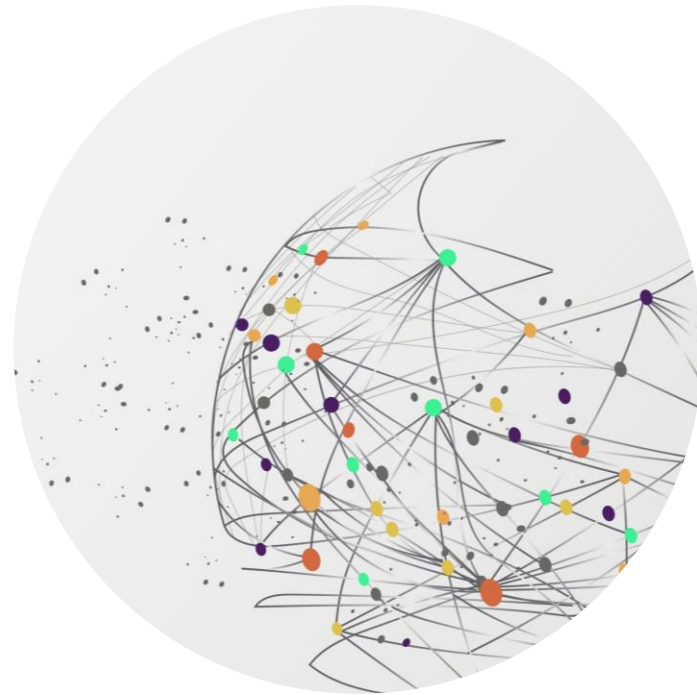


FSSU TRAINING WEBINAR

BrightBooks Autumn 2024 Webinar Training series



BREDA MURPHY

Processing Year-end adjustments & reviewing reports from BrightBooks

(Key issues for the August 2024 accounts)

01. Key Learning points for reviewing Year end accounts

02. Key issues for the August 2024 Year end accounts

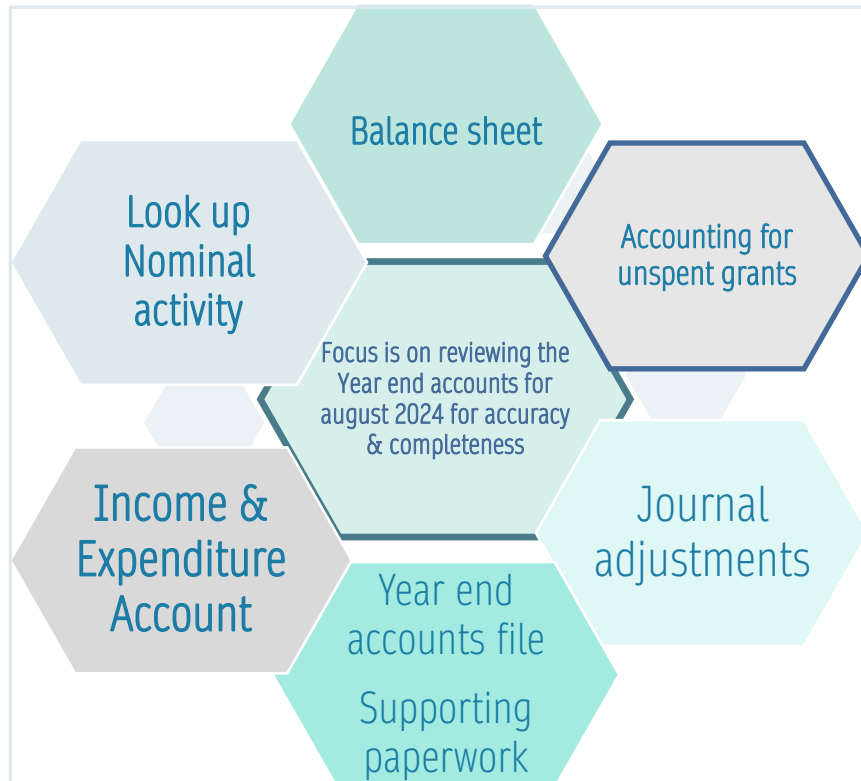
03. Reviewing the The Income & Expenditure Account for the full financial Year to August 2024

04. Reviewing the The Balance sheet @ 31.8.2024

05. Summary & tips on finalizing the Year end accounts



1. KEY LEARNING POINTS FOR REVIEWING THE AUGUST 2024 YEAR END ACCOUNTS



- ❑ Webinar 1 looked at recording all the information in BrightBooks
- ❑ Webinar 2 will focus on the reviewing the draft accounts for accuracy and completeness
- Using demonstration data: The key learning points are:
 - ✓ It is necessary to review actual income & expenditure on a line by line basis for comparison to budget and prior year
 - ✓ Important to Review the postings to the General ledger for accuracy and for explanations for variances
 - ✓ How to quantify the unspent ringfenced grants and record journal adjustment in the accounts @ 31.8.2024
 - ✓ How to account for grants received in advance and grants due
 - ✓ Reviewing the Balance sheet is all about providing supporting paperwork & calculations for closing balances
 - ✓ A year end accounts file with all supporting paperwork is useful

2. KEY ISSUES FOR THE AUGUST 2024 YEAR END ACCOUNTS

Reviewing BrightBooks Reports	Key Issues	BrightBooks	Journal Adjustments required in Brightbooks
Key things to monitor	Reports are a snapshot of the school's financial performance, they answer pertinent questions		
DE Grants	<ul style="list-style-type: none"> ✓ Have all DE grants been received? ✓ How to adjust for grants due 	Review General ledger	Journals required at year end
	✓ Ensure Grants received in advance are recorded in the Balance sheet at 31.8.2024	FSSU Guidelines	
	✓ Calculate the Unspent ringfenced grants	Excel sheet in handouts	
SGI	✓ Does specific school generated income cover the cost for the purpose it was collected for?	Excel sheet for calculations	
Monthly reports can highlight areas of concern that require immediate attention.			
Expenses	✓ Compare with Budget & prior Year	General ledger review	
	✓ Explanations for over spends	<div> <div>SETTING BRIGHTBOOKS UP FOR EFFECTIVE & EFFICIENT REPORTING</div> <div> 1 { <ul style="list-style-type: none"> • Ensure Nominal code is in BrightBooks </div> <div> 2 { <ul style="list-style-type: none"> • Create and use department function to facilitate reporting </div> </div>	
	✓ Identify overspends		
	✓ Adjust for Accruals		
What was new for the year?	FSSU Guidelines 2023/2024 Summary		<ul style="list-style-type: none"> ✓ Reflected in BS ✓ Reflected in Balance sheet ✓ Junior cycle free schoolbooks grant 7 costs

NEW GRANTS 2023/2024

SUMMARY OF FSSU GUIDELINE POINTS

FSSU Guideline	What to watch out for	BrightBooks	Grant Codes	Expense codes	Income + Expenditure report	Balance sheet
28 – 2023/2024	ICT Grant 2023/2024	Department			3230 4410	1461 3921 2165
24 – 2023/2024	Junior Cycle Books	Department For 24/25 FY	New Financial Year – 3151/3152	New Financial Year – 4113/4731		2151 1720
11 – 2023/2024	Attendance support	Department is vital			3290 4635 4770	1421 2171 Unspent
03 – 2023/2024	Covid Grants	Ensure covid codes have nil balances Covid MW exception	Make codes inactive for new FY	Make codes inactive for new FY		 2169
Guidance on website	Funding for Solar Panels	Department				2171 3900 3940

WHAT TO WATCH OUT FOR IN THE FINANCIAL YEAR 23/24

ATTENDANCE SUPPORT GRANT

3. Financial Oversight

The grant income and expenditure should be recorded appropriately in the school's accounts. There is no new grant income code required to be added to the chart of accounts. The grant receipt can be recorded under nominal code 3290 Other Non-Capital DE Grant Income.

There is no new expenditure code required to be added to the chart of accounts. The expenditure can be recorded to the appropriate existing nominal account, for example 4635 Student Wellbeing Expense, 4770 Trophies and Prizes Expense, 1421 Capital Fixture Fitting and Equipment etc.

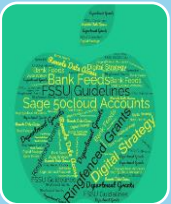
It is recommended that you create a 'Department' in the school's accounts package for this grant.

Any unspent amount must be included in the balance sheet at the year-end under the account code 2171 Other ring-fenced grants unspent.



Attendance Support Grant

Guideline 11 – 23/24
Code 3290



Department
Calculate unspent amount
@31.8.2024 in 2171

Unspent Attendance
support grant

6495.86

Balance in code 2171

2024			
Code	Description	Current Period	Budget
		€	€
Income and Expenditure Account			
Income			
Income Department Grants			
3290	Other Non Capital DE Grant Income	7,029.00	-
		€7,029.00	-
TOTAL Income		€7,029.00	-
Expenditure			
Expenditure Education Other			
4635	Student Wellbeing Expense	255.98	-
4910	Other Educational Expense	277.16	-
		€533.14	-
TOTAL Expenditure		€533.14	-
NET SURPLUS/DEFICIT		€6,495.86	-

JOURNALS DETAILS

DATE

31/08/2024

REF NO.

TYPE

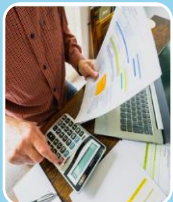
Accrual

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	AOD
3290	Other Non Capital DE Grant Income	Unspent @31.8.2024	6,495.86	0.00	ATT
2171	Other Ringfenced Grants Unspent	Unspent @31.8.2024	0.00	6,495.86	ATT

WHAT TO WATCH OUT FOR IN THE FINANCIAL YEAR 23/24



Junior Cycle Schoolbooks grant Show in Balance sheet

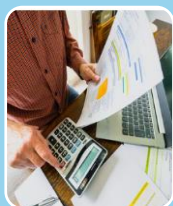
		2024	
Code	Description	Current	Com
		€	
Balance Sheet			
Fixed Assets			
Current Assets			
Current Asset Debtors and Prepayments			
1720	Prepayments	102,473.95	
		€102,473.95	
Bank and Cash Accounts			
1800	No 1 Account	79,991.73	
		€79,991.73	
TOTAL Current Assets		€182,465.68	
Current Liabilities			
Current Liability Accruals			
2151	Book Grant Received in Advance	182,465.68	
		€182,465.68	
Capital & Reserves			

JUNIOR CYCLE SCHOOLBOOKS GRANT SCHEME

The new JCS Scheme

- A. Free schoolbooks for all children in Junior Cycle years
 - ✓ This scheme will include all schoolbooks and core classroom resources.
 - ✓ This scheme will be introduced in the 2024/2025 school year.
- B. Administration Support Grant
 - ✓ The grant can be used to employ an individual to work for specified number of days to carry out the administrative work on the scheme
- C. The Junior Cycle Schoolbooks Scheme Grant and the Administration Support Grant *received in the 2023/2024 financial year* are for *the next school year 2024/2025*.
- D. *There will be a guideline issued in September outlining how to account for the Grant and related costs in the new Financial Year 24/25*

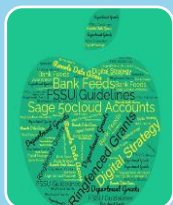
WHAT IS NEW FOR THE FINANCIAL YEAR 23/24



Department for ICT Grant 23/24



28 – 2023/2024



Capital Expenditure
Non-Capital expenditure

ICT GRANT 23/24

5.1 Capital Expenditure are for example computer devices, video cameras, speakers, interactive presentation technologies, visualisers, and equipment including mobile laptop/tablet trolleys, printers.

The nominal codes used to record the grant income and expenditure, where spent on capital items are:

	Nominal Code	Description	Type	Category
Grant Receipt	3921	DE ICT Grant Capital Income	Capital & Reserves	Contribution to Fixed Assets
Expense	1461	Capital: ICT Additions	Fixed Assets	Fixed Assets

5.2 Non-Capital Expenditure are for example subscriptions to apps, licence fees for software for a year or less (note where product licences are purchased with a device these do not expire and can be included in capital expenditure).

Learning platforms – these are generally cloud based applications used to support the teaching and learning process. Some of the most popular learning platforms and tools being used by schools are Google G Suite for Education (including Google Classroom) or Microsoft Office 365/Teams, Apple, Schoology, Edmodo, Schoolwise, KhanAcademy and Zoom.

The nominal codes used to record the grant income and expenditure, where spent on non-capital items are:

	Nominal Code	Description	Type	Category
Grant Receipt	3230	ICT Grant Non-Capital Income	Income	Department of Education
Expense	4410	ICT Grant Non-Capital Expense	Expenditure	Education Other Expenditure

FUNDING FOR SOLAR PANELS FOR SCHOOLS

5. Accounting Treatment for Solar Panels

The nominal codes to be used to account for the grant received, the expenditure of the grant and any unspent balance are set out below.

A new department in the accounts package should be set up for the Solar Panels.

5.1 When the grant income is received

Action	DR/CR	Nominal Code	Description
Grant Monies Received	DR	1800	Current Account 1 Current Asset
	CR	2171	Other Ringfenced Grant Unspent Current Liability

Schools will be invited to participate

Code costs to 3940

At year end value in 3940 for SP will be the value of the journal entry to move spent grant from 2171 to 3900

Current Issues

- Charities Regulator Annual Return
- Payments to Exam Personnel 2024
- School Administration Personnel Training Webinar Recording
- Accounting Treatment for Solar Panels
- Accounting for Schoolbooks Scheme for Junior Cycle

3. VAT on the supply and installation of solar panels

From 1 January 2024, the zero rate applies to the supply and installation of solar panels on or adjacent to immovable goods, being recognised schools.

VAT Return: Where zero rate applies, the board is not required to return VAT to Revenue on the relevant invoices.

1. Introduction

The SPP is a devolved programme. This means that school authorities will be provided with funding from the Department to have solar panels installed by a registered contractor, with guidance from the Department.

The SPP will be a phased programme, with the first phase commencing in November 2023.

2. Eligible Works

The funding will cover the provision of 6kW of roof-mounted solar PV - approximately 16 solar panels - and all associated inverters, cabling etc. to connect the panels to the school's main distribution board.

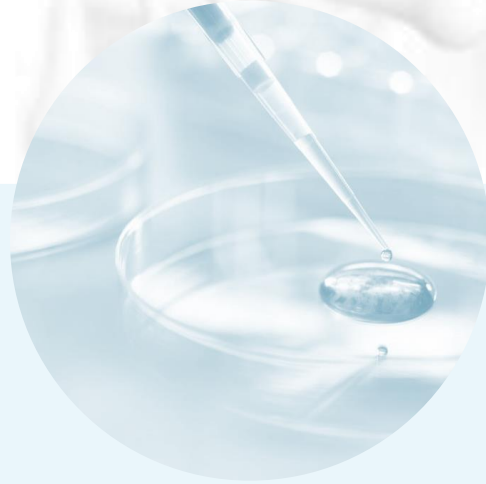
Minor enabling works such as connection modifications to the main electrical distribution board may also be funded.

Connection to the grid will be included, to allow excess generated renewable solar energy to be exported to the grid when schools are closed.

Monitoring software will be provided to each school, along with a flat screen display monitor located in a central school area to allow review of the energy generated each day for staff and students. This information can be used by the school in the teaching and learning environment.

Battery storage and power diverters will not be eligible for funding under this programme.

This will be the first capital delivery programme of its kind to be implemented using the School Hub to maximize two-way engagement between schools and the Department. The Hub platform will provide a simple, clear and efficient application and approvals process for schools applying for the Schools PV Programme.

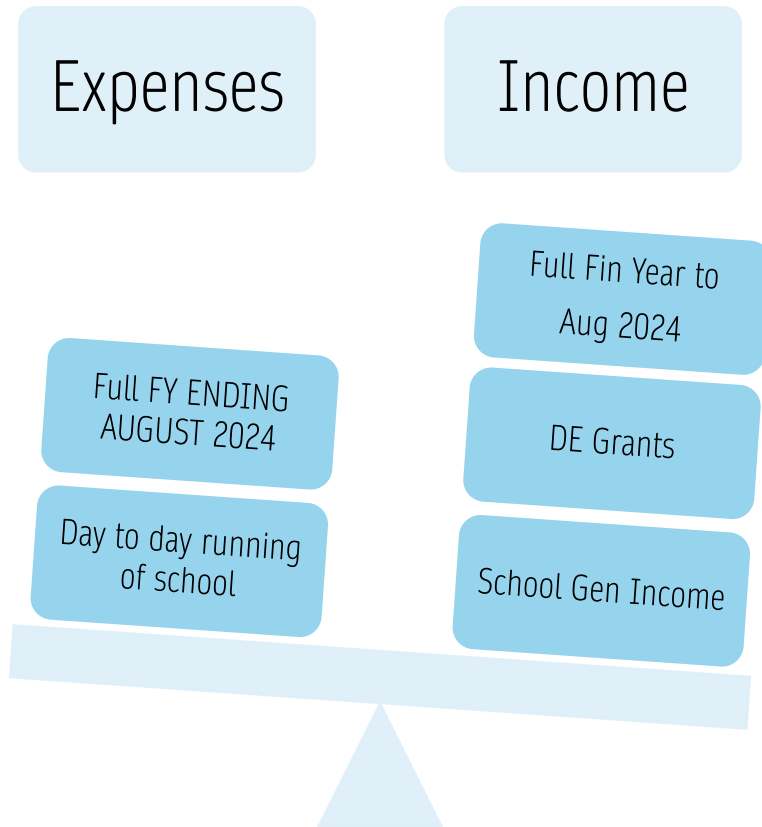


3. REVIEWING THE INCOME & EXPENDITURE REPORT

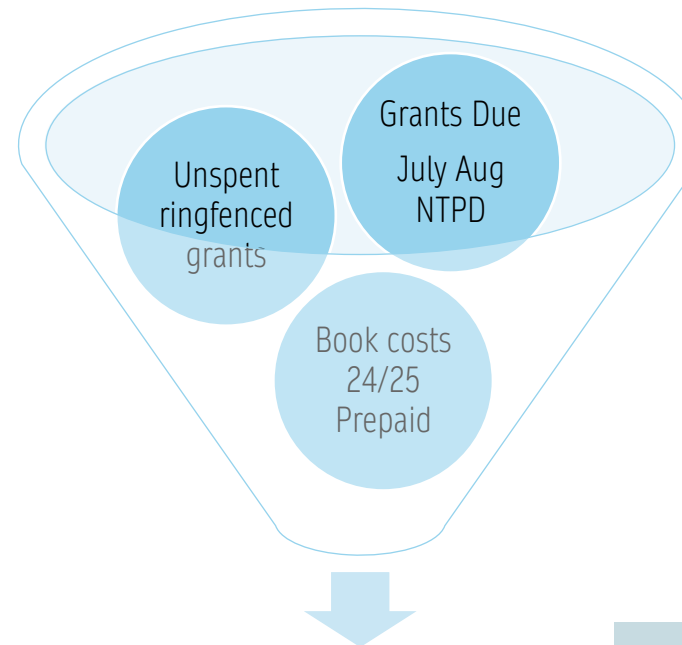
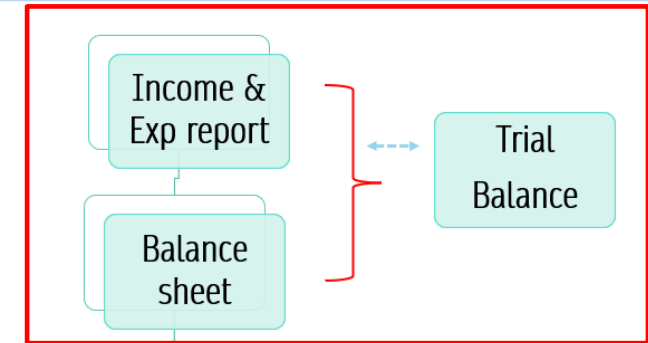
VITAL FOR THE ACCURACY OF THE YEAR END ACCOUNTS

KEY POINTS TO REMEMBER

General Ledger & Year end accounts file



Perform a data check by running a Nominal only recalculation	Click Settings > Data > Nominal Only Recalculation
Final Data check	Run the <u>Simple Trial Balance report</u> to ensure the totals match for debits and credits



Balance sheet @ 31.8.2024

INCOME & EXPENDITURE ACCOUNT REVIEW OUTLINE APPROACH



	I&E Review steps	Comments	Initial overview	Nominal activity review Findings		Outstanding items																																																																																																																										
1	An overview of the I&E Bottom line ?	Reasonable compared with PY and Budget? Avoid surprises	Loss showing	<table><tr><td>From:</td><td>Month 1, September 2023</td><td>To:</td><td>Month 12, August 2024</td></tr><tr><td>Chart of Accounts:</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>Period</td><td>Budget</td><td>Difference</td><td>Prior Year</td></tr><tr><td>Income</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Department Income:</td><td></td><td>757,712</td><td>700,000</td><td>57,712</td><td>889,969</td></tr><tr><td>Total School Generated Income:</td><td></td><td>58,809</td><td>47,550</td><td>11,259</td><td>55,000</td></tr><tr><td>Total Other Income:</td><td></td><td>25,904</td><td>22,600</td><td>3,304</td><td>27,684</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>TOTAL Income:</td><td></td><td>842,425</td><td>770,150</td><td>72,275</td><td>972,653</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Expenditure</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Education Salaries:</td><td></td><td>35,936</td><td>50,500</td><td>-14,564</td><td>48,963</td></tr><tr><td>Total Education Other:</td><td></td><td>218,435</td><td>235,420</td><td>-16,985</td><td>247,760</td></tr><tr><td>Total Repairs Maintenance & Establishment:</td><td></td><td>294,932</td><td>257,550</td><td>37,382</td><td>308,413</td></tr><tr><td>Total Administration:</td><td></td><td>262,167</td><td>196,780</td><td>65,387</td><td>332,885</td></tr><tr><td>Total Financial:</td><td></td><td>33,430</td><td>30,350</td><td>3,080</td><td>33,910</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>TOTAL Expenditure:</td><td></td><td>844,900</td><td>770,600</td><td>74,300</td><td>971,931</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>NET PROFIT/(LOSS)</td><td></td><td>-2,475</td><td>-450</td><td>-2,025</td><td>722</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	From:	Month 1, September 2023	To:	Month 12, August 2024	Chart of Accounts:						Period	Budget	Difference	Prior Year	Income						Total Department Income:		757,712	700,000	57,712	889,969	Total School Generated Income:		58,809	47,550	11,259	55,000	Total Other Income:		25,904	22,600	3,304	27,684							TOTAL Income:		842,425	770,150	72,275	972,653							Expenditure						Total Education Salaries:		35,936	50,500	-14,564	48,963	Total Education Other:		218,435	235,420	-16,985	247,760	Total Repairs Maintenance & Establishment:		294,932	257,550	37,382	308,413	Total Administration:		262,167	196,780	65,387	332,885	Total Financial:		33,430	30,350	3,080	33,910							TOTAL Expenditure:		844,900	770,600	74,300	971,931							NET PROFIT/(LOSS)		-2,475	-450	-2,025	722								
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NET PROFIT/(LOSS)		-2,475	-450	-2,025	722																																																																																																																											
2	School Income review	Investigate Variances from PY and budget Review GL activity Have all relevant grants been received	Review school generated income																																																																																																																													
3	School Expenditure review	Review GL activity Follow up Variances with prior year & budget	Review repairs																																																																																																																													
4	Review of ringfenced grants	How much of the grant is spent?	Prepare schedule																																																																																																																													
5	Review of school generated income	How does income compare with spend to date	Prepare schedule	Will identify any issues																																																																																																																												
6	Journal adjustments for unspent ringfenced grants					Record journal entry																																																																																																																										
7	Balance sheet review	Any unexplained balances will have implications for the I&E report				Review Balance sheet																																																																																																																										

Key review steps summary

- ✓ I&E – DAY TO DAY running of school
- ✓ I&E – For the Financial Year
- ✓ How do figures look overall?
- ✓ Check postings in general ledger activity
- ✓ Look at figures line by line
- ✓ Are there unusual variances?
- ✓ Make any necessary amendments

SCHOOL GRANTS



Grants list 23/24 for guidance



Review postings in nominal activity report for accuracy



Schedule & Review the spending of the ringfenced grants

REVIEW DEPARTMENT INCOME

2024					
Code	Description	Current Period	Budget	Variance	Comp. Period
		€	€	€	€
Income and Expenditure Account					
Income					
Income Department Grants					
3010	Capitation/Non Pay Budget	291,940.53	286,360.00	5,580.53	290,181.10
3030	Non Teachers Pay Budget	114,476.58	152,063.00	-37,586.42	190,590.36
3050	Ancillary/School Support Services Grant	120,172.50	120,050.00	122.50	121,275.01
3150	Book Grant	9,552.00	23,520.00	-13,968.00	23,760.00
3155	School Library Books Capital Grant	18,025.30	-	18,025.30	-18,025.30
3200	Transition Year Grant	4,180.00	5,700.00	-1,520.00	5,795.00
3210	Leaving Cert Applied Grant	3,473.00	3,020.00	453.00	4,228.00
3220	Grant for Traveller Students	1,281.00	213.50	1,067.50	1,494.50
3230	ITC Grant Non Capital	8,500.00	-	8,500.00	-
3240	Supervision/Substitution	22,307.65	19,459.00	2,848.65	21,899.58
3245	Physica / Chemistry Grant	1,365.00	1,456.00	-91.00	1,196.00
3255	State Exam Income	28,782.69	-	28,782.69	18,706.26
3270	Sports Complex	44,000.00	44,000.00	-	44,000.00
3271	WWGS	-	-	-	700.00
3288	COVID Capitation for Cleaning and PPE Grant	-	-	-	77,674.00
3289	Once-Off Cost of Living Grant	81,456.25	-	81,456.25	106,494.75
3290	Other Non Capital DE Grant Income	7,029.00	-	7,029.00	-
3293	Summer Provision Grant	1,170.00	1,170.00	-	-
3294	Bus Escort Grant	-	14,000.00	-14,000.00	-
		€757,711.50	€671,011.50	€86,700.00	€889,969.26

REVIEWING GRANT INCOME

General Ledger Account Activity Back Print Excel

BASED ON: Transaction Date
 DATE FROM: 01/09/2023
 DATE TO: 31/08/2024
 ACCT. CODE FROM: 3010
 ACCT. CODE TO: 3299
 AOD:
 Run

SUMMARY OF GRANTS PAYABLE 2023/2024						
No	Grant Description	Rate per Pupil	Instalments	Payment Due	Notes	Nominal Code in FSSU Chart of Accounts
1	Non-pay grant	€276.00 per pupil And Minor works grant: €10,000 + €6 per pupil	4	Jan/Apr/July/Oct	25% deduction is applied to PPP schools Minor Works grant is not payable to PPP schools	<3010>
2	Non-teaching pay grant	Sanctioned staff at Dept approved Pay scales	4	Jan/Apr/July/Oct	There is no Departmental sanction given for Caretakers and Cleaners in PPP schools	<3030>
3	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)	-	1	Payable in advance for 23/24 yr. (TBC)	Queries in relation to DEIS Grant should be directed to Social Inclusion Unit in the Dept.	<3020>
4	School Support Services Grant	2023: €122.50	3	Nov/Mar/Jun	25% deduction is applied to PPP schools Minimum grant based on	<3050>

General ledger

- Review each Grant code
- In conjunction with
- Grants 23/24 Guideline

Review

- Income will be a credit posting
- No netting of expenses against income

Tasks	Likely questions
Monitor	Reports are a snapshot of the school's financial performance, they answer pertinent questions
DE Grants	<ol style="list-style-type: none"> Bottom Line Overview Overall Dept Income figures Have all DE grants been received? Have grants received for specific purposes spent appropriately?

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departm
3010-Capitation/Non Pay Budget								
3010	01/09/2023			Balance Forward	-	-	-	
3010	10/10/2023	1057	RCPT	NP Non Pay 4Th Instalment	-	79,016.90	-79,016.90	
3010	09/01/2024	1129	RCPT	NP NON PAY 1st Instalment 2024	-	65,065.50	-144,082.40	
3010	16/04/2024	1390	RCPT	NP NON PAY 2nd INSTALMENT	-	65,065.50	-209,147.90	
3010	30/07/2024	1580	RCPT	NP NON PAY GRANT 3rd Instalment	-	82,792.63	-291,940.53	
Totals:					-	€291,940.53	€-291,940.53	
3030-Non Teachers Pay Budget								
3030	01/09/2023			Balance Forward	-	-	-	
3030	10/10/2023	1058	RCPT	NTP Non Teacher Pay 4Th Instalment	-	38,971.98	-38,971.98	
3030	09/01/2024	1128	RCPT	NTP NON TEACHER PAY 1st Instalment	-	37,752.30	-76,724.28	
3030	16/04/2024	1391	RCPT	NTP NON TEACHER PAY 2nd INSTALMENT	-	37,752.30	-114,476.58	
Totals:					-	€114,476.58	€-114,476.58	
3050-Ancillary/School Support Services Grant								
3050	01/09/2023			Balance Forward	-	-	-	
3050	07/12/2023	1112	RCPT	SSSF 1st Instalment	-	40,425.00	-40,425.00	
3050	30/04/2024	1393	RCPT	SSSF 2nd INSTALMENT	-	39,873.75	-80,298.75	
3050	25/06/2024	1569	RCPT	SSSF 3rd Instalment	-	39,873.75	-120,172.50	

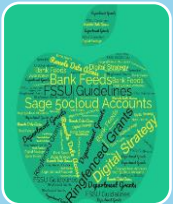
ACCOUNTING FOR GRANTS RECEIVED IN ADVANCE



DE Remittance advice



Record Book Grant received in June 24 into code 2151



Review General ledger activity for accuracy of postings

BrightBooks 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	Only received in September 24	July/August/September	-
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.

1. Journal adjustment is required in BrightBooks for grants received in advance

Posting the element of the grant received in advance.

Step 3

Instructions

1. Under 'General Ledger' > select 'Journals' > Add
2. In the Date box > Enter the year end date
3. In the Ref No. > Enter Yr End Adj
4. Enter the information from the excel sheet 'Calculate grant received 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	Brightbooks Accounts Debit Code	Brightbooks Accounts Credit Code
Non-Pay Grant	€82,794.00	1/3	27,598.00	3010	2150
Non-Teaching Pay Grant		1/3	-	3030	2150
SSSF Grant	€39,873.00	50%	19,936.50	3050	2150
Book Grant for Senior Cycle		100%	-	3150	2151
Free Book Scheme Grant for Junior Cycle		100%	-	3151	2151
Free Book Scheme Administration Grant		100%	-	3152	2151
DEIS Grant		100%	-	3020	2152
	€122,667.00		€47,534.50		

Date	Ref	Type	Note	Code	Item Line Note	Debit	Credit	Division
31/08/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	3010	Non-Pay Grant	27598		NPG
31/08/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	2150	Grants Received in Advance		27598	NPG
31/08/20XX	YR END ADJ	Journal	SSSF grant element received in advance	3050	SSSF Grant	19937		SSSF
31/08/20XX	YR END ADJ	Journal	SSSF grant element received in advance	2150	Grants Received in Advance		19937	SSSF

2. Calculating Non Teacher Pay grant due at 31.8.2024

WORKSHEET: CALCULATION UNSPENT GRANTS							
GRANT	INCOME			EXPENDITURE		Surplus/Deficit	Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	
Non-Teacher Pay Grant	3030	114477					
		12,990					
NTPG - Clerical officers salaries			NTPG - Clerical officers salaries	6010	44528		
NTPG - Caretakers salaries			NTPG - Caretakers salaries	5010	72006		
NTPG - Cleaners salaries			NTPG - Cleaners salaries	5110	60106		
NTPG - Pensioners salaries			NTPG - Pensioners salaries	7500	1289		
Non-Teacher Pay Grant Balance						-50,462	1730 50,462
Capital Grant: Building	3900		DE Capital Building Grant Expense	3940		0	
Capital Grant: Equipment	3920		Capital: Fixtures, Fittings and Equipment	1421		0	

3030-Non Teachers Pay Budget

3030	01/09/2023			Balance Forward	-	-	-
3030	10/10/2023	1058	RCPT	NTP Non Teacher Pay 4Th Instalment	-	38,971.98	-38,971.98
3030	09/01/2024	1128	RCPT	NTP NON TEACHER PAY 1st Instalment	-	37,752.30	-76,724.28
3030	16/04/2024	1391	RCPT	NTP NON TEACHER PAY 2nd INSTALMENT	-	37,752.30	-114,476.58
Totals:					-	€114,476.58	€-114,476.58

2. Journal adjustment for Non Teacher Pay grant due at 31.8.2024

General Ledger

Chart of Accounts Journals VAT Returns VIES INTRASTAT

Journals

Code
If the Nominal Code exists and you know its code, type it here. Otherwise, click the lookup button to select.

JOURNALS DETAILS

DATE

2024

REF NO.

TYPE

journal

[Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
3030	Non Teachers Pay Budget	Quarter 3 NTP due	0.00	50,462.00	NTP
1730	Grants Due	Quarter 3 NTP due	50,462.00	0.00	
			0.00		

Add New LineDeleteDisallow Tax

Total Debit Amount50,462.00

Total Credit Amount50,462.00



3. Calculating Unspent Ringfenced Grants @ 31.8.2024

WORKSHEET: CALCULATION UNSPENT GRANTS								
GRANT	INCOME			EXPENDITURE		Surplus/Deficit		Comment
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€		
Book Grant	3150		Book Grant Expenses	4730	0	0	2160	9552
School Library Books Capital Grant	3155	18025	School Library Books Capital Grant Expense	4641	563	17462	2161	17462
Supervision & Substitution Grant	3240	22308	Supervision & Substitution Expense	4150	10987	11321	2170	11321
Bus Escort Grant	3294		Bus Escort Salary Expense	4196		0		
DEASP School Meals Grant	3296		DSP School Meals Food Costs	4912		0		
COVID Minor Works Grant Non Capital	3277		COVID Minor Works Expense Non Capital	5316		0		
Attendance Campaign Grant	3290	7029	Wellbeing	4635	1804	5225	2171	5225
ICT Grant - Non capital	3230		ICT Grant Non-Capital Expense	4410		0		
ICT Grant - Capital	3921		Capital: ICT	1461		0		
Non-Teacher Pay Grant	3030	114477						
		12,990						
		50,462						
NTPG - Clerical officers salaries			NTPG - Clerical officers salaries	5010	44528			
NTPG - Caretakers salaries			NTPG - Caretakers salaries	6010	72006			
NTPG - Cleaners salaries			NTPG - Cleaners salaries	5110	60106			
NTPG - Pensioners salaries			NTPG - Pensioners salaries	7500	1289			
Non-Teacher Pay Grant Balance						0	1730	50,462
Capital Grant: Building	3900		DE Capital Building Grant Expense	3940		0		
Capital Grant: Equipment	3920		Capital: Fixtures, Fittings and Equipment	1421		0		

3. Recording the Journal adjustment for Unspent ringfenced Grants @ 31.8.2024 in Brightbooks

STEPS

In BrightBooks Accounts select

Nominal > Journal entry

Record the debits and credits

Use relevant department numbers for reporting purposes

JOURNALS DETAILS

DATE

31/08/2024

REF NO.

TYPE

Journal

Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	AOD
3155	School Library Books Capital Grant	Unspent @31.8.2024	17,462.00	0.00	LIBRA
2161	School library Books Capital Grant Unspent	Unspent @31.8.2024	0.00	17,462.00	LIBRA
3240	Supervision/Substitution	Unspent @31.8.2024	11,321.00	0.00	SS
2170	Supervision and Substitution grant unspent	Unspent @31.8.2024	0.00	11,321.00	SS
3290	Other Non Capital DE Grant Income	Unspent @31.8.2024	5,225.00	0.00	ATT
2171	Other Ringfenced Grants Unspent	Unspent @31.8.2024	0.00	5,225.00	ATT

SCHOOL INCOME



Compare with budget & Prior Year



Review postings in nominal activity report for accuracy



Schedule & Review the spending of the school income

Does the income cover the cost it was collected for?

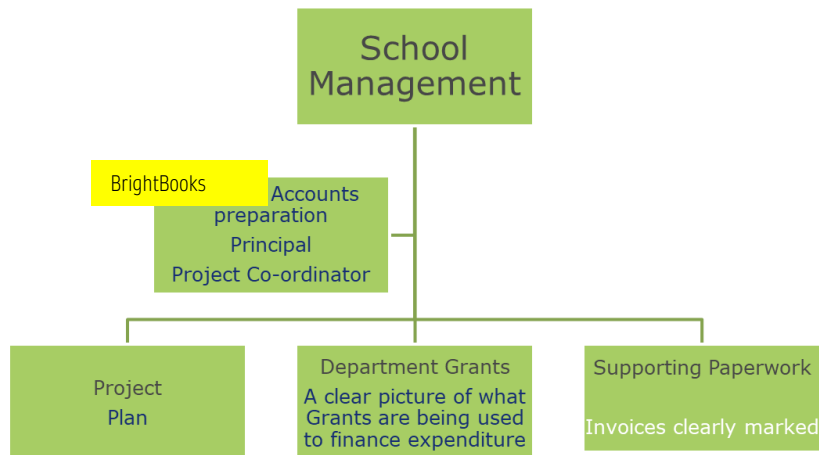
REVIEW SCHOOL GENERATED & OTHER INCOME

Income School Generated

3300	Education Fees (Fee paying schools)	100.00	-	100.00	400.00
3301	Charity Income	2,633.70	-	2,633.70	2,824.00
3302	LCA	1,380.84	-	1,380.84	983.75
3310	TY Transition Year Income	11,565.00	13,500.00	-1,935.00	7,601.25
3330	Book Rental Scheme	500.00	-	500.00	1,210.00
3370	Locker Income	8,636.00	6,050.00	2,586.00	8,135.00
3375	Journals and Year Book Income	786.00	1,000.00	-214.00	175.00
3390	School Administration Charges	16,164.99	16,000.00	164.99	-
3395	Practical Subjects Income	738.81	-	738.81	-
3410	Adult Education Income	-	-	-	-1.43
3490	After School Study/Club	3,958.96	1,000.00	2,958.96	1,595.00
3495	Mock Exam Income	-	9,000.00	-9,000.00	-
3496	EXAMS PAPERS INCOME	825.00	-	825.00	1,072.45
3510	Bus Income	569.10	-	569.10	365.00
3520	School Musical/drama	-	1,000.00	-1,000.00	1,550.00
3530	School Tours	9,409.70	-	9,409.70	4,719.45
3570	Other School Generated Income	1,540.51	-	1,540.51	934.97
		€58,808.61	€47,550.00	€11,258.61	€31,564.44



Review of school generated income								
Income Code	Income	Income Amount €	Expenditure Code	Expenditure	Expenditure Amount €	Check figures for accuracy - comments	Surplus/Deficit €	Comment
3310	Transition Year Income	11565	4590	Transition Year Expense	14409	Discuss with TY Co-ordinator	-2844	TY Grant = 4180
3495	Mock Exam Income	0	4750	Mock Exam Expense	10020	Investigate where income was posted to and amend	-10020	
3490	After School Study Income	3956	4190	After School Study Expense	6399	Check cost for completeness and discuss with co-ordinator	-2443	Ensure cost is complete
3520	School Musical Income	0	4720	School Musical Expense	3286	Investigate where income was posted to and amend	-3286	
3530	School Tours Income	9410	4710	School Tour Expense	10788	Check cost for completeness and discuss with co-ordinator	-1378	Check costs



Discuss the figures with the co-ordinators & principal

Share and review the Nominal activity for the codes for accuracy and completeness.

Knowing how the projects performed in the year enables discussion and planning for the next year

REVIEWING SCHOOL EXPENDITURE



If less than budget or PY check accuracy



If greater than Budget or PY – Analyse the overspends

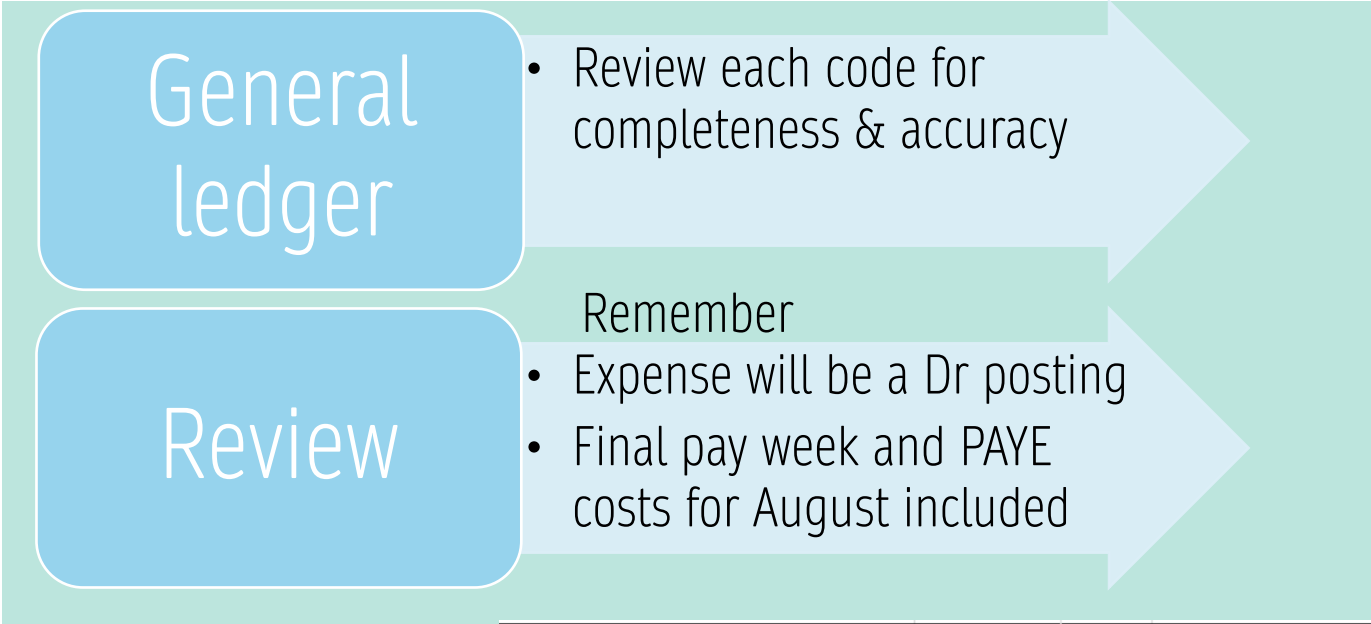


Review general ledger activity for accuracy of postings

REVIEW SUMMARY OF EXPENDITURE

From:	Month 1, September 2023			To:	Month 12, August 2024		
Chart of Accounts:							
				<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Income							
Total Department Income:				757,712	672,512	85,200	889,969
Total School Generated Income:				58,809	47,550	11,259	31,565
Total Other Income:				25,904	2,600	23,304	7,684
TOTAL Income:				842,425	722,662	119,763	929,218
Expenditure							
Total Education Salaries:				35,936	50,500	-14,564	48,963
Total Education Other:				218,435	235,420	-16,985	247,760
Total Repairs Maintenance & Establishment:				294,932	257,550	37,382	334,413
Total Administration:				262,167	196,780	65,387	350,885
Total Financial:				33,430	30,350	3,080	31,910
TOTAL Expenditure:				844,900	770,600	74,300	1,013,931
NET PROFIT/(LOSS)				-2,475	-47,938	45,463	-84,713

REVIEW EDUCATIONAL SALARIES FOR COMPLETENESS



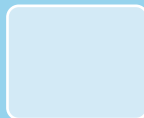
GRANT	INCOME			EXPENDITURE		Surplus/Deficit
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€
Non-Teacher Pay Grant	3030	114477				
		12,990				
NTPG - Clerical officers salaries			NTPG - Clerical officers salaries	5010	44528	
NTPG - Caretakers salaries			NTPG - Caretakers salaries	6010	72006	
NTPG - Cleaners salaries			NTPG - Cleaners salaries	5110	60106	
NTPG - Pensioners salaries			NTPG - Pensioners salaries	7500	1289	
Non-Teacher Pay Grant Balance						-50,462
Capital Grant: Building	3900		DE Capital Building Grant Expense	3940		0
Capital Grant: Equipment	3920		Capital: Fixtures, Fittings and Equipment	1421		0

REVIEW EDUCATIONAL COSTS

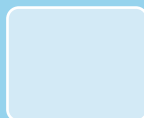
ICT NON CAPITAL COSTS



If less than budget or PY
check accuracy



If greater than Budget or PY
– Analyse the overspends



Review nominal activity for
accuracy of postings



Journal entry for ICT income

Dr 3921 14,146
Cr 3230 14,146

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departments
4410-Non Capital Computers / ICT Expense								
4410	01/09/2023				-	-	-	
4410	11/09/2023	5045865	PINV		3,690.00	-	3,690.00	
4410	07/11/2023	11142	PINV		3,832.68	-	7,522.68	
4410	04/01/2024	1412231	PINV		104.45	-	7,627.13	
4410	04/01/2024	23-030	PINV		3,128.00	-	10,755.13	
4410	24/04/2024	1504241	PINV		164.23	-	10,919.36	
4410	24/04/2024	I24-008	PINV		2,156.42	-	13,075.78	
4410	15/05/2024	5254749	PINV		58.29	-	13,134.07	
4410	15/05/2024	202404-171531	PINV		233.09	-	13,367.16	
4410	04/06/2024	310524	PINV		80.00	-	13,447.16	
4410	04/06/2024	I24-008	PINV		495.98	-	13,943.14	
4410	04/06/2024	122023	PINV		63.96	-	14,007.10	
4410	19/06/2024	013811	PINV		139.22	-	14,146.32	
Totals:					€14,146.32	-	€14,146.32	
Totals:					€14,146.32	-	€14,146.32	

Are these
costs all non
capital?

General Ledger Account Activity

[Back](#)

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[Excel](#)

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BASED ON



Transaction Date

DATE FROM

01/09/2023

DATE TO



31/08/2024

ACCT. CODE FROM



From



ACCT. CODE TO

To



AOD

ICT



[Run](#)

[Advanced Settings](#)

REVIEW MAINTENANCE COSTS



Expenditure Repairs, Maintenance and Establishment

5170	Cleaning Materials		13,136.57	5,550.00	7,586.57	1,756.99
5175	Other Cleaning and Sanitation Expense		3,872.34	1,700.00	2,172.34	1,161.85
5310	Repairs-Buildings/Grounds		36,251.44	20,500.00	15,751.44	24,700.34
5316	Covid Minor Works Grant Expense		-	-	-	10,413.61
5350	Repairs-Furniture, Fittings, Equipment		4,263.09	8,400.00	-4,136.91	2,708.57
5400	Routine Security		17,157.37	4,800.00	12,357.37	4,264.49
5450	General Insurance		-	4,500.00	-4,500.00	3,700.00
5510	Heating		39,248.88	41,000.00	-1,751.12	39,873.18
5550	Light and Power		31,500.44	25,100.00	6,400.44	20,100.18
5610	Refuse Expense		8,332.84	9,500.00	-1,167.16	9,428.91
5800	Other Repairs and Maintenance		4,555.68	8,000.00	-3,444.32	4,217.82
5802	Covid PPE Grant Expense - Inactive		-	-	-	-10,413.61
5804	Covid Capitation for Cleaning Wages Exp		-	-	-	39,705.07
5806	COVID Capitation for Cleaning (Non wages) and PPE Expense		-	-	-	37,968.53
			€294,932.83	€257,550.00	€37,382.83	€334,412.95

G Ledger activity

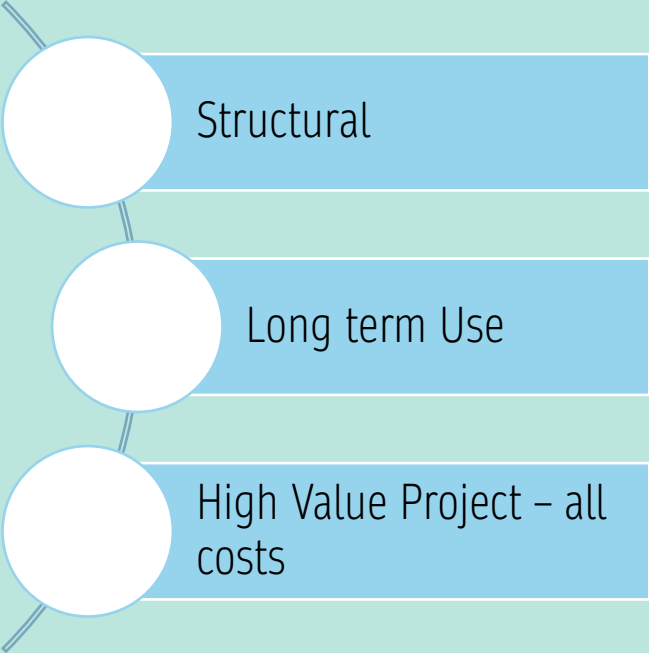
Explanation for variance

Check for completeness

CHECK REPAIR NOMINAL CODES FOR CAPITAL COSTS

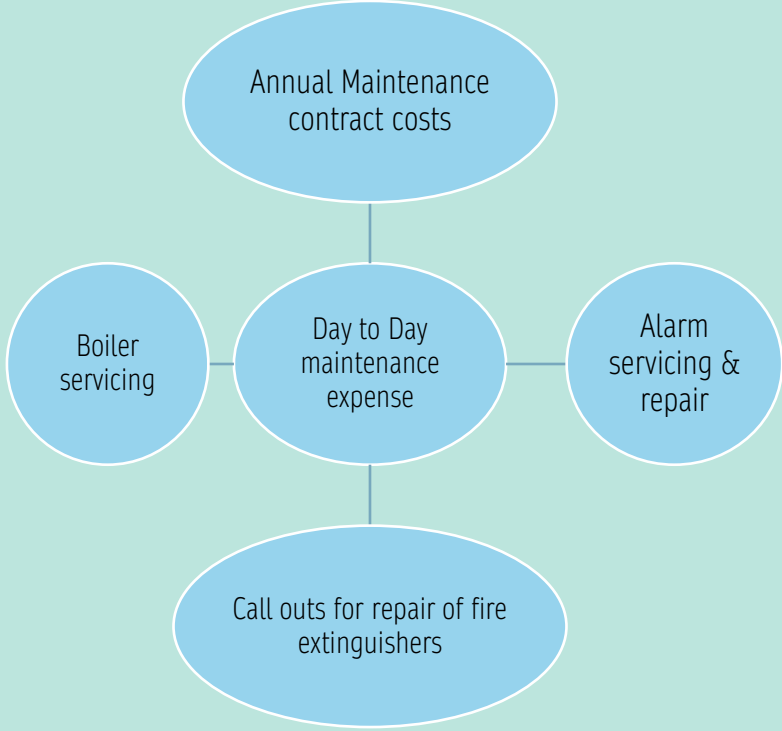


CAPITAL ITEMS



0 Reception upgrade	19600.00
0 Reception repair	12040.00
0 Careys Inv 3875 Cert 3	8220.94

REPAIR ITEMS



CHECK REPAIR COSTS

CAPITAL & COMPARISON TO PY



Code	Date	Doc.No.	Type	Details	Debit	Credit
5310-Repairs-Buildings/Grounds						
5310	01/09/2023			Balance Forward	-	-
5310	11/10/2023	1110231	PINV	JUSTIN KENNY THE ROYAL PAINTER-PAINTING STAFF TOILETS / GIRLS A CORREDOR TOILET	1,280.00	-
5310	07/11/2023	2030	PINV	KN KANE NOLAN ELECTRICAL SERVICES-LIGHTS	4,525.25	-
5310	04/12/2023	2249	PINV	Coolmine Decor-Repairs-Buildings/Grounds	218.56	-
5310	04/12/2023	2081	PINV	KN KANE NOLAN ELECTRICAL SERVICES-EXTRA LIGHTS 3	738.89	-
5310	19/01/2024	7315	PMT	Nigel Clearly Petro	9.80	-
5310	22/01/2024	7235	PMT	B WARD - GLASS BROKEN	400.00	-
5310	31/01/2024	7282	PMT	B WARD GLASS BROKEN CLASSROOM	1,302.50	-
5310	07/02/2024	106803	PINV	IRISH FENCING SERVICES-FRONT FENCE FIX	1,120.00	-
5310	19/02/2024	6231	PINV	LDP LOSCHER DESIGN PRACTICE-ROOF	922.50	-
5310	06/03/2024	2097	PINV	KN KANE NOLAN ELECTRICAL SERVICES-DRIVERS LIGHT	490.00	-
5310	06/03/2024	2141	PINV	KN KANE NOLAN ELECTRICAL SERVICES-DRIVERS LIGHT	490.00	-
5310	06/03/2024	3076769644	PINV	BOC Gases Ireland Ltd-Repairs-Buildings/Grounds	879.33	-
5310	24/04/2024	6264	PINV	LDP LOSCHER DESIGN PRACTICE-Engineering services for additional works to FW	461.25	-
5310	01/05/2024	74243	PINV	Tony Harmon Ltd-Removed and installed the new foul pump	8,790.58	-
5310	01/05/2024	74244	PINV	Tony Harmon Ltd-Inspection sewerage tank - pump call out	1,187.22	-
5310	15/05/2024	6242456	PINV	Topoil Fueling Ireland-Green Diesel	533.56	-
5310	04/06/2024	10330	PINV	CK FLOORING-PADRAIG'S CARPET - PIPE LEAKING EMERGENCY	602.70	-
5310	06/08/2024	13	PINV	COMPLETE FINISHES PAINTING-Painting 7 classes, C hall, glass and painting 5 toilets doors, touch ups doors C hall	9,594.84	-
5310	12/08/2024	10362	PINV	CK FLOORING-FLOORING BOYS TOILET A CORREDOR	2,704.46	-
Totals:					€36,251.44	-
Totals:					€36,251.44	-

REPAIR ITEMS

Structural

Long term Use

High Value Project – all costs

JUSTIN KENNY THE ROYAL PAINTER-Repairs-Buildings/Grounds PAINTING INTERIOR OF LIBRARY	1,780.00
JUSTIN KENNY THE ROYAL PAINTER-Repairs-Buildings/Grounds PAINTING BACKSTAGE	880.00
ROOF AND ENERGY-Repairs-Buildings/Grounds ROOF SPECIALIST	854.85
BOC Gases Ireland Ltd-gases	838.06
Coolmine Decor-Repairs-Buildings/Grounds CLASSROOM	191.91
Leinster Turf Equipment Ltd.-Repairs-Buildings/Grounds	446.17
PAINT VAT	710.00
CK FLOORING-TOILETS FLOORING GIRLS ABC	6,523.92
CK FLOORING-STAGE CARPET	4,298.54
CK FLOORING-PHIL O'DONNELLS OFFICE CARPET	838.55
JUSTIN KENNY THE ROYAL PAINTER-PAINTING CANTEEN	4,300.00

CHECK REPAIR COSTS FOR CAPITAL & COMPARISON TO PY

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code	Notes	AOD	
12/08/2024	PO1949	2879	LIS001	LISTER MACHINE TOOLS LTD	2,117.65	Z 0.00%	0.00	2,117.65	4450	Service machines	AOD	
12/08/2024	PO1948	P104165	PAD003	PADRAIG O CIARDHA T/A CSS	2,416.95	Z 0.00%	0.00	2,416.95	4450	Metalwork / Engineering	AOD	
12/08/2024		I001-003377	COO001	Coolmine Decor	77.53	Z 0.00%	0.00	77.53	5800	Other Repairs and Maintenance	AOD	
12/08/2024		18292	DOU001	DOUGLAS DISPALYS	4,341.90	Z 0.00%	0.00	4,341.90	1421	TROPHY DISPLAYS	AOD	
12/08/2024		4790	PMN001	PMN Security	4562.70	Z 0.00% (Zero)	0.00	4562.70	5400	CCTV System and 1 ca	AOD	

5400-Routine Security

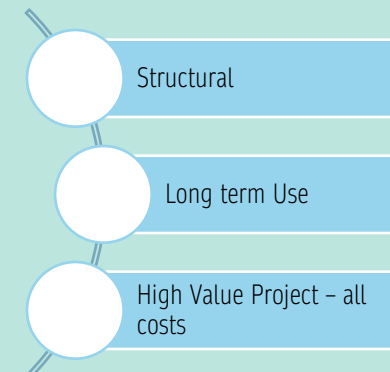
5400	01/09/2023			Balance Forward	-	-
5400	11/09/2023	088523	PINV	Taskforce Security-Routine Security	24.60	-
5400	07/11/2023	108523	PINV	Taskforce Security-Routine Security	98.40	-
5400	04/12/2023	451900	PINV	PMN Security-CAMERAS INSTALLED	2,173.52	-
5400	04/01/2024	128523	PINV	Taskforce Security-Routine Security	24.60	-
5400	04/01/2024	118523	PINV	Taskforce Security-Routine Security	24.60	-
5400	04/01/2024	0252827	PINV	G4S Monitoring Ireland Ltd.- Service contract jan 2024 - Dec 2024	3,228.75	-
5400	15/01/2024	7230	PMT	SRC - GSM ALARM SIM rental and alarm notification service.	144.53	-
5400	24/01/2024	4593	PINV	PMN Security-Routine Security	300.77	-
5400	19/02/2024	4606	PINV	PMN Security-NEW CAMERAS	1,884.10	-
5400	19/02/2024	018524	PINV	Taskforce Security-Routine Security	49.20	-
5400	15/05/2024	046624	PINV	Taskforce Security-Routine Security	49.20	-
5400	04/06/2024	4769	PINV	PMN Security-2 NEW DVRS	1,362.00	-
5400	12/08/2024	4790	PINV	PMN Security-CCTV System and 1 camera	4,562.70	-
5400	12/08/2024	069724	PINV	Taskforce Security-Routine Security	24.60	-
5400	12/08/2024	4854	PINV	PMN Security-NEW DIGITAL RECORDER MACHINE	3,178.00	-
5400	12/08/2024	079924	PINV	Taskforce Security-Routine Security	27.80	-
Totals:					€17,157.37	-
Totals:					€17,157.37	-

13,158 OF POTENTIAL CAPITAL COSTS

4,000 FOR DAY TO DAY COSTS compares with Budget and PY

Amend the transactions from 5400 to 1421

CAPITAL



REVIEWING MAINTENANCE COSTS



Expenditure Repairs, Maintenance and Establishment

5170	Cleaning Materials		13,136.57	5,550.00	7,586.57
5175	Other Cleaning and Sanitation Expense		3,872.34	1,700.00	2,172.34
5310	Repairs-Buildings/Grounds		36,251.44	20,500.00	15,751.44
5316	Covid Minor Works Grant Expense		-	-	-
5350	Repairs-Furniture, Fittings, Equipment	✕	4,263.09	8,400.00	-4,136.91
5400	Routine Security	✕	17,157.37	4,800.00	12,357.37
5450	General Insurance		-	4,500.00	-4,500.00
5510	Heating	Check for completeness	39,248.88	41,000.00	-1,751.12
5550	Light and Power		31,500.44	25,100.00	6,400.44
5610	Refuse Expense		8,332.84	9,500.00	-1,167.16
5800	Other Repairs and Maintenance		4,555.68	8,000.00	-3,444.32
5802	Covid PPE Grant Expense - Inactive		-	-	-
5804	Covid Capitation for Cleaning Wages Exp		-	-	-
5806	COVID Capitation for Cleaning (Non wages) and PPE Expense		-	-	-
			€294,932.83	€257,550.00	€37,382.83
					€334,412.95



Review and
amend
transactions to
fixed assets
additions code
1421

REVIEW ADMIN EXPENDITURE



Code	Description	Budget	Actual	Variance	Balance
6350	Office Equipment	571.79	1,500.00	-928.21	92.95
6355	Non ICT Grant Funded Office Computers Expense	30,990.84	-	30,990.84	28,437.50
6400	Accounting / Auditing Fee	8,603.40	5,100.00	3,503.40	6,858.75
6450	Other Professional Fees	42.14	200.00	-157.86	-
6500	Travel and Subsistence	4,348.86	1,550.00	2,798.86	4,416.69
6600	Principal's Expenses	-	100.00	-100.00	116.44
6650	Board of Management Expenses	13,049.32	10,150.00	2,899.32	17,652.99
6651	Health and Safety	11,872.35	-	11,872.35	7,899.73

6730	In-School Administration System	12,849.19	14,550.00	-1,700.81	19,402.18
6731	Accounting Software / Payroll Software Expense	1,197.43	1,780.00	-582.57	1,618.37
6750	Donations / Charity	3,079.89	2,000.00	1,079.89	2,171.30
6755	Medical and 1st Aid	708.61	500.00	208.61	801.60
6780	Staff Room Expenses	2,721.00	4,100.00	-1,379.00	3,352.57

€262,166.66	€196,780.00	€65,386.66	€350,885.31
-------------	-------------	------------	-------------

OVERSPENDS ON BUDGET

- Health & Safety
- Non ICT Grant funded Office computers
- Board of Management expenses
- Look at why In school admin systems down on PY

Use nominal activity report to highlight costs and analyse spending

Highlight to Principal and co-ordinators

REVIEW ADMINISTRATION COSTS



General Ledger Account Activity Back Print Excel Save Email

BASED ON

DATE FROM

DATE TO

ACCT. CODE FROM

ACCT. CODE TO

AOD

Transaction Date

01/09/2023

31/08/2024

6355

6651

6651	05/12/2023	7075	PMT	SAMSON TRAINING - MANUAL HANDLING	660.00
6651	24/01/2024	176668	PINV	Fire Technology Ireland-Health and Safety	427.58
6651	19/02/2024	176950	PINV	Fire Technology Ireland-RENEW CONTRACT	976.10
6651	19/02/2024	24752238	PINV	Apex Fire Ltd.-FIRE EXTINGUISHER	4,270.59
6651	19/02/2024	355	PINV	TREE FORCE-TREE REMOVAL	1,645.75
6651	19/02/2024	24752239	PINV	Apex Fire Ltd.-REEL SERVICE	99.43
6651	12/08/2024	16622	PINV	NEL Services-EMERGENCY LIGHTING TEST	964.75
Totals:					€11,872.35

Health & Safety code 6651

Review and amend transactions to fixed assets additions code 1421

INCOME & EXPENDITURE ACCOUNT REVIEW

SUMMARY RECORD OF FINDINGS FOR DEMO DATA

	I&E Review steps	Comments	Initial overview	Nominal activity review		Outstanding items									
						From: Month 1, September 2023				To: Month 12, August 2024					
						Chart of Accounts:									
										Period	Budget	Difference	Prior Year		
				Findings		Income									
						Total Department Income:				788,173	700,000	88,173	889,969		
						Total School Generated Income:				58,809	47,550	11,259	55,000		
						Total Other Income:				25,904	22,600	3,304	27,684		
						TOTAL Income:				872,886	770,150	102,736	972,653		
						Expenditure									
						Total Education Salaries:				35,936	50,500	-14,564	48,963		
						Total Education Other:				218,435	235,420	-16,985	247,760		
						Total Repairs Maintenance & Establishment:				294,932	257,550	37,382	308,413		
						Total Administration:				262,167	196,780	65,387	332,885		
						Total Financial:				33,430	30,350	3,080	33,910		
						TOTAL Expenditure:				844,900	770,600	74,300	971,931		
						NET PROFIT/(LOSS)				27,986	-450	28,436	722		
1	An overview of the I&E	Reasonable compared with PY and Budget?	Loss showing	The devil is in the detail											
	Bottom line ?	Avoid surprises													
2	School Income review	Investigate Variances from PY and budget	Review school generated income	Noted NTPG issue		Check									
		Review Gen ledger activity				Receipt									
		Have all relevant grants been received				postings									
3	School Expenditure review	Review General ledger activity	Review repairs	Capital items in Repairs											
		Follow up Variances with prior year & budget		H&S Expense											
						amend capital items in I&E									
4	Review of ringfenced grants	How much of the grant is spent?	Prepare schedule												
5	Review of school generated income	How does income compare with spend to date	Prepare schedule	Follow up posting of income,		Mock exam income showing no income									
6	Journal adjustments for unspent ringfenced grants					Recorded journal entry									
7	Balance sheet review	Any unexplained balances will have implications for the I&E report				Review Balance sheet									

Key review steps summary

- ✓ I&E – DAY TO DAY running of school
- ✓ I&E – For the Financial Year
- ✓ How do figures look overall?
- ✓ Check postings in nominal activity
- ✓ Look at figures line by line
- ✓ Are there unusual variances?
- ✓ Make any necessary amendments

Outstanding

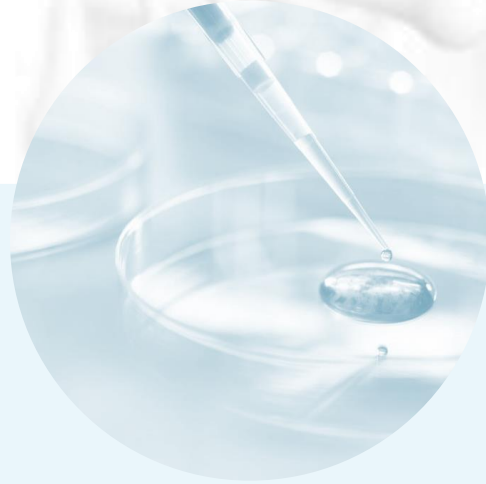
- ❖ Review Balance Sheet

Key review steps summary

- ✓ I&E – DAY TO DAY running of school
- ✓ I&E – For the Financial Year
- ✓ How do figures look overall?
- ✓ Check postings in nominal activity
- ✓ Look at figures line by line
- ✓ Are there unusual variances?
- ✓ Make any necessary amendments

Outstanding

- ❖ Review Balance Sheet



4. THE BALANCE SHEET REVIEW

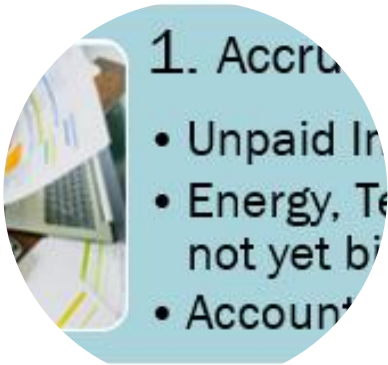
VITAL FOR THE ACCURACY OF THE YEAR END ACCOUNTS

Key Points for review

- ❑ A list of Assets & liabilities @ 31.8.2024
- ❑ Supporting paperwork to support balances
- ❑ Supporting calculations
- ❑ Check postings in General ledger activity
- ❑ Check opening balances were adjusted out?
- ❑ Grants received in advance should be recorded in BS
- ❑ Income received in advance should be in BS at 31.8.2024
- ❑ Costs related to 24/25 should be recorded in BS at 31.8.2024

BALANCE SHEET

Closing Balances must be supported with lists, calculations, copy invoices, copy returns



FIXED ASSETS

Balances BF
Additions
Disposals
Closing Balances

CURRENT ASSETS

Grants Due
Income Due
Bank Balances

CURRENT LIABILITIES

Suppliers due
Amounts owed to Revenue
Income in advance
Unspent Grants
Accruals

REVENUE RESERVES & CTFA

Capital Grants
FF&E Grants
ICT Grants
Capital expenditure

BALANCE SHEET REVIEW - GUIDANCE NOTES

	Balance sheet Key headings	Checking for accuracy & completeness	Opening Balances @ 1.9.2023	Journals 1.9.2023	Transactions for financial year	Closing Balance @ 31.8.2024 Year end accounts file Aug 2024
1	Fixed Assets 1400 range	Year end audit adjustments for Aug 2023 are vital for accuracy	Accountant will verify Trial Balance B/F	N/A	N/A	Accountant should supply any necessary journal adjustments
2	✓ Additions 1421/1461	Check the posting in the nominal activity and have the supporting paperwork	Nil assuming prior year balance was adjusted out	N/A	Ensure it is capital expenditure	Gen ledger activity report Copy invoices
3	Current Assets 1700 • Prepayments • Grants due	Verify the movements on the account & be able to explain the balance	✓ Opening balance will be a debit	✓ Journal will be a credit	Junior cycle books 24/25 Insurance prepaid State exam income NTP Grant	Gen ledger activity report Copy invoices Calculations
4	• Bank – 1800/1900 range	Bank Reconciliations for all accounts with no old or duplicate o/s items		N/A	Consistently reconciled throughout the year	Check: Balances on bank rec reports agree with Bank balances showing in TB & BS
5	Current Liabilities – 2100 range Suppliers ledger • Unspent Grants • Grants received in advance • Control accounts • Accruals	Supplier statement reconciliations @ 31.8.2024 Verify the movements on the account & be able to give a breakdown of the balance in the BOM reports	✓ Opening balances will be a credit	✓ Journal will be a debit	Journals for unspent grants Bank receipts for grants in advance Control accounts monitored throughout the year	Total on Supplier ledger listing @ 31.8.2024 agrees to the creditors control account code 2100 in the TB & BS Calculations for unspent grants DR Remittances for Grants in advance Revenue returns showing balances due Accruals list with supporting paperwork
6	Reserves & contribution to fixed assets	Perform a data check by running a Nominal only recalculation			All capital grants Capital expenditure	Gen ledger activity report Supporting paperwork including BOM capital report
7	Balance on the I&E showing at end of Balance Sheet	Final Data check			As per the bottom line of the Income & Expenditure Account issued to the Board	



CHECKING THE FIXED ASSET NOMINAL BALANCES

ENSURE OPENING
BALANCES **AGREE** TO THE
AUDITED FIGURES @
31.8.2023

1421	07/11/2023	39316	PINV	PETER WALSH AND SONS LIMITED-150 STUDENT CHAIR	5,904.00	-	48,593.12
1421	07/11/2023	39249	PINV	PETER WALSH AND SONS LIMITED-3 TEACHERS DESK	830.25	-	49,423.37
1421	21/11/2023	201123	PINV	Ian Kinton-LAWN MOWER	642.09	-	50,065.46
1421	04/12/2023	3150738	PINV	Viking Stationary Supplies- CUPBOARD L MASTERTSON	261.93	-	50,327.39
1421	04/12/2023	3098659	PINV	Viking Stationary Supplies- CUPBOARD NIAMH MC	261.93	-	50,589.32
1421	24/01/2024	3467228	PINV	Viking Stationary Supplies- CUPBOARD C CULLEN	261.93	-	50,851.25
1421	19/02/2024	37159	PINV	MORGAN OFFICE AND EDUCATIONAL FURNITURE SPECIALISTS-100 FOLDING	5,098.35	-	55,949.60

REVIEW THE ADDITIONS TO FIXED ASSETS

Code 1421 Additions to FF&E

Capital items

- 1 Years use
- Know BOM materiality level for Capitalising items

Have copy invoices in the Year ends accounts file

Code 1461 Additions to ICT

Department reports for

- ICT grant funded items
- Digital divide grant funded items



Review of current assets

Current Assets

Current Asset Debtors and Prepayments

1720	Prepayments	3,854.22	1,293.00
		€3,854.22	€1,293.00

Bank and Cash Accounts

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departments
1720-Prepayments								
1720	01/09/2023	10	TBJRNL	Opening Balance	1,293.00	-	1,293.00	All other departments
1720	02/05/2024	7650	PMT	AJ PRODUITS	441.57	-	1,734.57	FREE BOOK SCHEME
1720	05/06/2024	7821	PMT	DATABIZ SOLUTIONS	246.00	-	1,980.57	FREE BOOK SCHEME
1720	05/06/2024	7825	PMT	PAULA OCONNOR	800.00	-	2,780.57	All other departments
1720	05/06/2024	7934	PMT	LAURA MCMAHON	100.00	-	2,880.57	All other departments
1720	25/06/2024	7936	PMT	LYRECO	140.81	-	3,021.38	FREE BOOK SCHEME
1720	25/06/2024	7937	PMT	LYRECO	45.46	-	3,066.84	FREE BOOK SCHEME
1720	25/06/2024	7846	PMT	DERMOT OMARA	625.80	-	3,692.64	FREE BOOK SCHEME
1720	25/06/2024	7855	PMT	VIKING DIRECT	161.58	-	3,854.22	FREE BOOK SCHEME
Totals:					€3,854.22	-	€3,854.22	
Totals:					€3,854.22	-	€3,854.22	



Amount paid
in advanced
(Prepayment)

PREPAYMENTS



1. Prepayments (1720)

- Deposit for school trips
- Insurance paid in advance



GRANTS DUE



3.Grants due to school (1730)

- State exam aide Grant
Non Teacher Pay grant due @ 31.8.2024

Date Range	1st Sep 2023 To 31st Aug 2024		
			2024
Code	Description		Current
			€
Balance Sheet			

		TOTAL Fixed Assets	€367,794.65
Current Assets			
Current Asset Debtors and Prepayments			
1720	Prepayments		3,854.00
1730	Grants Due		50,462.00
			€54,316.00

OPENING BALANCES

COPY INVOICES

BANK ACCOUNT SECTION

A/C	Name	Balance
1800	Current Account	79231.47
1810	AIB Deposit Account	40639.36
1815	AIB NO 2 ACCOUNT	49083.51
1850	Visa Account	-1230.00
1900	Petty Cash Account	158.33
1950	Cash Account	0.00

DON'T FORGET THE PARENTS ASSOCIATION ACCOUNTS INFORMATION

13. Parents Association: Ensure all financial documentation is made available to the school's external accountant/auditor for inclusion in the annual financial accounts of the school.

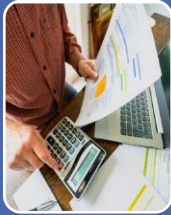
- ALL BANKS RECONCILED
- NO OLD OR DUPLICATE ITEMS IN BANK RECONCILIATIONS
- PETTY CASH SHOULD BE THE AMOUNT HELD IN SAFE AT 31.8.2024.
- VISA BALANCE WILL USUALLY BE A MINUS / CREDIT AND WILL BE THE BALANCE ON THE AUGUST VISA STATEMENT

SCHOOL LIABILITIES

Allocate balances

Supplier Statements

Control Account



Suppliers ledger list

- Supplier reconciliations
- Accountancy fee may have to be accrued

- Write off old balances not due
- Rectify debit balances
- Adjust debit balances

Current Liabilities

Current Liability Creditors

2100

Purchase Ledger Control

46,216.35

85,978.23

Code	Name	Balance	Current	30 days	60 days	180 days	120 days	150 days	90 days	Unallocated
ALL002	ALL STORAGE PROVIDERS	3,591.60	3,591.60	-	-	-	-	-	-	-
AUT001	Auto Lock and House	1,450.00	1,450.00	-	-	-	-	-	-	-
BLA001	Blanch Music Shop	148.73	-	-	-	148.73	-	-	-	-
BOR001	Bord Gais	-	-	-	-	24.13	-	-	-	-24.13
BUN001	Bunzl Cleaning and Safety Ltd	598.27	598.27	-	-	-	-	-	-	-
CHU001	Chubb Ireland Ltd	-	-	-	-	214.22	-	-	-	-214.22
CKF001	CK FLOORING	2,704.46	2,704.46	-	-	-	-	-	-	-
COM004	COMPLETE FINISHES PAINTING	9,594.84	9,594.84	-	-	-	-	-	-	-
COO001	Coolmine Decor	77.53	77.53	-	-	-	-	-	-	-
COO002	Coolmine Sports and Leisure Center	5,395.80	5,395.80	-	-	-	-	-	-	-
CUL001	CULLIGAN	530.62	530.62	-	-	-	-	-	-	-
DOU001	DOUGLAS DISPALYS	4,341.90	4,341.90	-	-	-	-	-	-	-
EIM002	Eimear Darcy	301.70	301.70	-	-	-	-	-	-	-
EIR001	Eir	1,098.07	468.51	-	-	629.56	-	-	-	-
EOI001	Eoin O'Connell	30.00	-	-	-	30.00	-	-	-	-
EVA001	Eva Kavanagh	-207.81	-	-	-	-	-	-	-	-207.81
INT002	Internation Glass Windows & Doors	227.00	-	-	-	227.00	-	-	-	-
IRI006	Irish Association for Counseling and Psychotherapy	289.00	-	-	-	289.00	-	-	-	-
LIS001	LISTER MACHINE TOOLS LTD	2,117.65	2,117.65	-	-	-	-	-	-	-
LYR001	Lyreco Ireland Ltd	264.93	264.93	-	-	-	-	-	-	-
MAR005	MARIA TULLY	85.00	85.00	-	-	-	-	-	-	-
NEL001	NEL Services	964.75	964.75	-	-	-	-	-	-	-
PAD002	Paddy O'Reilly	400.00	-	-	-	400.00	-	-	-	-
PAD003	PADRAIG O CIARDHA T/A CSS	2,416.95	2,416.95	-	-	-	-	-	-	-
PMN001	PMN Security	7,740.70	7,740.70	-	-	-	-	-	-	-
REN001	Rentokil Pest Control	221.40	221.40	-	-	-	-	-	-	-
RUB001	Ruby Morrow Psychologist	400.00	-	-	-	400.00	-	-	-	-
SEN001	SENSORY HOUSE LTD	-548.39	-	-	-	-	-	-	-	-548.39
SHR001	Shred it	174.31	174.31	-	-	-	-	-	-	-
SSE001	SSE Airtricity	1,802.69	1,802.69	-	-	-	-	-	-	-
SWI001	Swift Coaches	-595.00	-	-	-	-	-	-	-	-595.00
TAS001	Taskforce Security	52.40	52.40	-	-	-	-	-	-	-
THO001	Thornlons Waste Disposal Ltd.	433.21	433.21	-	-	-	-	-	-	-
THR001	Three	113.24	-	-	-	113.24	-	-	-	-
TRE001	Treacy Ward	-	-	-	-	41.00	-	-	-	-41.00
WES002	WESTMANSTOWN SPORTS AND CONFERENCE CENTRE	0.80	-	-	-	-	-	0.80	-	-
Totals:		€46,216.35	€45,329.22	-	-	€2,516.88	-	€0.80	-	€-1,630.55

SCHOOL LIABILITIES

Nominal activity

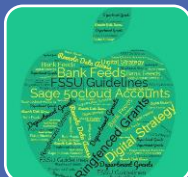
Opening Balances

Supporting paperwork



Control Account Balances

- VAT/RCT Returns
- PAYE returns
- Payroll costs to relevant week number
- Net Pay Control Account



Identify Income/Grants relating to future Years and any unspent ringfenced grants

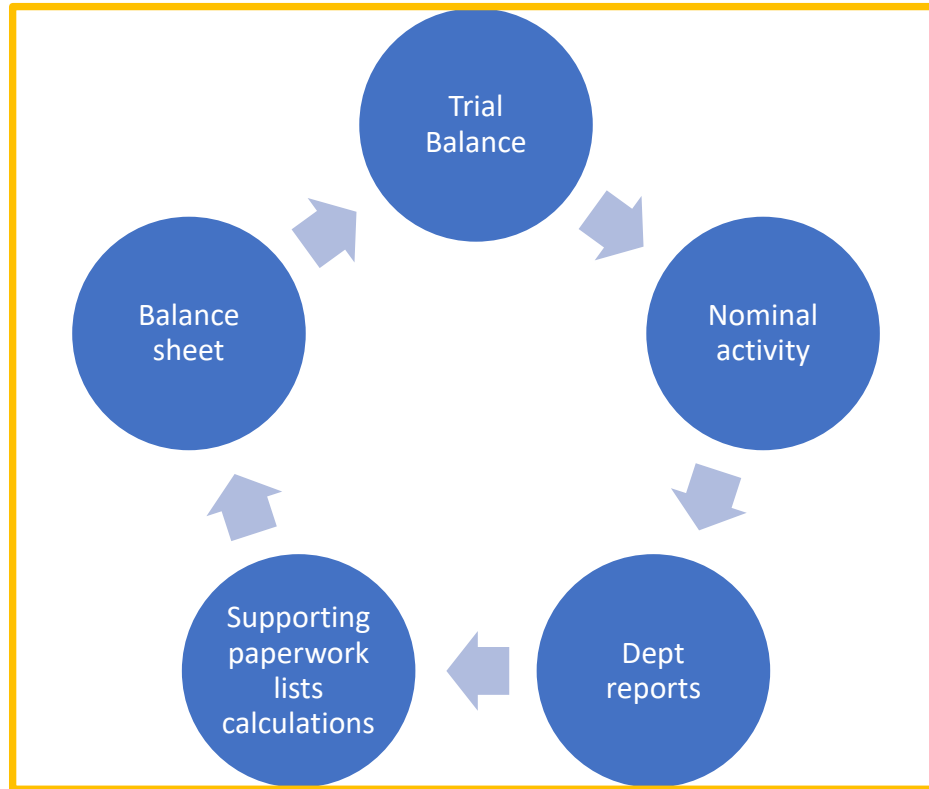
- Income for 24/25
- Book Grant in advance - Remittance
- Ringfenced unspent Grants - Calculations

Current Liability Accruals			
2105	School Income Received in Advance	0	1,845
2150	Grants Received in Advance	84,369	84,369
2151	Book Grant Received in Advance	182,466	0
2161	School library Books Capital Grant Unspent	17,462	18,025
2165	ICT Grant Unspent	32,237	-5,460
2166	Minor Works Grant Unspent	11,920	11,920
2170	Supervision and Substitution grant unspent	11,321	1,946
2171	Other Ringfenced Grants Unspent	5,225	6,807
2181	Covid Aide Grant Unspent		-44,956
2182	Covid PPE Grant Unspent		-104,865
2183	Covid Supervision and Substitution Grant Unspent		111,819
2184	Covid Capitation for Additional Cleaning Grant Unspent		21,704
2186	COVID Capitation for Cleaning and PPE Grant Unspent	0	170
2200	Net Wages Control	500	3,479
2220	Single Public Service Pension Scheme Control	95	438
2230	ASC Control	1,046	1,615
2250	PAYE/PRSI Control	4,300	3,857
2260	VAT Control Account	533	157,497
2440	Accruals	58,947	58,947
		410,421	329,159

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME		EXPENDITURE		Check figures for accuracy - comments	Surplus/Deficit	Balance Sheet Balances	
	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€		
Book Grant	3150	0	Book Grant Expenses	4730	0	0	2160	9552
School Library Books Capital Grant	3155	563	School Library Books Capital Grant Expense	4641	563	0	2161	17462
Supervision & Substitution Grant	3240	10987	Supervision & Substitution Expense	4150	10987	0	2170	11321
Bus Escort Grant	3294		Bus Escort Salary Expense	4196	4523	-4523		
Attendance campaign grant	3290	1804	Wellbeing	4635	1804	0	2171	5225
ICT Grant - Non capital	3230	14146	ICT Grant Non-Capital Expense	4410	14146	0		
ICT Grant - Capital	3921		Capital: ICT	1461		0	2165	32237

Follow up work for Accountants



ACCRUALS

Code	Date	Doc.No.	Type	Details	Debit	Credit
2105-School Income Received in Advance						
2105	01/09/2023	139	NJRNL	Income 2022 2023	1,845.00	-
2105	01/09/2023	10	TBJRNL	Opening Balance	-	1,845.00
Totals:					€1,845.00	€1,845.00
Totals:					€1,845.00	€1,845.00

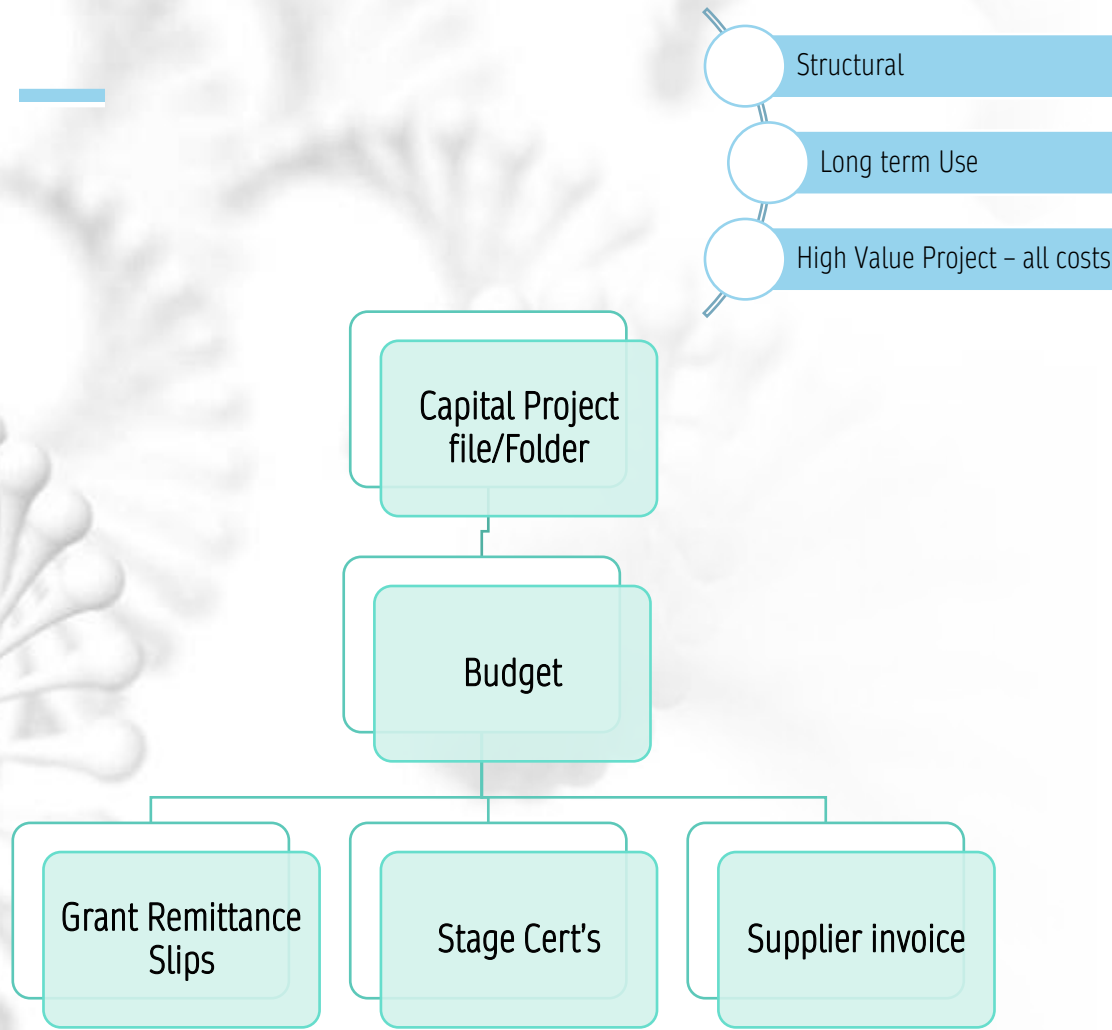


Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2440-Accruals							
2440	01/09/2023	10	TBJRNL	Opening Balance	-	44,000.00	-44,000.00
2440	01/09/2023	10	TBJRNL	Opening Balance	-	14,947.18	-58,947.18
Totals:					-	€58,947.18	€-58,947.18
Totals:					-	€58,947.18	€-58,947.18

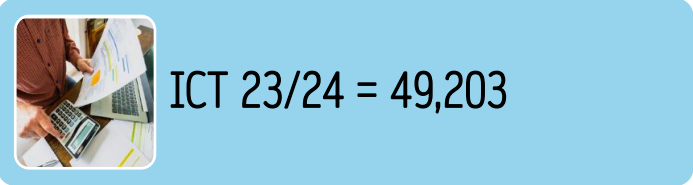


Suppliers ledger will have most of the invoices
Some late invoices may have to be accrued
Opening balances will also require journal adjustments

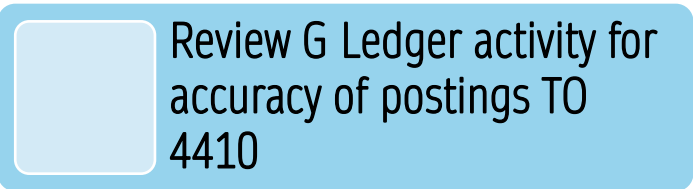
CONTRIBUTION TO FIXED ASSETS SECTION



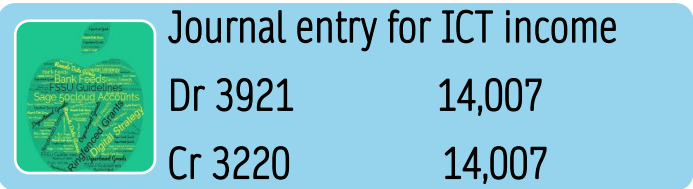
3900	DE Capital Building Grant Income
3901	Capital Projects Fundraising Income
3902	Parents Contribution to Capital Projects Income
3903	Patron/Trustee Contribution to Capital Projects Income
3904	Other State Capital Projects Income
3905	COVID Minor Works Capital Grant Income
3906	Accumulated Amortisation of Capital Building Income
3907	Capital Donations Income
3920	DE Fixtures, Fittings & Equipment Grant Income
3921	DE ICT Grant Capital Income
3925	Accumulated Amortisation of Capital Equipment Income
3926	Accumulated Amortisation of ICT Grant Capital Income
3940	DE Capital Building Grant Expense
3941	COVID Minor Works Building Expense
3960	Capital Land/Building Fundraising Expense
3970	Parents Contribution to Capital Land/Building Expense
3990	Patron/Trustee Contribution to Capital Building Expense
3991	Other State Capital Land/Building Expense
3992	Capital Donations Land/Building Expense
3995	Land/Building Fund Account



ICT 23/24 = 49,203



Review G Ledger activity for accuracy of postings TO 4410



Journal entry for ICT income

Dr 3921	14,007
---------	--------

Cr 3220 14,007

-	119,838.33	-119,838.33	ICT grant
-	49,203.20	-169,041.53	ICT grant
-	€169,041.53	€-169,041.53	
3,690.00	-	3,690.00	ICT grant
3,832.68	-	7,522.68	ICT grant
3,128.00	-	10,650.68	ICT grant
104.45	-	10,755.13	ICT grant
164.23	-	10,919.36	ICT grant
2,156.42	-	13,075.78	ICT grant
58.29	-	13,134.07	ICT grant
233.09	-	13,367.16	ICT grant
80.00	-	13,447.16	ICT grant
495.98	-	13,943.14	ICT grant
63.96	-	14,007.10	ICT grant
€14,007.10	-	€14,007.10	
€14,007.10	€169,041.53	€-155,034.43	

General Ledger Account Activity

Back

Print

Excel

Save

Email

BASED ON


DATE FROM

DATE TO


ACCT. CODE FROM

ACCT. CODE TO


AOD




Transaction Date




01/09/2023



31/08/2024



From



To

ICT

Run

Advanced Settings

CALCULATING UNSPENT ICT JOURNAL DETAILS FOR YEAR END

ICT 23/24 = 49,203

4410 = 14,407

3230 = 14,407

Unspent =
49203 - 14,407 - 2559 = 32,237

1461-Capital: ICT Additions

1461	01/09/2023			Balance Forward	-	-	-
1461	01/09/2023	10	TBJRNL	Opening Balance	39,955.50	-	39,955.50
1461	07/11/2023	121708	PINV	Comdex Technologh Ltd-PROJECTOR	1,725.08	-	41,680.58
1461	15/05/2024	121982	PINV	Comdex Technologh Ltd-2 PROJECTOR LAMP	190.65	-	41,871.23
1461	19/06/2024	015002	PINV	Softcat PLC Ireland-surface keyboard	642.56	-	42,513.79
Totals:					€42,513.79	-	€42,513.79
Totals:					€207,858.51	€751.56	€207,106.95

JOURNALS DETAILS

DATE

31/08/2024

REF NO.

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	AOD
3921	DE ICT Grant Capital Income	ICT unspent Aug 24	32,237.00	0.00	ICT
2165	ICT Grant Unspent	Aug 2024	0.00	32,237.00	ICT

5. SUMMARY OF KEY REVIEW STEPS & OUTCOMES FOR DEMO DATA

Reviewing BrightBooks Reports	Key Issues	Journal Adjustments required in Brightbooks
Key things to monitor	Reports are a snapshot of the school's financial performance, they answer pertinent questions	
DE Grants	✓ Have all DE grants been received?	Journals required at year end
	✓ Ensure Grants received in advance are recorded in the Balance sheet at 31.8.2024	
	✓ Calculate the Unspent ringfenced grants	
SGI	✓ Does specific school generated income cover the cost for the purpose it was collected for?	
Monthly reports can highlight areas of concern that require immediate attention.		
Expenses	1. Compared with Budget & prior Year	✓ Repairs
	2. Explanations for over spends	✓ Reclassify to balance sheet
	3. Identify overspends	✓ Discuss with project co-ordinators
	4. Accruals	✓ Reflected in BS
What was new for the year?	FSSU Guidelines 2023/2024 Summary	✓ Junior cycle free schoolbooks grant & costs

From:	Month 1, September 2023	To:	Month 12, August 2024		
Chart of Accounts:					
		Period	Budget	Difference	Prior Year
Income					
Total Department Income:		782,076	700,000	82,076	889,969
Total School Generated Income:		58,809	47,550	11,259	55,000
Total Other Income:		25,904	22,600	3,304	27,684
TOTAL Income:		866,789	770,150	96,639	972,653
Expenditure					
Total Education Salaries:		35,936	50,500	-14,564	48,963
Total Education Other:		218,435	235,420	-16,985	247,760
Total Repairs Maintenance & Establishment:		294,932	257,550	37,382	308,413
Total Administration:		262,167	196,780	65,387	332,885
Total Financial:		33,430	30,350	3,080	33,910
TOTAL Expenditure:		844,900	770,600	74,300	971,931
NET PROFIT/(LOSS)		21,889	-450	22,339	722

Financial Year-End 31st August 2024
on BrightBooks

Internal Financial Controls
Manual for Schools

Guide on Preparing Month End

Preparing for the Finance Subcommittee Meeting

Guidance on preparing reports and documentation for the

> Guide on Preparing Month End Reports & Supporting Documents

Templates

> Sample template for the manual reports

> Template to assist with reporting on Capital Projects

> Monthly Reporting Checklist

CONCLUSION

SEP

BrightBooks is date driven

Keep accounts up to date

Include Budget figures for
24/25


Journals 1.9.2024

OCT



Preparing for the Accountant

Financial Accounts 2023/2024

	Finalising Draft Year end accounts	Points to note
1	Review the draft accounts for Year-end Aug 2024	
2	Distribute the August BOM reports to the BOM	Cross check reports
3	Housekeeping in BrightBooks	Finalising Accounts in BrightBooks software
	<ul style="list-style-type: none"> Check Financial Year in BrightBooks 	Settings / Accounting Periods
	<ul style="list-style-type: none"> Start date should be 1.9.2023 End date 31.8.2024 	
4	Contact Accountant	Early contact will help to get the process in motion
	Ensure Accountant has access to BrightBooks school dataset	Settings / User
	Ask for details of Year end visit and a list of what they will need	
5	September 30 th - Deadline for submission of accounts to Accountant	
6	Year-end adjustments required from Accountant	Record adjustments in BrightBooks
7	It is advisable to process Year end in BrightBooks within 3 months of Year end	Run Year end in BrightBooks
8	Check Financial Year in BrightBooks after running Year end	Settings / Accounting Periods
		<ul style="list-style-type: none"> Start date should be 1.9.2024 End date 31.8.2025
9	Perform a data check by running a Nominal only recalculation	Click Settings > Data > Nominal Only Recalculation
10	Final Data check	Run the <u>Simple Trial Balance report</u> to ensure the totals match for debits and credits

If you have any further questions
please telephone or email us

Post Primary 01 269 0677
Email info@fssu.ie

THANK YOU

Q&A
UP NEXT

BREDAMURPHY@FSSU.IE

