

**Autumn/Winter 2023
Webinars for
BrightBooks USERS
Webinar 7
6th December 2023**

**Working with the
Accountant to finalise
the Year end**

SURF is now BrightBooks




- Overview
- Customers
- Purchases**
- Banking
- General Ledger
- CRM
- Reports
- Add-ins

Purchases

Suppliers Payees Orders Invoices & Credit Notes Opening Supplier Balances

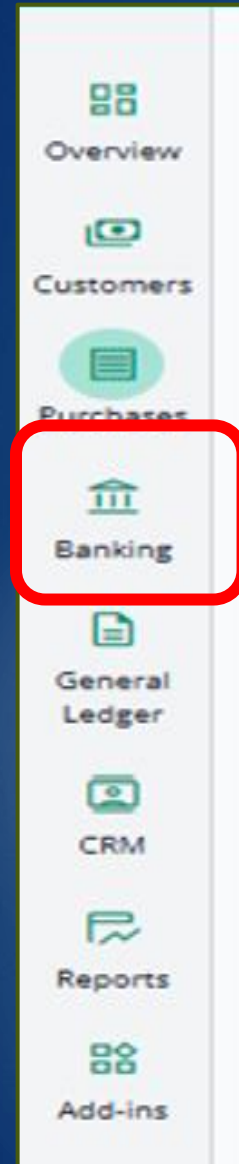
€0.00 MONTH TO DATE	€13,578.39 YEAR TO DATE	€10,818.39 UNPAID	6 INVOICES INVOICES DUE
------------------------	----------------------------	----------------------	----------------------------

Suppliers

Delete  New

Purchases Menu

Banking Menu



Banking

[Bank Accounts](#) [Receipts](#) [Payments](#) [Bank Reconciliation](#) [Bank Feeds](#)

Bank Accounts [How to add Bank Accounts & Connect for Automatic Feeds? !\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\)](#)



New

DEASP School Meal Bank
Account

Reconciled: Never

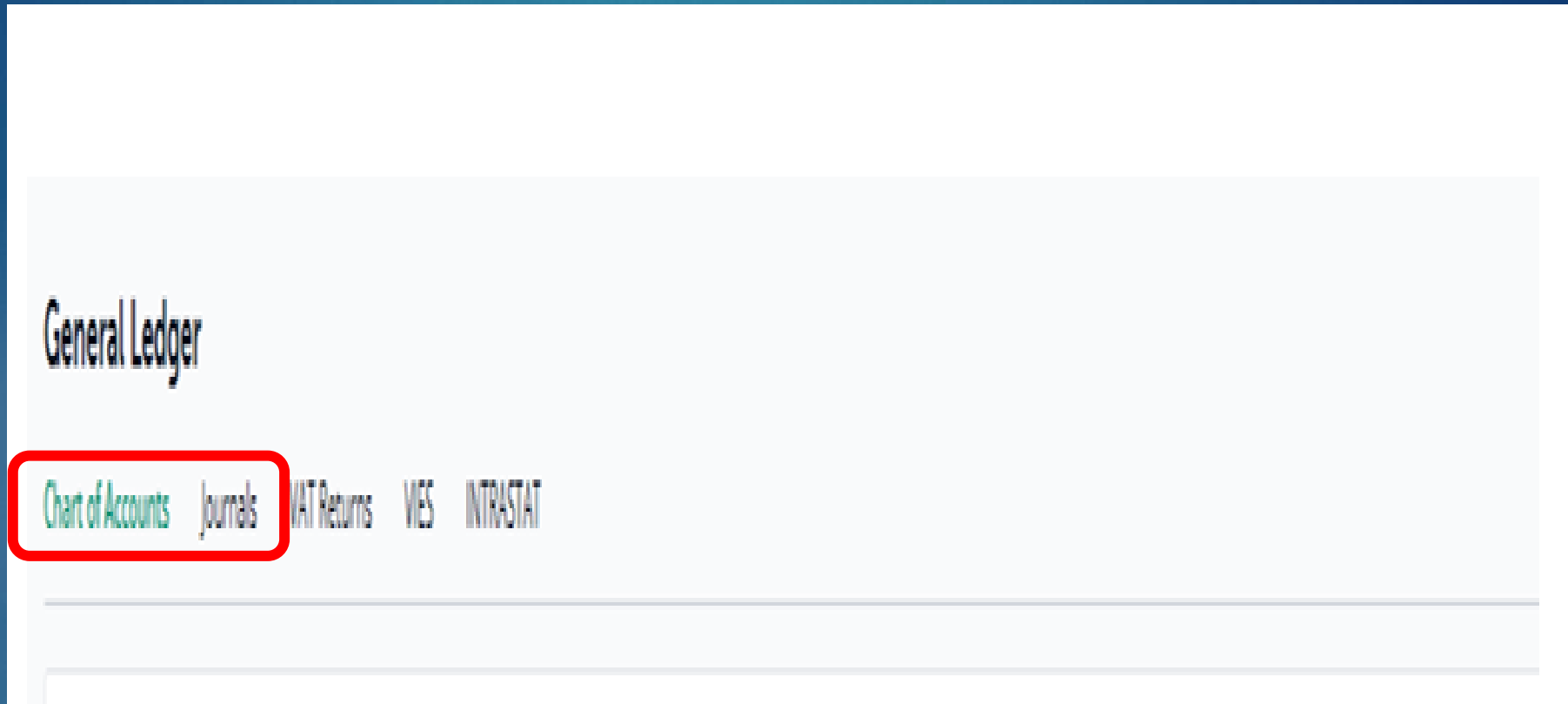
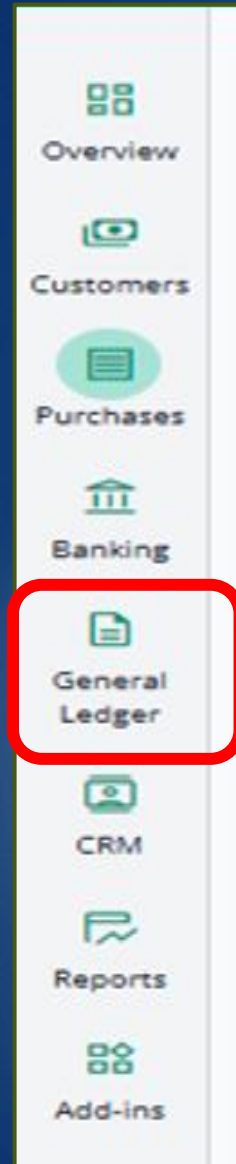


Current Account 3

Reconciled: Never



General Ledger Menu



Reports Menu

- Overview
- Customers
- Purchases
- Banking
- General Ledger
- CRM
- Reports**
- Add-ins

Report

Favourites

Aged Supplier Balance Detailed

Balance Sheet

Bank Reconciliation

General Ledger Account Activity

Income&Expenditure

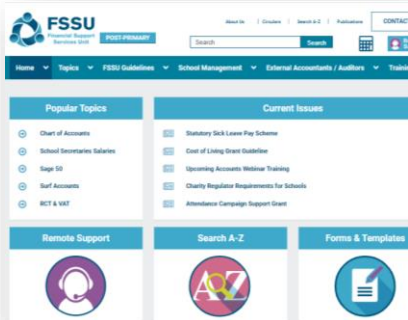
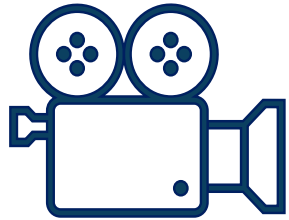
Payments Report

Receipts Report

Trial Balance - Formatted



Our webinar today



Audience view 100%

Sharing

Stopped No one sees your screen

Show Screen

Stop Showing Screen

Give Keyboard & Mouse

Change Presenter

Start Recording 9.6 GB remaining

Settings

- Webcam
- Audio
- Dashboard
- Attendees: 1 of 1001 (max)
- Polls (0/0)
- Questions
- Handouts: 0 of 5
- Chat



Autumn/Winter 2023 Webinars BrightBooks USERS



POST-PRIMARY

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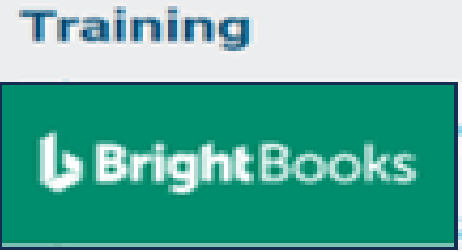
 

- Home
- Topics
- FSSU Guidelines
- School Management
- External Accountants / Auditors
- Training**

FSSU > Post-Primary > Training

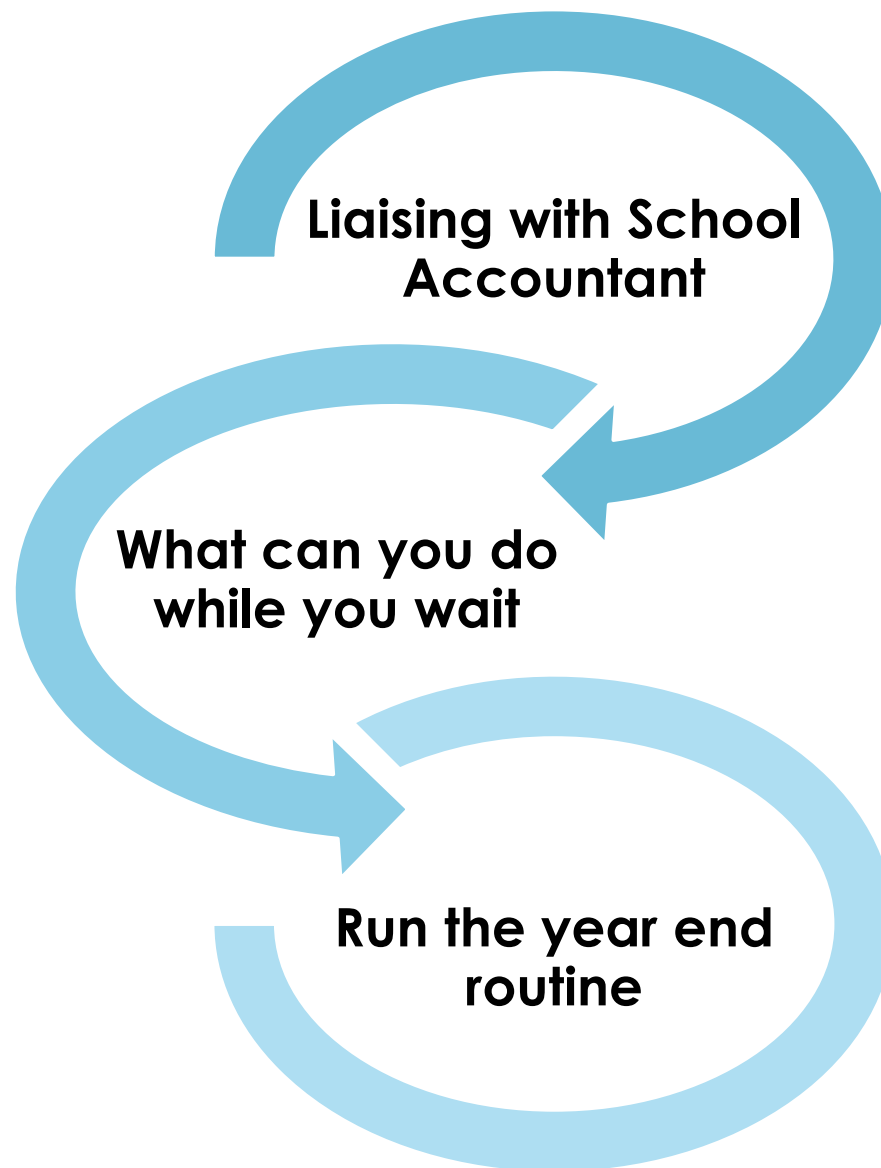
PRINT

- Training**
- Training Resources for C&C Schools
- Training Resources for Vol. Sec. Schools



Surf Accounts Webinar Training for C&C Schools
[More Info](#)

Agenda



1. Working with the School Accountant



Examples of possible queries

- A. Ring-fenced grants
- B. Prepayments
- C. Grants due at 31-8-23
- D. PAYE, VAT & RCT liabilities
- E. Expenditure on Fixed Assets V Repairs
- F. Variations on I&E

A. 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			
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT	€	DR CODE	CR CODE	DEP.	DR C
Book Grant	3150	1500	4730	1000	500	3150	2160	BGR	
School Library Books Capital Grant	3155		4641		0	3155	2161		
Supervision & Substitution Grant	3240		4150		0	3240	2170	SS	
Bus Escort Grant	3294		4196		0	3294	2171	AOD	
School Meals Grant	3296		4912		0	3296	2171	AOD	
ICT Grant - Non capital	3230		4410		0	3230	2165	ICT	
ICT Grant - Capital	3921		1461		0	3921	2165	ICT	
Digital Divide Grant (Non Capital)	3230		4410		0	3230	2179		
Digital Divide Grant (Capital)	3921		1461		0	3921	2179		

B. Prepayments

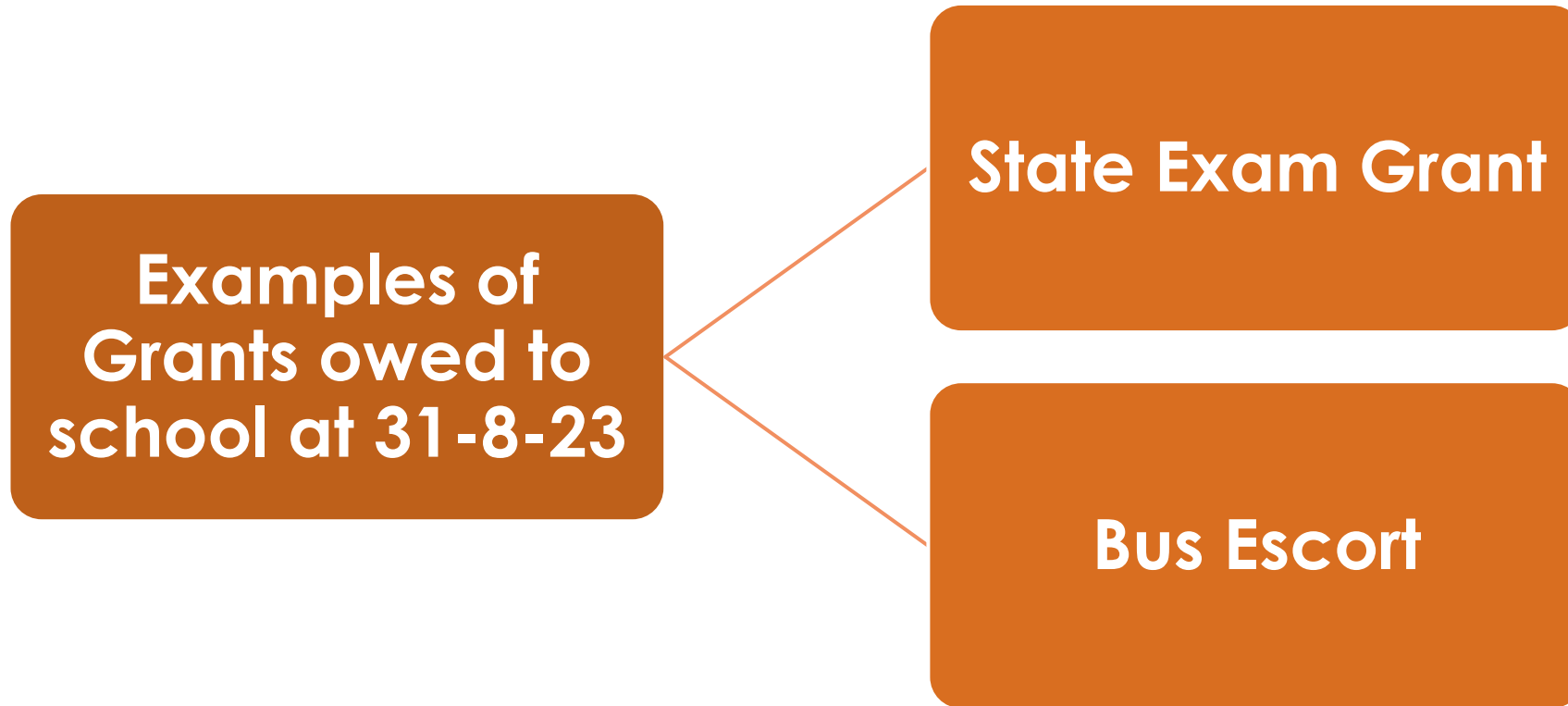


Supporting paperwork

Costs paid in 2023 that relate to Sept 2023 – Aug 2024

Expenses that would be typically prepaid

C. Grants owed to the school at 31st August 2023



D. Liability for PAYE/RCT/VAT – 31-8-2023

**PAYE/PRSI
liability for
August P30**

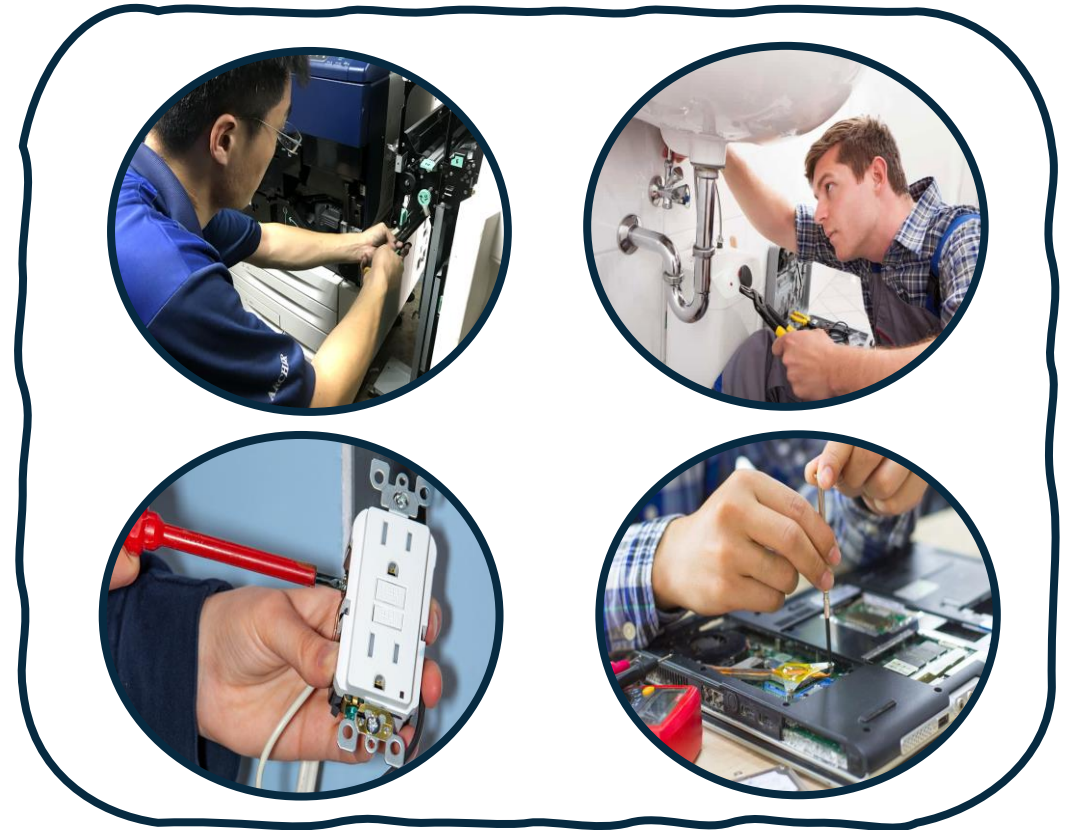
**RCT liability For
August RCT
return**

**VAT liability
for July/August
VAT3**

E. School Expenditure on Fixed Assets V Repairs

Capital Additions

Day to Day repairs & maintenance



F. Variations on Income & Expenditure

Explanations for why income and expenditure increased or decreased since last year

Code	Description	20XX			
		Current Period	Budget	Variance	Comp. Period
		€	€	€	€
3350	Hire of Facilities Rental Income	2,060.00	10,000.00	-7,940.00	8,780.00
4690	Bus Hire	2,500.00	20,000.00	-17,500.00	-



2. What can be done while you are waiting for final adjustments and the final accounts

What can be done while you are waiting for final adjustments and the final accounts

Journal Postings at the 01.09.2023

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



What can be done while you are waiting for final adjustments and the final accounts



Import the budget for 2023/2024

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.

Surf Budget Import Figures	Total per Import sheet	Per Budget sheet	Check
Non-Teach Staff Grant	-10000	-10000	
Non-Teach Staff Budget Grant	-10000	-10000	
School Support Services Fund Grant	-10000	-10000	
Special Education Equipment Grant	-10000	-10000	
Book Grant	-10000	-10000	
School Library Book Capital Grant	-10000	-10000	
Special Support Grant	-10000	-10000	
IT Support Grant	-10000	-10000	
Travel Grant	-10000	-10000	
Learning Centres Grant	-10000	-10000	
Classroom Furniture Grant	-10000	-10000	
Capital Expenditure Budget	-10000	-10000	
Operating Budget	-10000	-10000	
Estimated Operating Capital	-10000	-10000	
Capital Expenditure Budget	-10000	-10000	
Miscellaneous	-10000	-10000	
Surf Budget Import			



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.

Important Dates & Deadlines

Draft accounts need to be ready for board approval at December board meeting



Run the year end as soon as accounts are signed off

Posting closing year-end adjustments

Codes Missing

31 August 2023						
Nominal Code	Nominal Description	Description	Profit/Loss		Balance Sheet	
			Debit	Credit	Debit	Credit
Code Required	Depreciation	Depreciation charge of the year	12,334.00			
Code Required	Office furniture fittings equipment depreciation charge	Depreciation charge of the year				12,334.00
Code Required	Depreciation	Depreciation charge of the year	24,803.00			
Code Required	Computer equipment depreciation	Depreciation charge of the year				24,803.00
Code Required	Amortisation	Amortisation of the Capital grant		37,783.00		
Code Required	Capital grants 2 - amortisation of grant	Amortisation of the Capital grant			37,783.00	
Code Required	Capital grants 1 - opening balance	DES building grant received			821,276.00	
3901	Capital grants 1 - grants received	DES building grant received				821,276.00
Code Required	School construction grants unspent	Prefab grant			6,901.00	
Code Required forward	Capital grants 1 - release of spent grants/donations carried forward	Prefab grant				6,901.00
3901	Capital grants 2 - unspent capital grants/donations	Split out of opening balance COVID works between CF and received			4,421.00	
Code Required forward	Capital grants 2 - release of spent grants/donations carried forward	Split out of opening balance COVID works between CF and received				4,421.00
Code Required	Capital grants 2 - grants received	COVID minor works grant				20,000.00

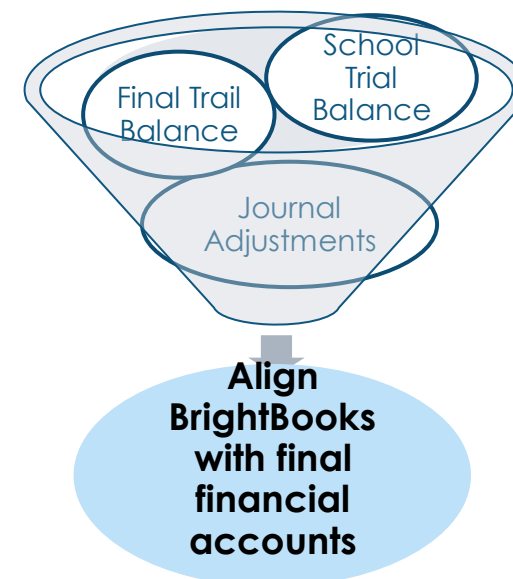
No details of what to adjust

Posting closing year-end adjustments

Demo Community School

Date Range 1st Sep 2022 To 31st Aug 2023

Code	Description	Trial Balance		Accountants TB		Adjustments	
		DR	CR	DR	CR	DR	CR
1400	Capital: Land and Buildings	€84,371		€84,371			
1420	Capital: Furniture, Fittings	€66,072		€66,072			
1421	Capital Fixtures Fittings & Equipment additions	€35,352		€49,912		€14,560	
1430	Capital: Depreciation: fixtures and fittings		€3,889		€7,930		€4,041
1460	Capital: ICT	€74,133		€74,133			
1470	Accumulated Depreciation: ICT		€7,051		€14,666		€7,615
1730	Grants Due			€18,884		€18,884	
1800	Number 1 A/c Demo Community School	€653,055		€653,055			
1803	Demo Community School Locker A/c	€205,783		€205,783			
1810	Demo Community School Deposit Account	€135,742		€135,742			
1815	School meals account	€3,743		€3,743			
1870	Online Payments Solution Clearing Account		€96		€96		
2100	Purchase Ledger Control		€33,339		€33,339		
2105	School Income Received in Advance		€24,558		€24,558		
2150	Grants Received in Advance		€52,355		€52,355		
2151	Book Grant Received in Advance		€27,650		€27,650		
2152	DEIS Grant Received in Advance		€58,326		€58,326		
2161	Library book grant unspent		€14,889		€14,889		
2169	Covid Minor Works Grant Unspent		€89,650		€89,650		
2170	Supervision and Substitution grant unspent		€1,231		€1,231		
2172	Other ring fenced income unspent		€4,765		€4,765		
2186	Covid PPE Grant Unspent		€38,605		€38,605		
2220	Single Public Service Pension Scheme Control		€273		€273		
2250	PAYE/PRSI Control		€2,179		€2,179		
2440	Accruals		€1,107		€4,607		€3,500



Posting closing year-end adjustments

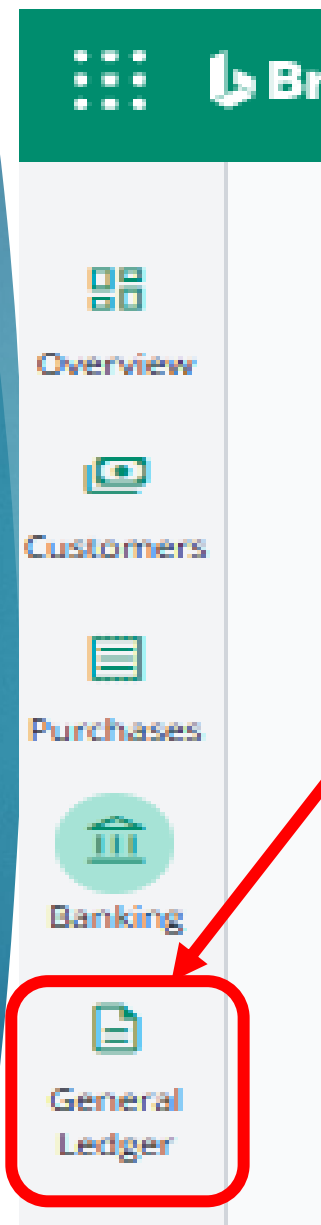
Demo Community School

Date Range 1st Sep 2022 To 31st Aug 2023

Code	Description	Adjustments	
		DR	CR
1400	Capital: Land and Buildings		
1420	Capital: Furniture, Fittings		
1421	Capital Fixtures Fittings & Equipment additions	€14,560	
1430	Capital: Depreciation : Fixtures and Fittings		€4,041
1460	Capital: ICT		
1470	Accumulated Depreciation: ICT		€7,615
1730	Grants Due	€18,884	
1800	Number 1 A/c Demo Community School		
1803	Demo Community School Locker A/c		
1810	Demo Community School Deposit Account		
1815	School meals account		
1870	Online Payments Solution Clearing Account		
2100	Purchase Ledger Control		
2105	School Income Received in Advance		
2150	Grants Received in Advance		
2151	Book Grant Received in Advance		
2152	DEIS Grant Received in Advance		
2161	Library book grant unspent		
2169	Covid Minor Works Grant Unspent		
2170	Supervision and Substitution grant unspent		
2172	Other ring fenced income unspent		
2186	Covid PPE Grant Unspent		
2220	Single Public Service Pension Scheme Control		
2250	PAYE/PRSI Control		
2440	Annuals		€3,500

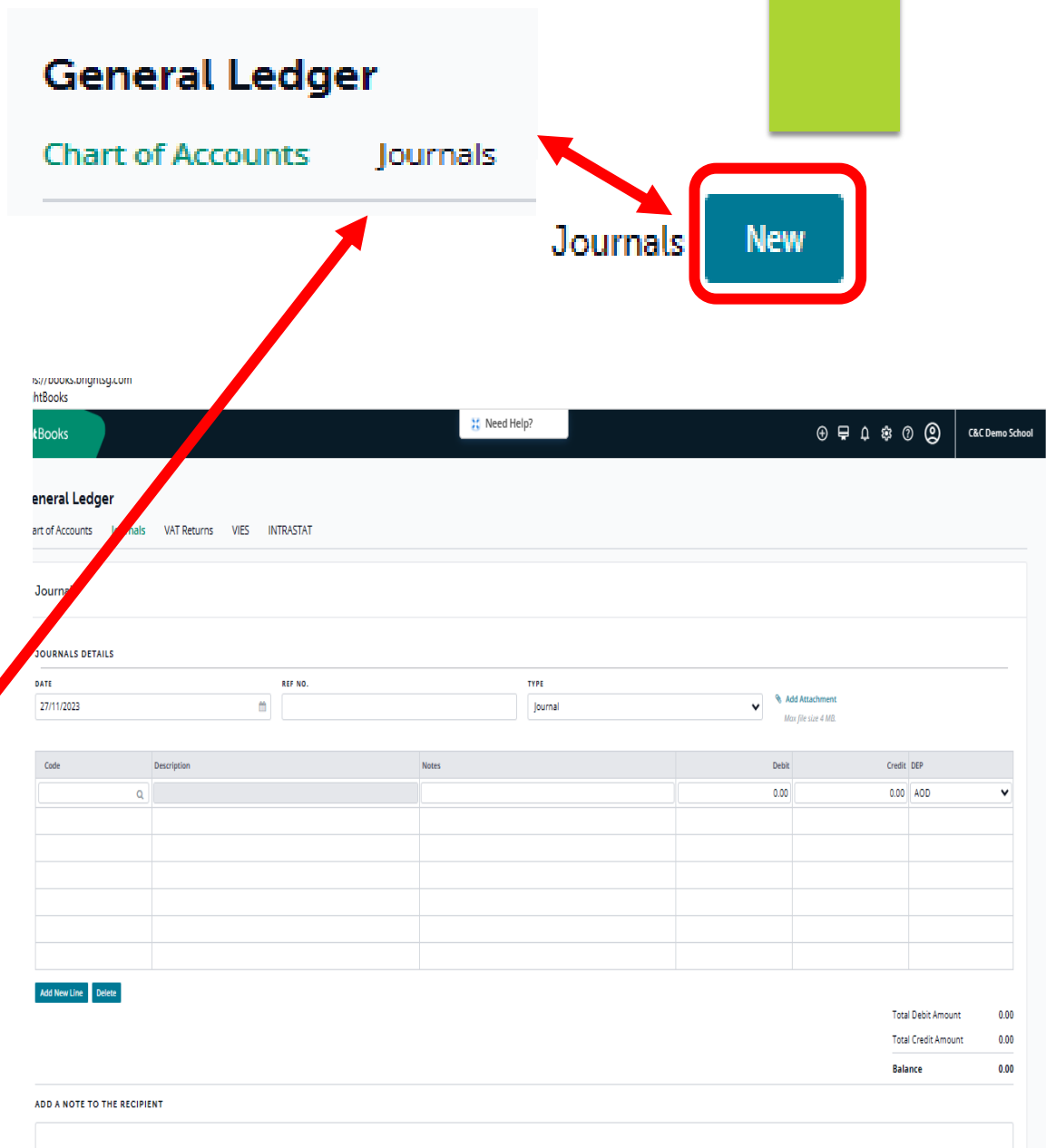
Query any figure that is different to know why??

Posting closing year-end adjustments



Navigation sidebar with the following items:

- Overview
- Customers
- Purchases
- Banking
- General Ledger** (highlighted in a red box)



General Ledger

Chart of Accounts Journals

Journals **New** (highlighted in a red box)

htBooks

Need Help?

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Journals

JOURNALS DETAILS

DATE: 27/11/2023 REF NO.: TYPE: Journal

Code	Description	Notes	Debit	Credit	DEP
			0.00	0.00	ADD

Add New Line Delete

Total Debit Amount: 0.00
Total Credit Amount: 0.00
Balance: 0.00

ADD A NOTE TO THE RECIPIENT

Posting closing year-end adjustments

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Journals

JOURNALS DETAILS

DATE

31/08/2023

REF NO.

Acct adj

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

	Description	Notes	Debit	Credit	DEP
1421	Capital: Fixtures, Fittings and Equipment Additions	Year end Acct Adj	14,560.00	0.00	AOD
1431	Depreciation: Fixtures, Fittings and Equipment Current Year	Year end Acct Adj	0.00	4,041.00	AOD
1470	Accumulated Depreciation: ICT Cost B/Fwd	Year end Acct Adj	0.00	7,615.00	AOD
1730	Grants Due	Year end Acct Adj	18,884.00	0.00	AOD
2440	Accruals	Year end Acct Adj	0.00	3,500.00	AOD
2700	Retained Surplus	Year end Acct Adj	0.00	18,288.00	AOD

Add New Line

Delete

Total Debit Amount	33,444.00
Total Credit Amount	33,444.00
Balance	0.00

3. Running the year end routine for Financial year 2022/2023 on BrightBooks



Year-end routine is
NOT REVERSIBLE

Running the year end routine for Financial year 2022/2023 on BrightBooks - Step 1

Year ended 31 Aug 2023

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

Close Save Edit Change Financial Year

Running the year end routine for Financial year 2022/2023 on BrightBooks - Step 2

Step 2

When you can answer **YES** to these four questions - **Move to step 3**


To answer YES
please tick the box

- 1) Has the board of management signed off on the annual accounts for the year ended 31st August 2023?
- 2) Has the external accountant/auditors submitted the annual accounts for the year ended 31st August 2023 to the FSSU?
- 3) Has the external school accountant/auditor prepared and posted/or provided adjustments to Surf Accounts?
- 4) Confirm with the external school accountant/auditors that all adjustments are completed prior to running the year end routine.





Running the year end routine for Financial year 2022/2023 on BrightBooks - Step 3

 Exported_Data_C&Amp (2)
[Open file](#)

Data

Products & Stock

Imports

Products

Exports

Product Categories

Year-End

Stock Setup

.....

Running the year end routine for Financial year 2022/2023 on BrightBooks - Step 4

Confirmation Message

Are you sure you want to run the year-end routine?

Year-End

Current Financial Year : 01/09/2022 to 31/08/2023



You are about to run the year-end on your business.
This will close the current financial year [From: 01/09/2022 To: 31/08/2023] meaning no further changes or additions will be possible.

You should only run this option if you are certain that no further changes or additions are required in the current financial year.

We strongly recommend that you run off all relevant reports in advance and discuss the procedure with your accountant beforehand.

This will roll your Financial Year forward by 12 months.

Copy this year's Budget figures to next year

I acknowledge the above information and understand this operation cannot be reversed *

Type "RUN YEAR END" in box in order to proceed

Running the year end routine for Financial year 2022/2023 on BrightBooks - Step 5

Year ended 31 Aug 2024

Period	From	To	Locked
Sep-2023	01 Sep 2023	30 Sep 2023	<input type="checkbox"/>
Oct-2023	01 Oct 2023	31 Oct 2023	<input type="checkbox"/>
Nov-2023	01 Nov 2023	30 Nov 2023	<input type="checkbox"/>
Dec-2023	01 Dec 2023	31 Dec 2023	<input type="checkbox"/>
Jan-2024	01 Jan 2024	31 Jan 2024	<input type="checkbox"/>
Feb-2024	01 Feb 2024	29 Feb 2024	<input type="checkbox"/>
Mar-2024	01 Mar 2024	31 Mar 2024	<input type="checkbox"/>
Apr-2024	01 Apr 2024	30 Apr 2024	<input type="checkbox"/>
May-2024	01 May 2024	31 May 2024	<input type="checkbox"/>
Jun-2024	01 Jun 2024	30 Jun 2024	<input type="checkbox"/>
Jul-2024	01 Jul 2024	31 Jul 2024	<input type="checkbox"/>
.....	<input type="checkbox"/>

Close Save

Understanding what happens when the year-end process is done

- Income and Expenditure account balances are cleared
- Balance Sheet balances are brought forward
- The audit trail is updated
- The Chart of Accounts are updated
- Future transactions in the previous year become current year actuals
- The Financial Year rolls forward to the next

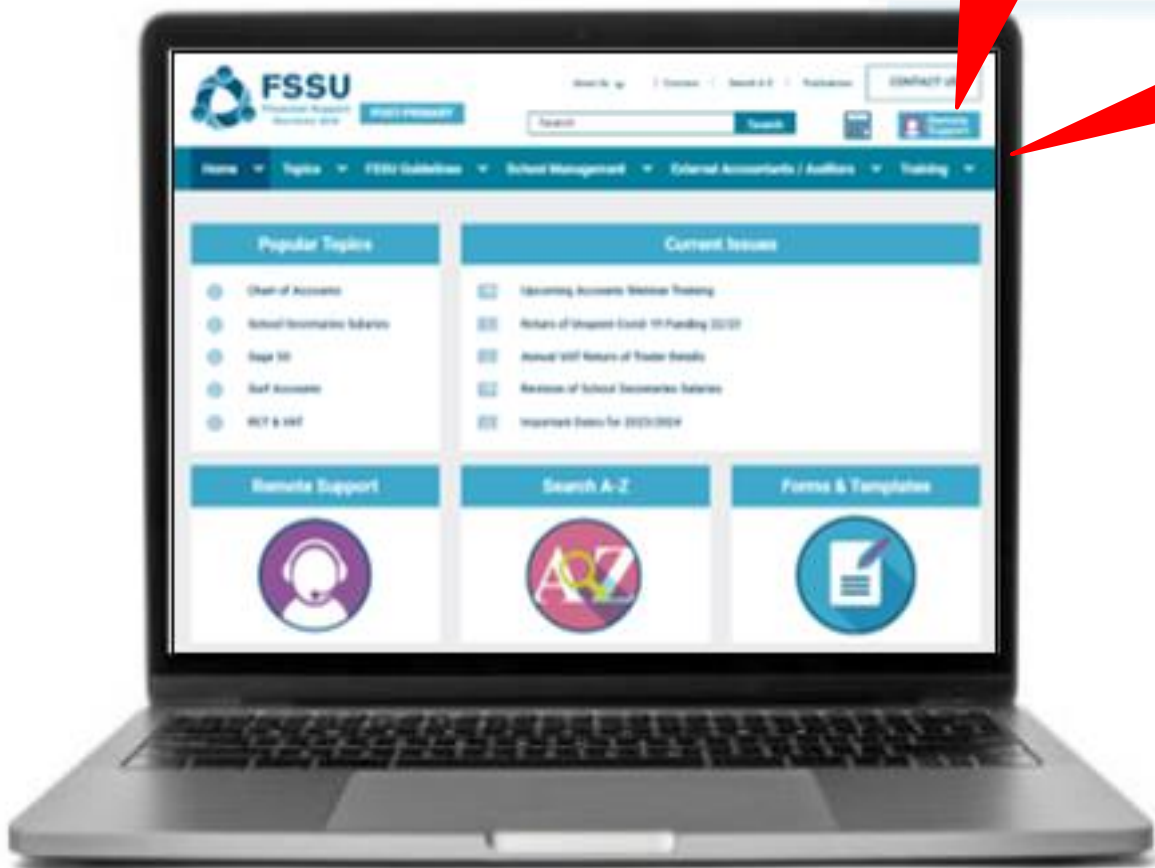
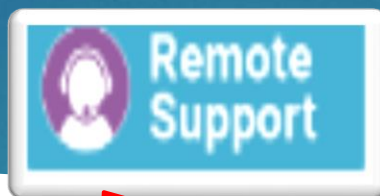
**Dealing with
queries and
examples**

**While you are
waiting for final
accounts**

**Year-end
adjustments and
running year end**

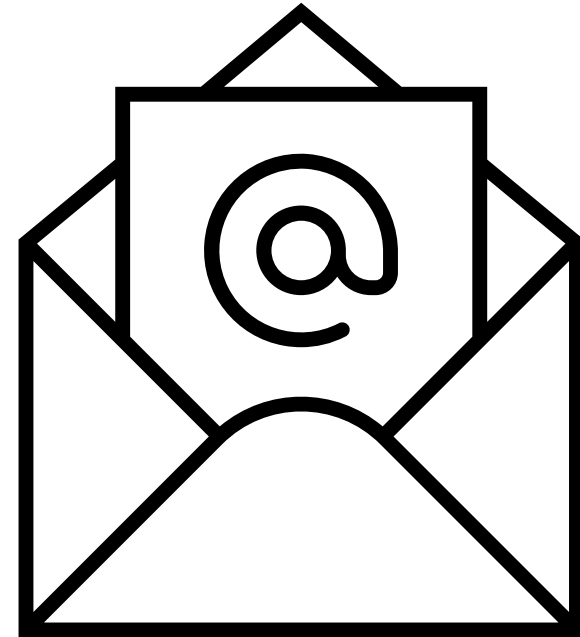
Summary of today's topics

Resources available – where to get more help



Videos

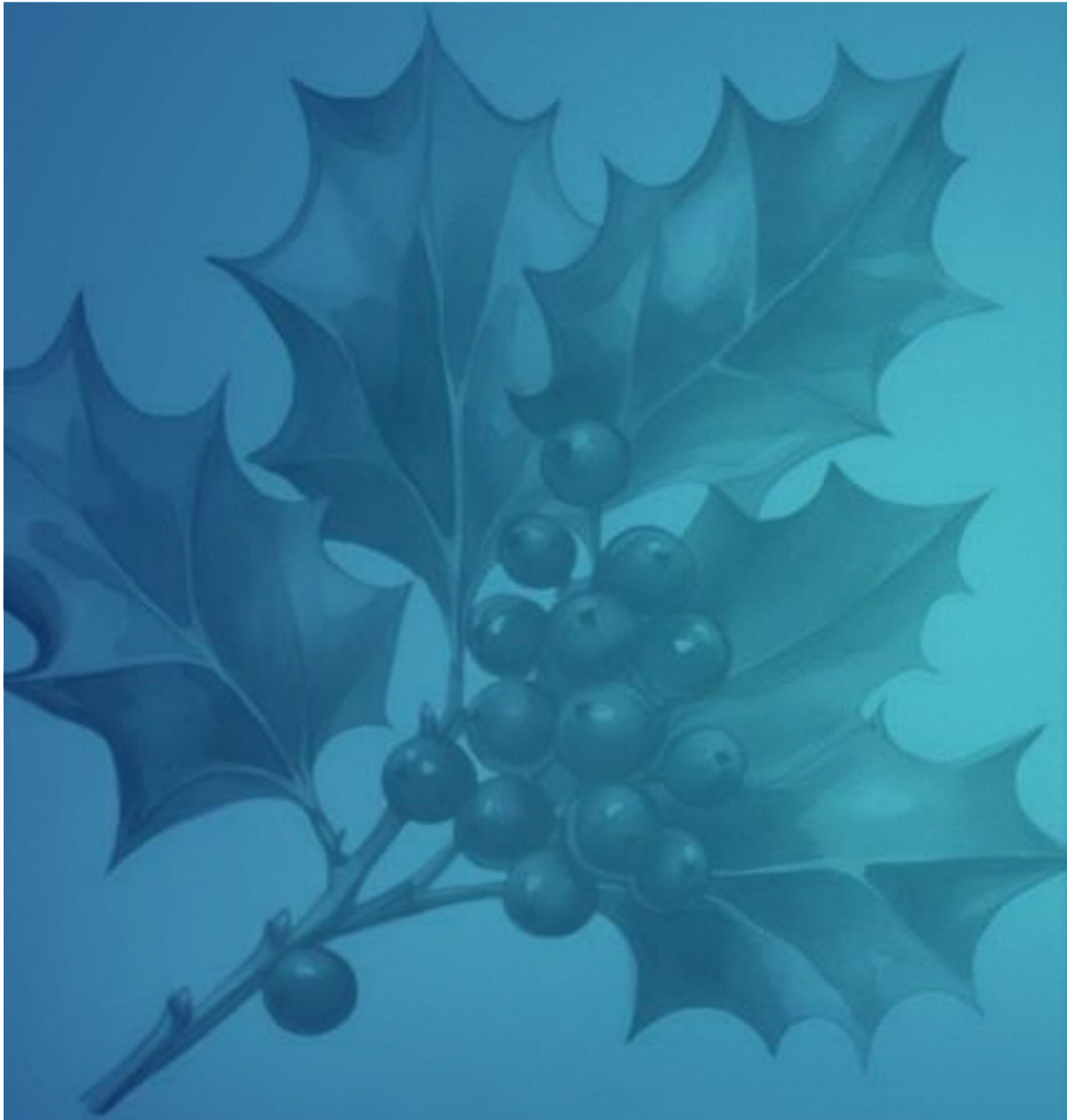
- Basic Financial Controls
- Chart of Accounts
- Department of Education Grant Income- C&C only
- Department of Education Grant Income - VSS only
- Overview of Common Accounting & Bookkeeping Terms
- Surf Accounts for New Users - C&C only
- Sage Accounts for New Users - VSS only
- Month End Process
-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



Contact us: Post Primary Team 01 2690677

email: info@fssu.ie





Thank You for attending

Autumn/Winter 2023
Webinars for
BrightBooks USERS
Webinar 7
6th December 2023

Q&A to follow