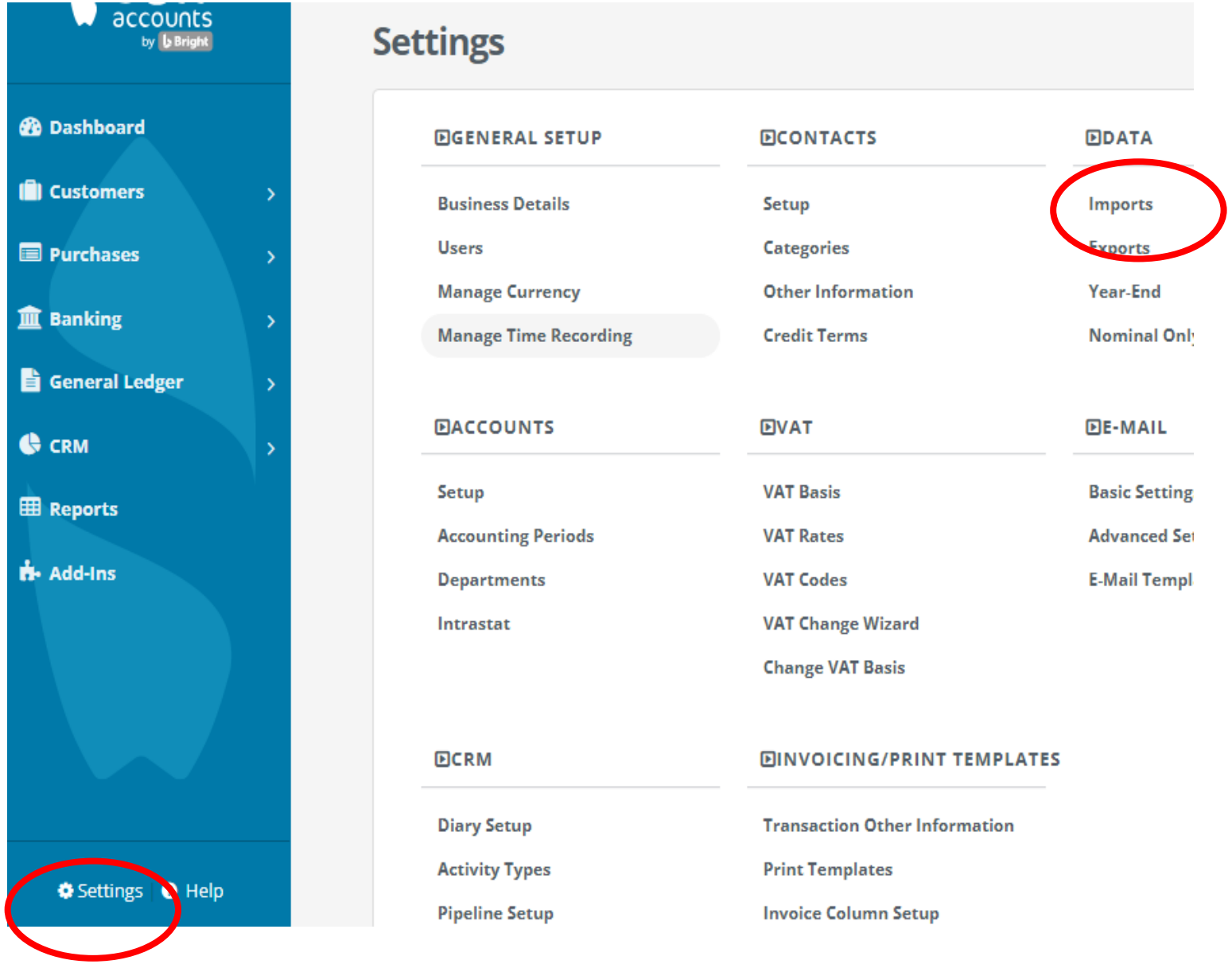
Importing the Budget

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.

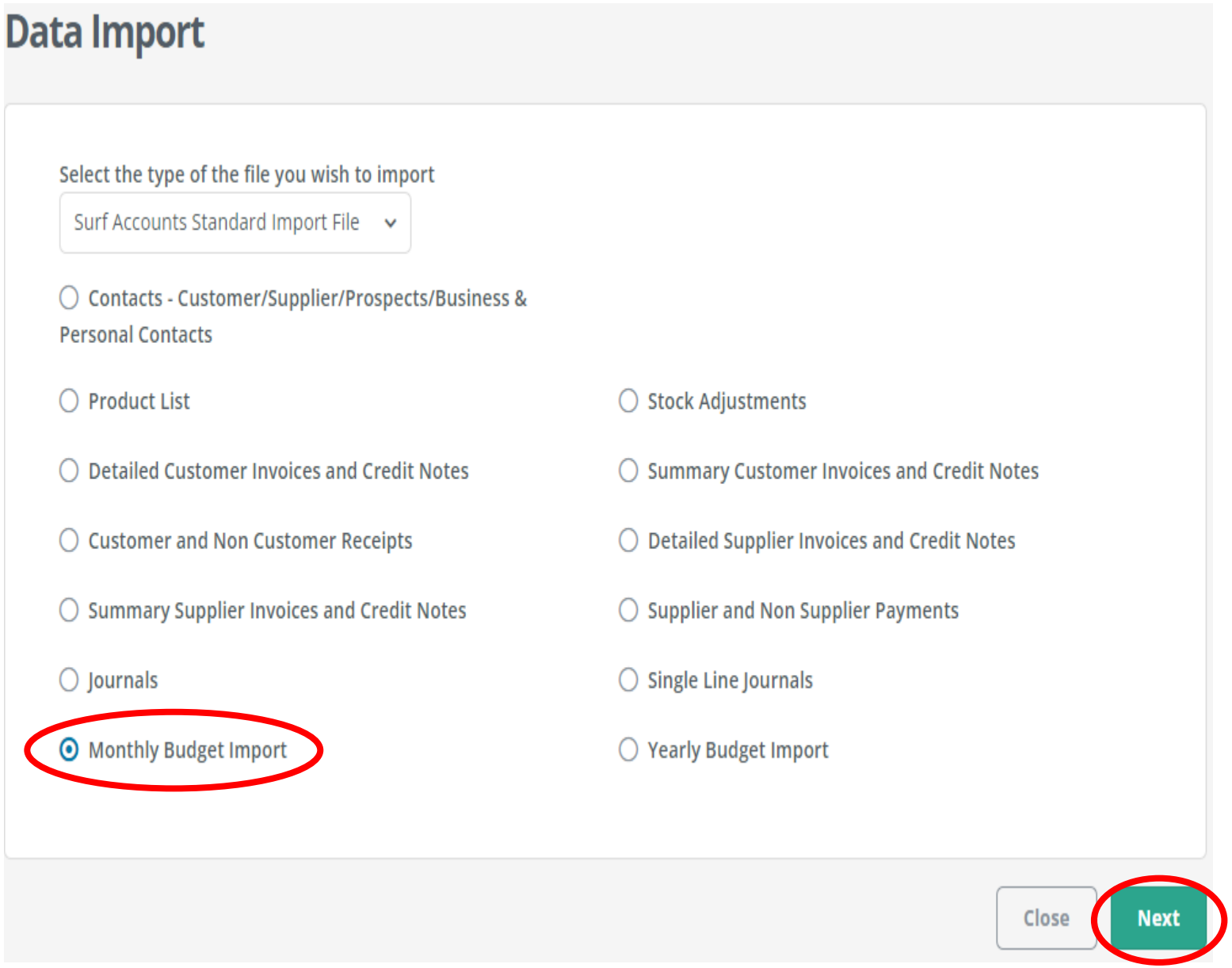


The details in Column A & C of this sheet can be copied into a template available in Surf, and this will enable the budget data to be imported into Surf.

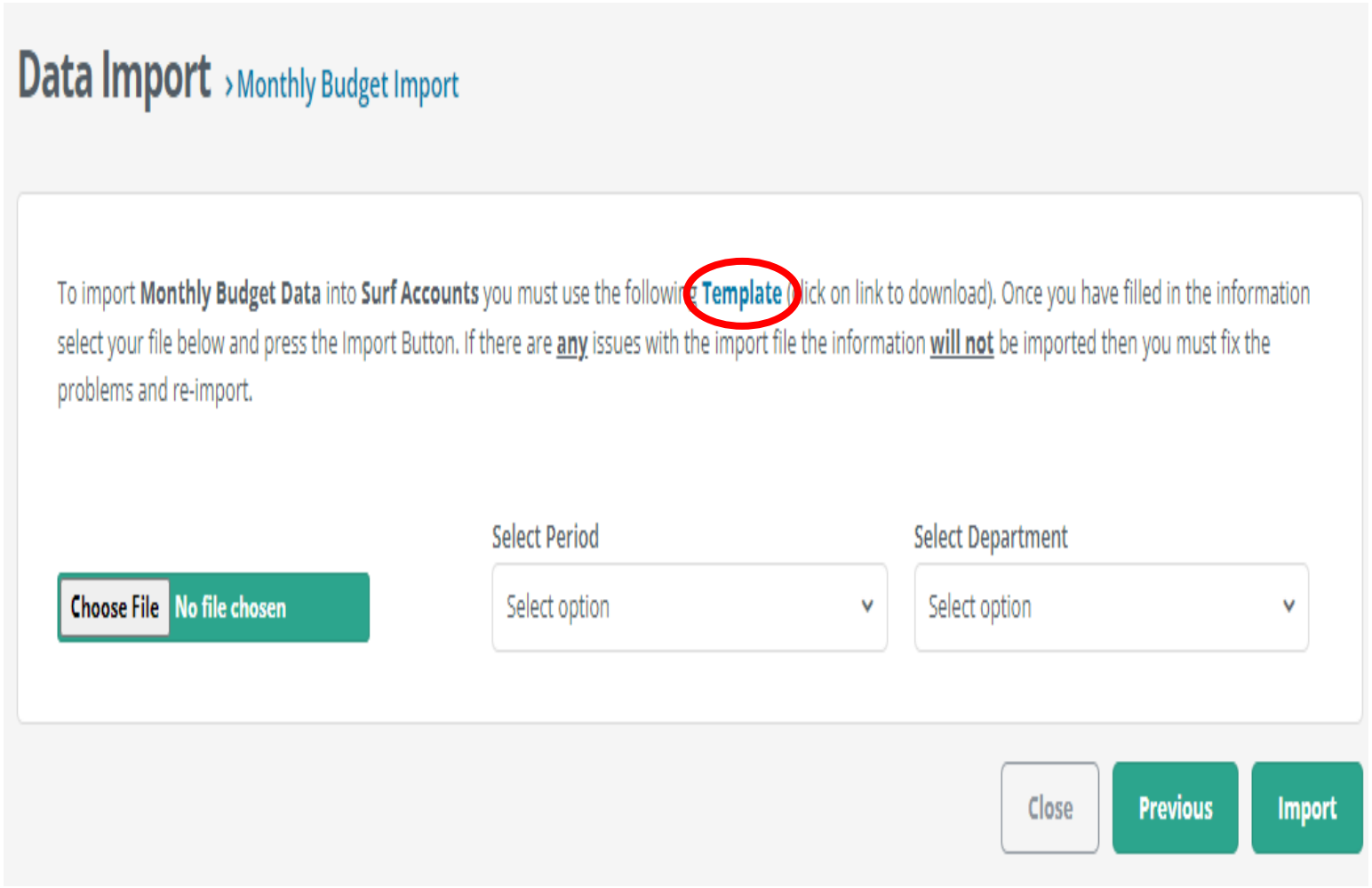


Importing the budget into SURF

Importing the budget into SURF

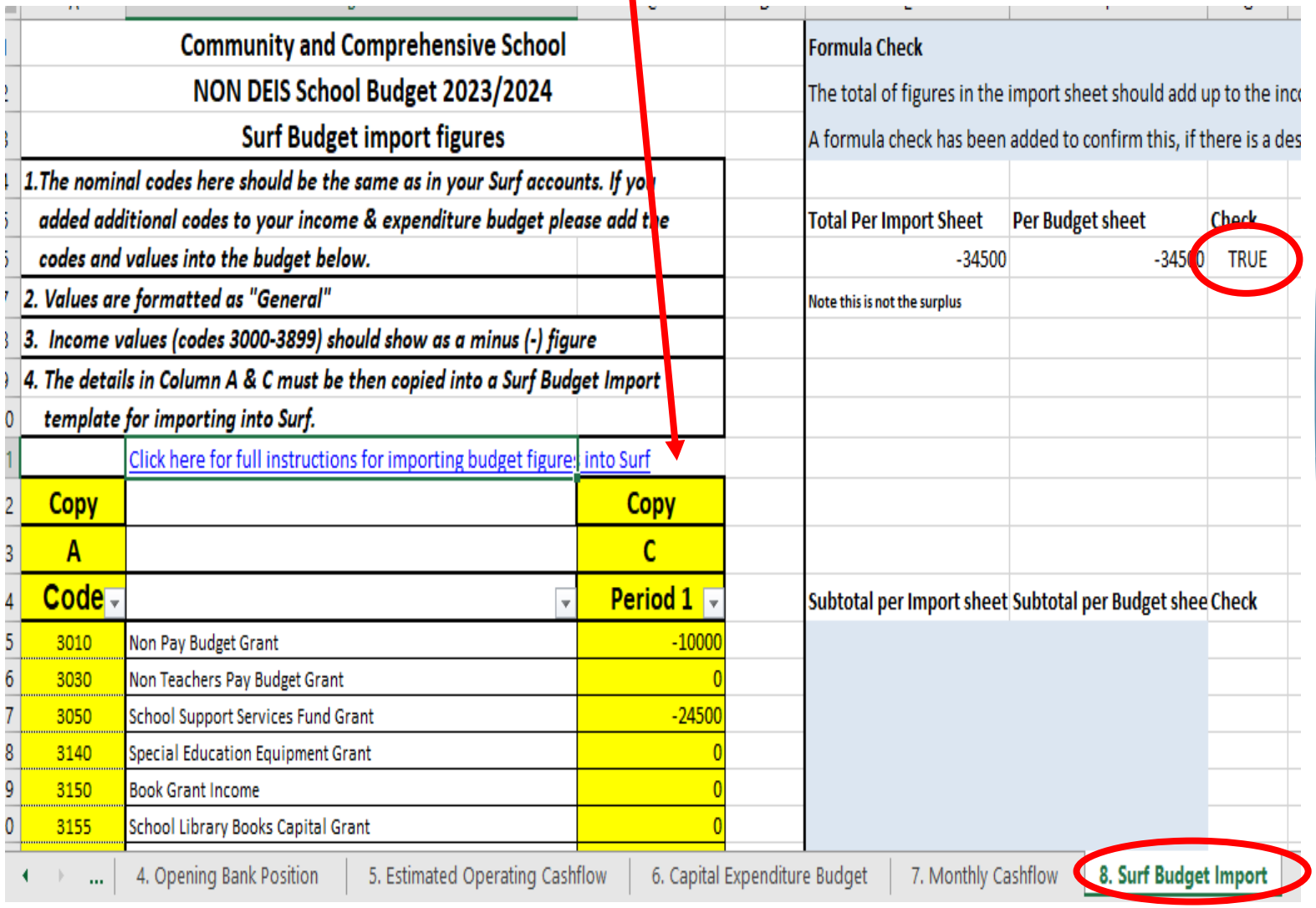


Importing the budget into SURF



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

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.

2. Values are formatted as "General"

3. Income values (codes 3000-3899) should show as a minus (-) figure

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 A Code		Copy C Period 1
3010	Non Pay Budget Grant	-10000
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

Formula Check

The total of figures in the import sheet should add up to the inc

A formula check has been added to confirm this, if there is a des

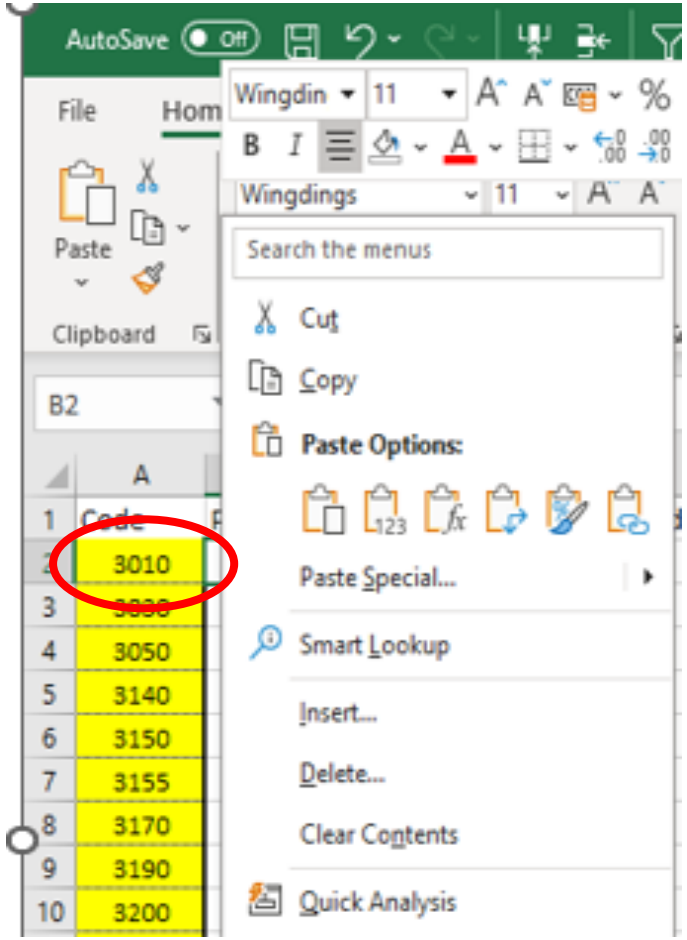
Total Per Import Sheet	Per Budget sheet	Check
-34500	-34500	TRUE

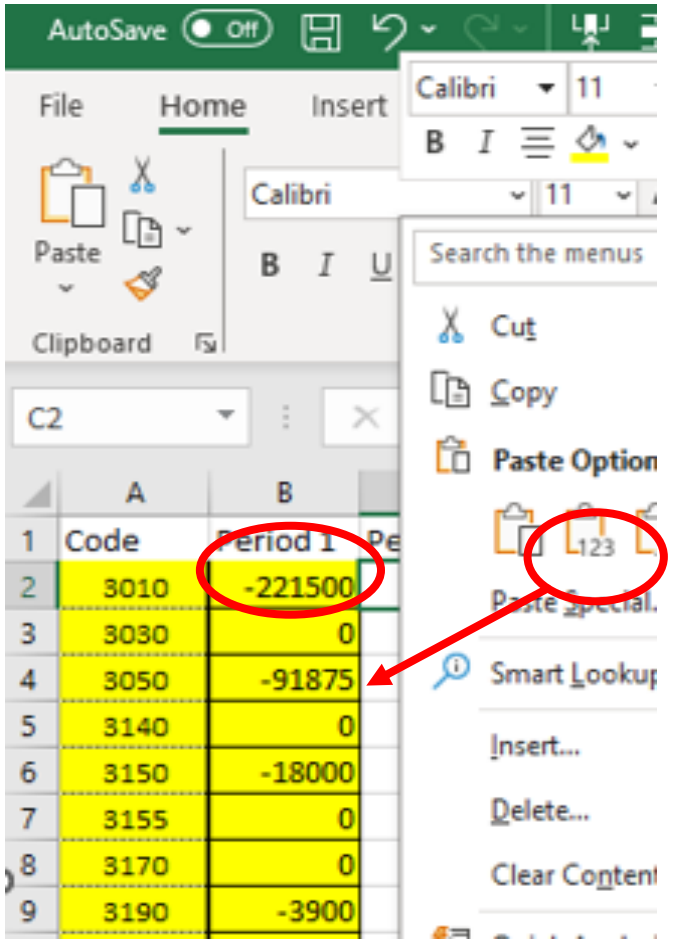
Note this is not the surplus

Subtotal per Import sheet	Subtotal per Budget shee	Check

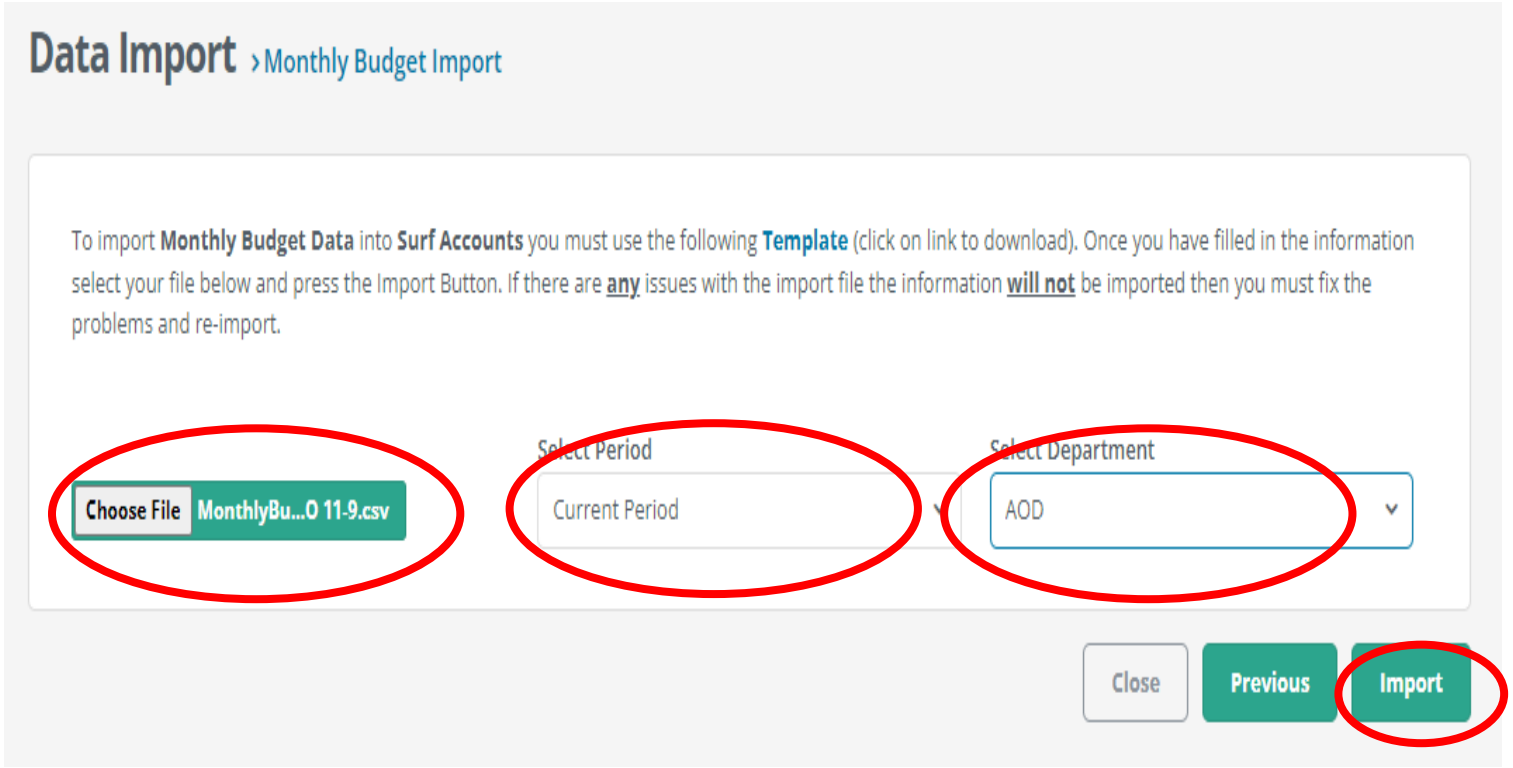
... 4. Opening Bank Position | 5. Estimated Operating Cashflow | 6. Capital Expenditure Budget | 7. Monthly Cashflow | 8. Surf Budget Import

Importing the budget into SURF



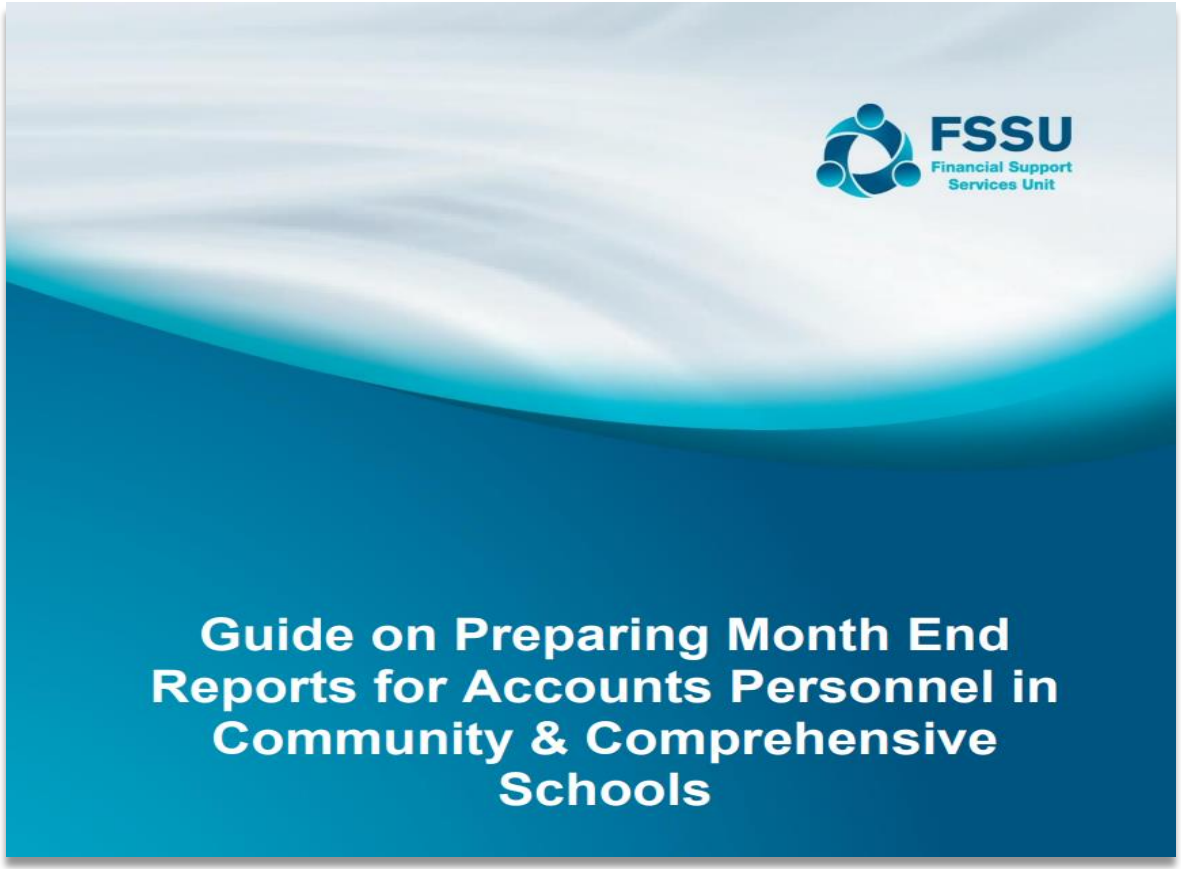


Importing the budget into SURF



Year-end process completed on Surf Accounts

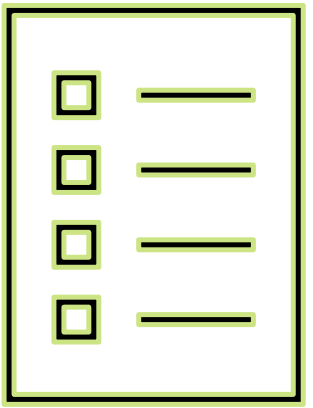
2. Board of Management reports



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

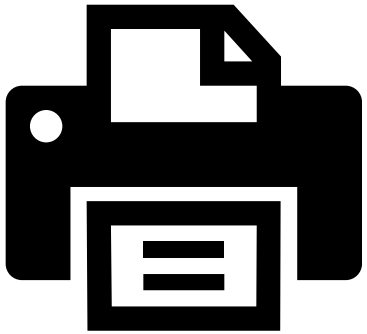
Before printing any of the reports you should review them for accuracy and reasonableness. This will be time well spent.

Board of Management Reports: Monthly Reports Checklist

Monthly Reporting Checklist

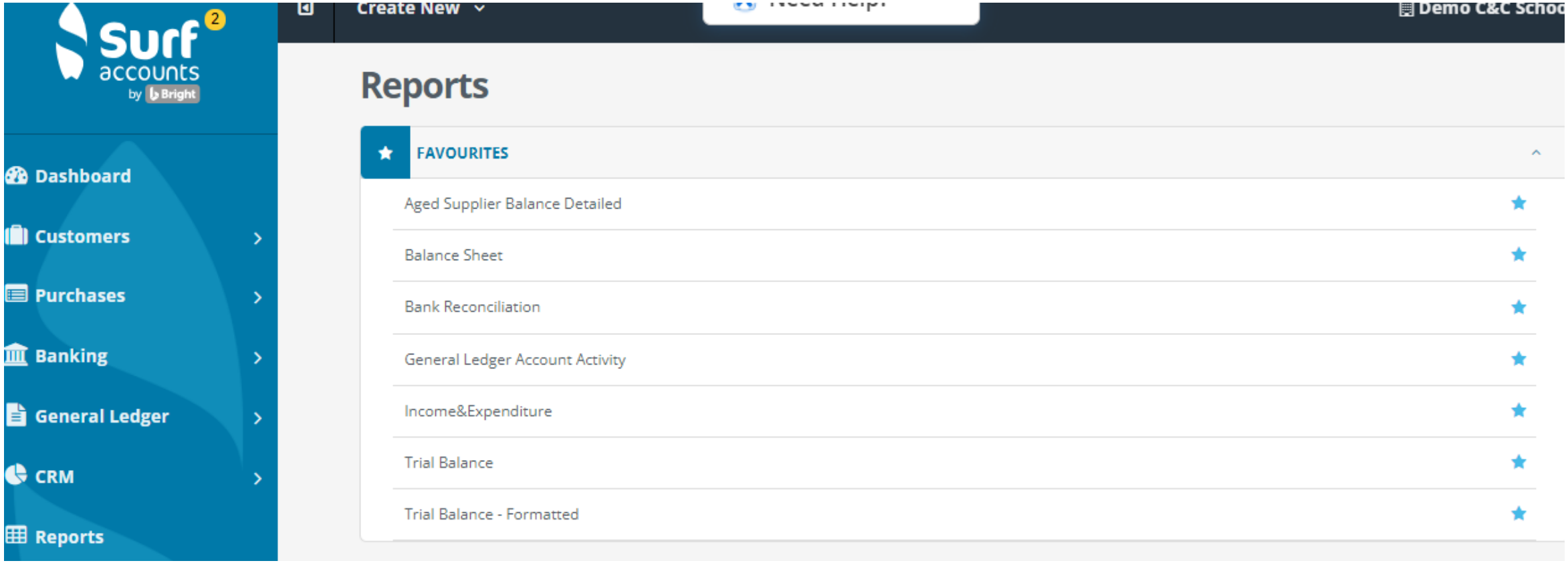
Report Title	Monthly Accounts file	Finance sub-committee meeting	Board of Management meeting
A list of balances on all school bank and cash accounts	✓	✓	✓
Bank reconciliation report for all school bank accounts	✓	✓	✓
Payments listing for all bank & cash account.	✓	✓	
Receipts listing for bank & cash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

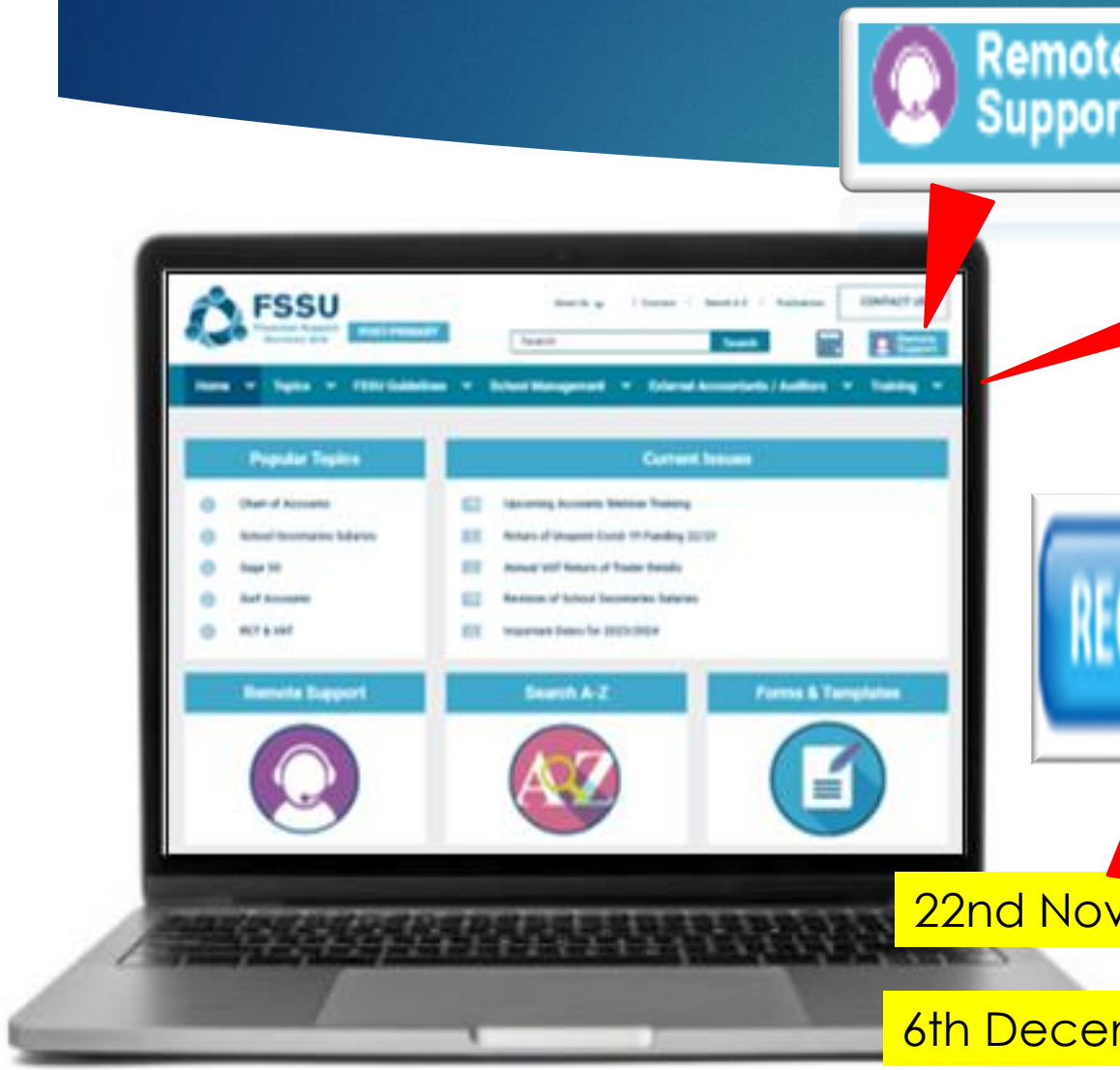


Board of Management Reports: Further Information/Training

- ✓ 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

Summary of todays topics

Resources available – where to get more help



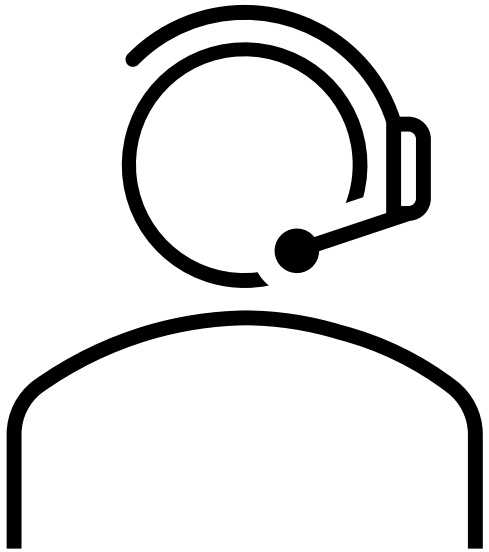
REGISTER

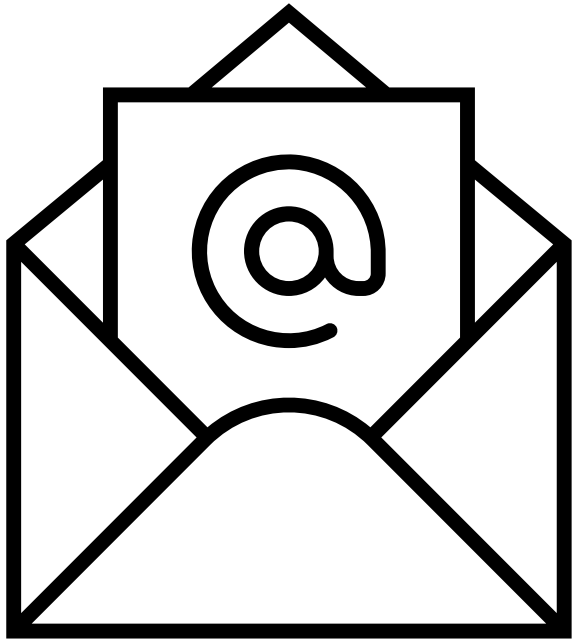
22nd November 10am

6th December 10am

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





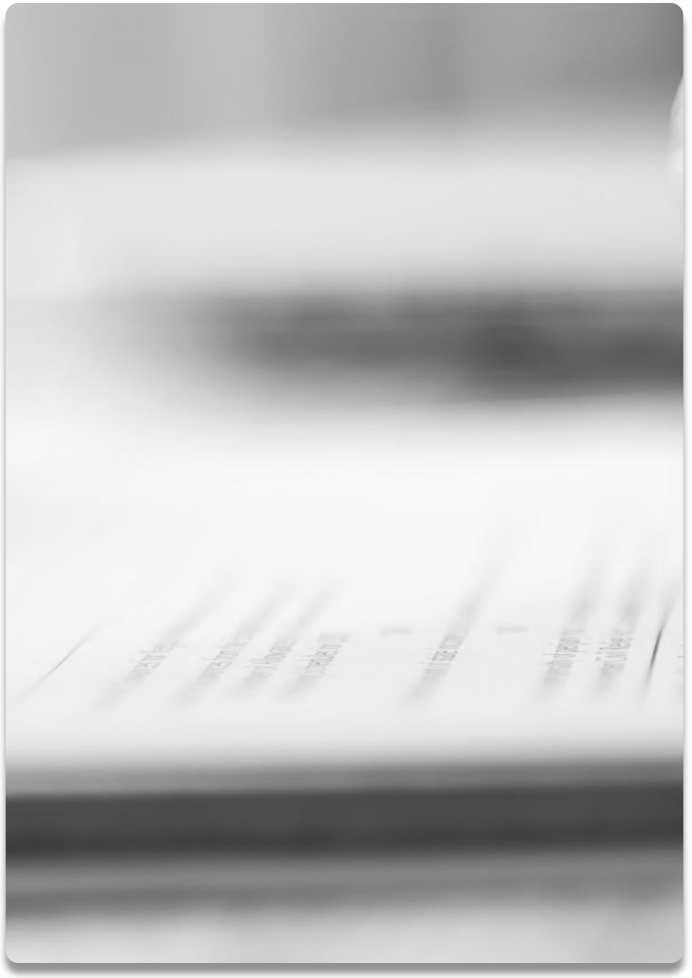
Contact details:

Post Primary Team 01 2690677

email: info@fssu.ie

FSSU
Financial Support Services Unit

Thank You for attending



Surf accounts by Bright

Autumn/Winter 2023 Webinars for SURF USERS

Webinar 5

2nd November 2023

Q&A to follow

FSSU Financial Support Services Unit