

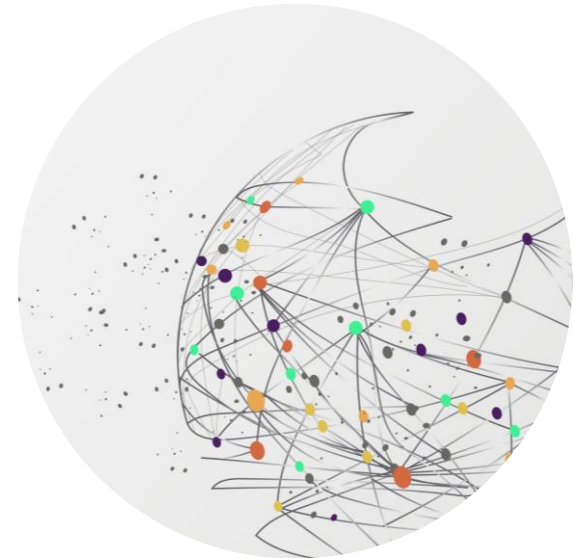
FSSU TRAINING WEBINAR

BrightBooks Autumn 2024 Webinar Training series



Preparation & processing of the Year end August 2024

Working with the Accountant to finalise the Year end 23/24



BREDA MURPHY

Preparation & processing of the Year end August 2024

Working with the Accountant to finalise the Year end accounts

1. Introduction

Overview of Autumn webinars & status of accounts preparation in BB

Managing the transition to the New Financial Year

02. Guidance on working with the Accountant to finalise the August Year end accounts in BrightBooks

03. Understanding the Year end journal adjustments

Ensure they are recorded in BB

Awareness of breakdown of balances

Once Year end adjustments are recorded in BB – Allocate a time to run the year end

04. New Financial Year 24/25

Reviewing the September Accounts – what to look out for

Moving balances from the Balance sheet to the I&E Account @ 1.9.2024 is crucial to accuracy & completeness of the BOM Accounts

05. Summary of key learning points

Importance of updating BB with accountant's year end journals

Crucial for data integrity to process Year end in BrightBooks

Checklist to help apply the learning points from the webinar to the review of the Sept school accounts

Webinar 4

Agenda



30.09.2024	• Accountant notified that accounts are ready for review
30.11.2024	• Draft accounts to BOM for approval
31.12.2024	• Accounts approved for submission to FSSU by BOM
28.02.2025	• Accountant to file accounts with FSSU by 28 th Feb 2025

Guide on Preparing Month End Reports

Preparing for the Finance Subcommittee Meeting
Guidance on preparing reports and documentation for the meeting

> 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



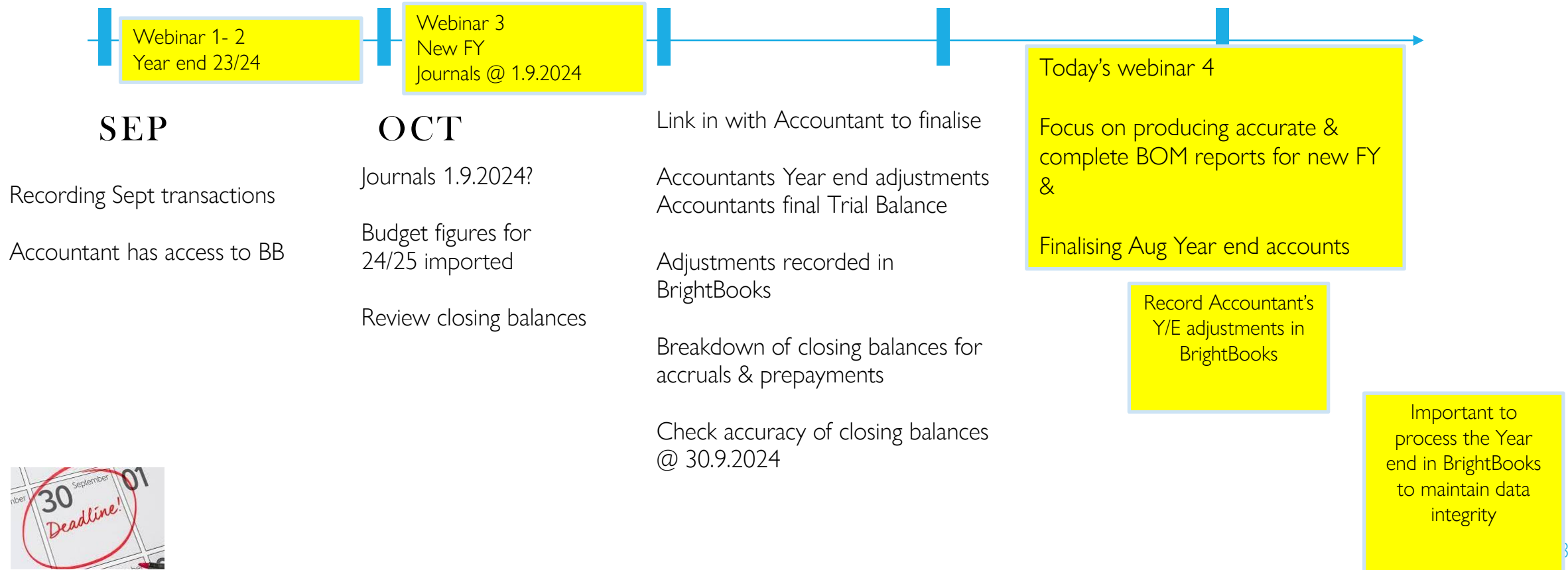
Financial Guideline 2024/2025

Community & Comprehensive Schools

05

**Financial Year-End 31st August 2024
on BrightBooks**

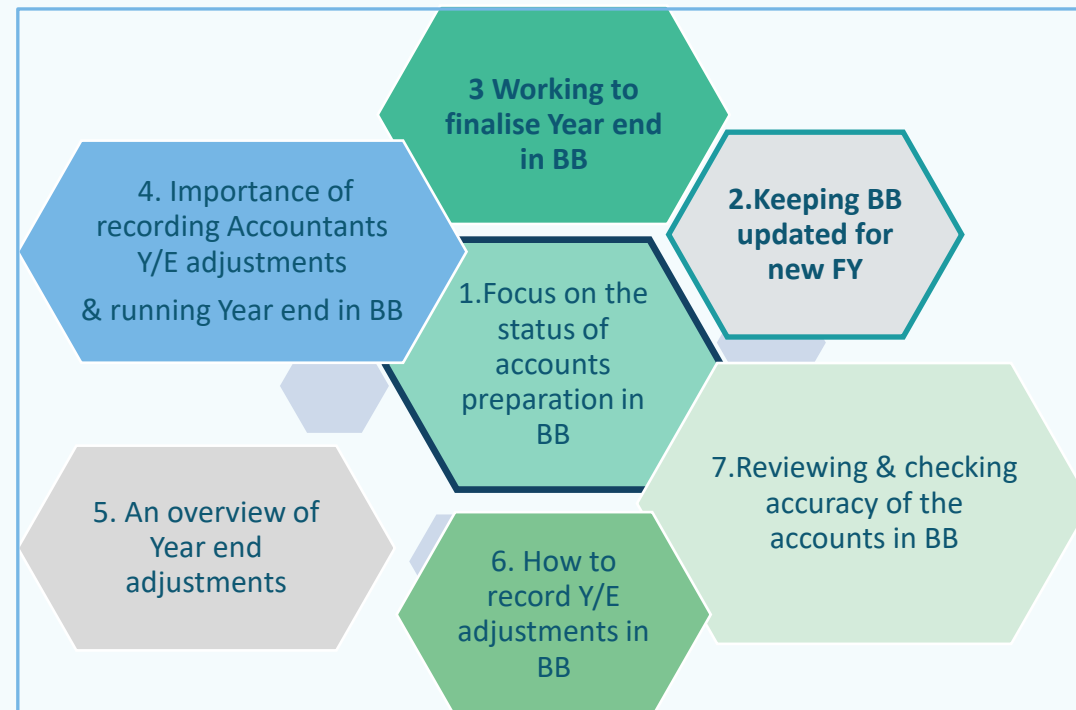
1. Overview of current status of school accounts preparation in BrightBooks



Sample School			
Year End: 31/08/2024			
	Description	The School's Final TB	
		Debit	Credit
1421	FF & Equipment additions at cost	0	
1430	FF & Equipment acc depn b/fwd		743,156
1430	FF & Equipment depn charge		0
1460	Computer Equipment cost b/fwd	291,120	
1461	Computer Equipment additions at cost	0	
1470	Computer Equipment acc depn b/fwd		281,331
1470	Computer Equipment depn charge		0
1720	Prepayments	28,278	
1730	Grants Due	0	
1800	No.2 Account 03546-103	256,920	
1950	Visa Business Card		1,094
2100	Purchase Ledger Control Account		96,860
2250	PAYE control account ★	35,000	
2260	VAT control account	228	0
2440	Accruals		0
2105	Deferred income		0
2150	Grants Received in Advance		0
2151	Book Grant Received in Advance		0
2152	DEIS Grant Received in Advance		0
2171	Other Ringfenced Grants Unspent		0
2172	Other Ringfenced Income Unspent		0
2166	Minor Works Grant Unspent		166,941
2181	Covid Aid Grant Unspent	Covid	54
2182	Covid Capitation for Cleaning and PPE	balances?	70,505
2183	Covid Supervision and Substitution Grant		13,437
3900	DE Capital Building Grant Income		61,378
3905	COVID Minor Works Capital Grant Income		49,018
3920	DE Fixtures, Fittings & Equipment Grant Income		0
3921	DE ICT Capital Income		167
		x	x

Guidance on working with the Accountant to finalise the Year end accounts

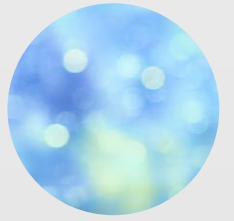
Managing the transition to the New Financial Year



September 24
BB Reports



Managing the transition to the new Financial Year



New Financial Year – Updating BrightBooks

BB – updated for new FY

Update for September as normal

Accounting for 23/24 transactions in new year

Journal adjustments are vital @ 1.9.24 to ensure accuracy of I&E

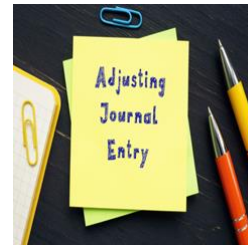
Working with the Accountant to finalise the Year end Accounts

Answering Accountants queries

Get final Trial Balance figures & Y/E Adjustments from Accountant

Recording Y/E adjustments in BB

Trial Balance B/F in BB at 1.9.2024 should agree to the Accountant's TB figures



BrightBooks Considerations

Accurate BOM reporting for new Financial Year

Reviewing The Income & exp report and Balance sheet for September is important

Correct opening balances will make the general ledger review more effective



Income & Expenditure					
Date Range 1st Sep 2024 To 30th Sep 2024					
Code	Description	Sep-24 Current Period €	2025 Budget €	Variance €	2024 Comparative €
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	0	289,177	-289,177	27,597
3030	Non Teachers Pay Budget	82,339	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	0	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant			0	0
3152	Administration support book scheme grant			0	0



Finalising August 2024 Accounts in BrightBooks

The importance of the Year end adjustments for accounts reliability

Correct opening balances – allows for accurate monitoring of balances

Adjustments are necessary at 1.9.2024 to reflect income and expenses for 24/25

Free schoolbook Grant & related expenditure queries

Is Expenditure for 24/25 (paid in 23/24) showing in new FY?

Grants received in 23/24 relating to 24/25 should be reflected in the new FY accounts

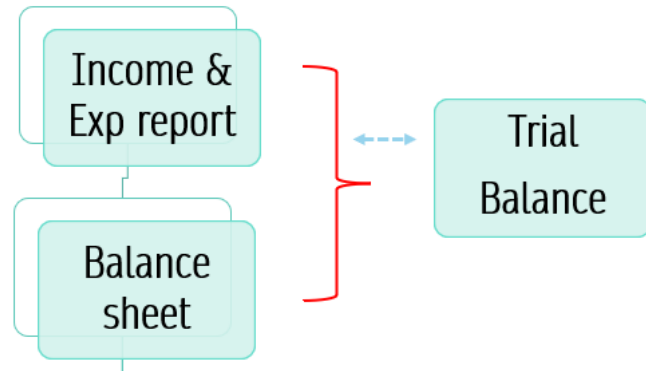
2100	Purchase Ledger Control Account				96,860
2250	PAYE control account	3	★	4	35,000
2260	VAT control account				228
2440	Accruals				0
2105	Deferred income				0
2150	Grants Received in Advance			9	0
2151	Book Grant Received in Advance			8	0
2152	DEIS Grant Received in Advance				0
2171	Other Ringfenced Grants Unspent				0
2172	Other Ringfenced Income Unspent				0
2166	Minor Works Grant Unspent				166,941
2181	Covid Aid Grant Unspent	5			54
2182	Covid Capitation for Cleaning and PPE			7	70,505
2183	Covid Supervision and Substitution Grant			6	13,437
3900	DE Capital Building Grant Income				61,378

Aim of the Year end adjustments is to give the accounts for the new financial year a clean & accurate starting point

Comforting to have agreed opening balances of Grants unspent and be able to answer key questions on these grants

Ignoring adjustments will lead to inaccurate figures in the BOM reports

Income & Expenditure					
Date Range 1st Sep 2024 To 30th Sep 2024					
		Sep-24	2025		2024
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	0	289,177	-289,177	27,597
3030	Non Teachers Pay Budget	82,339	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	0	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant			0	0
3152	Administration support book scheme grant			0	0



2. Working with the Accountant to finalise Year end

Accountant's Year end checklist

The hard work is done, you are prepared for their visit

A Trial Balance

Income & Expenditure Account – Explain Variations

Fixed Assets – Opening Balances + Invoices for additions

Bank Recs

Calculations for unspent Grants

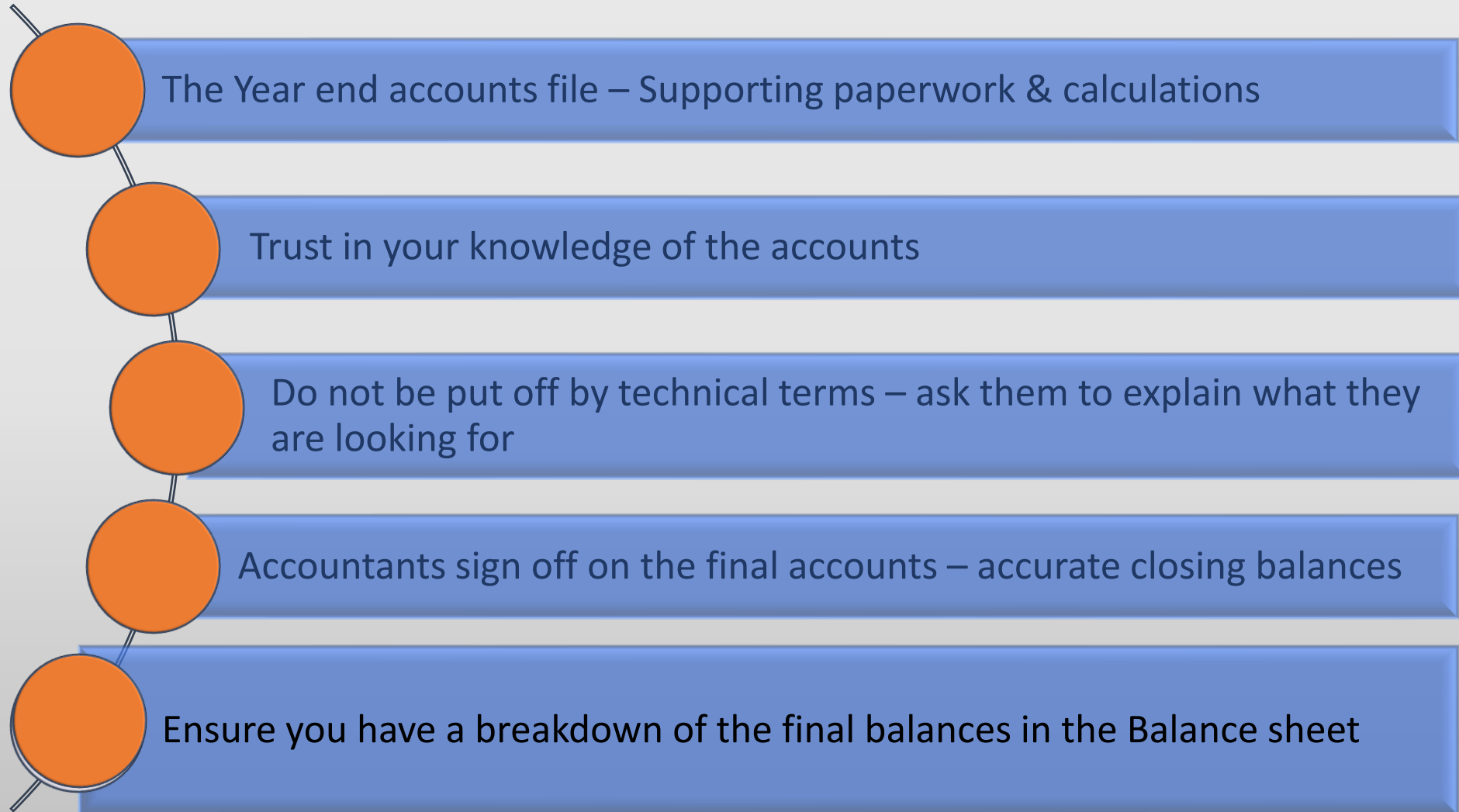
VAT Return

PAYE Return

Invoices for Accruals list

Capital Grants & Expenditure Supporting Paperwork

Handling Audit queries



Checklist of Information from School Accountant

Hard copy of Annual Accounts - even a draft!

Final Trial Balance – Draft?

A list of Year end adjustments

An analysis of certain key Balance Sheet balances

Final Bank Reconciliation

(where adjustments are posted to Bank accounts)



Working with the school accountant to finalise the Y/E figures in BrightBooks

Who does the task fall to?

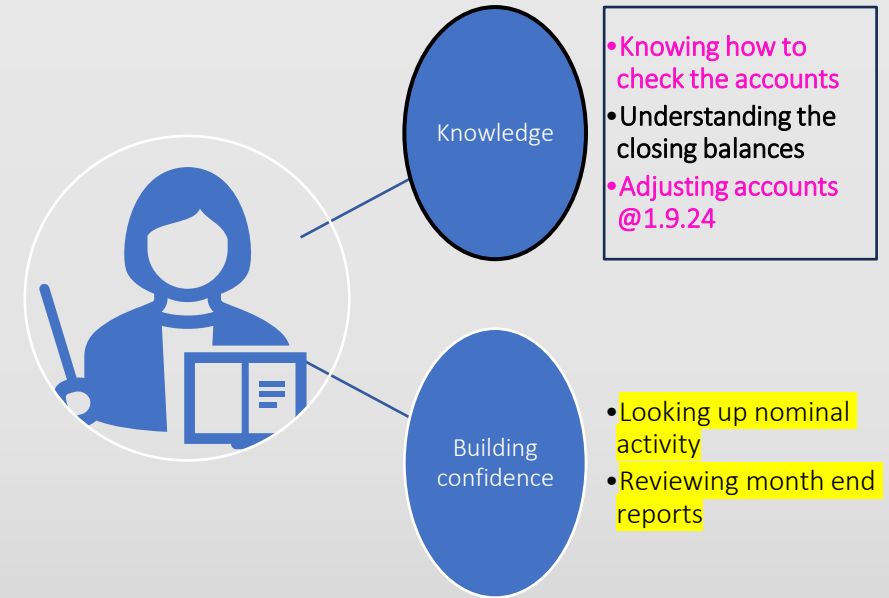
Important to know which situation applies

Accountant has remote data access to school accounts

- Records the journal entries at 31.8.2024
- Records the necessary journals at 1.9.2024
- Important that school has a breakdown of key information

Accountant – Provides a schedule of year end adjustments for school accounts person

- Clear list of the adjustments is vital to make the task of recording the journals easy for the accounts person
- Vital that the accountant lists the nominal codes that should be updated



Sample School					
Year End: 31/08/2024					
	Description	The School's Final TB		KPMG Final TB	
		Debit	Credit	Debit	Credit
1420	FF & Equipment cost b/fwd	840,575		840,575	
1421	FF & Equipment additions at cost	0		21,941	
1460	Computer Equipment cost b/fwd	291,120		291,120	
1461	Computer Equipment additions at cost	0		5,871	
1470	Computer Equipment acc depn b/fwd		281,331		281,331
1470	Computer Equipment depn charge		0		12,844
1720	Prepayments	28,278		27,299	
1730	Grants Due	93,741		85,308	



Understanding the Year end journal adjustments

Accountant's adjustments

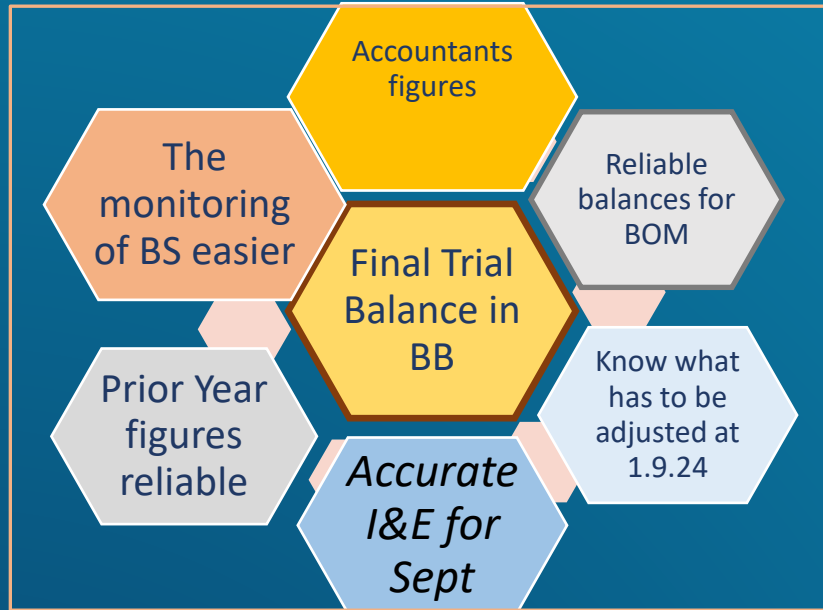
- What are Year end adjustments
- How are they calculated?

Recording these adjustments in BrightBooks

- Vital for accuracy of accounts
- Breakdown of Balance sheet balances @ 31.8.2024 is essential

Review of Year end Accounts by Accountants

Vital for accuracy of accounts



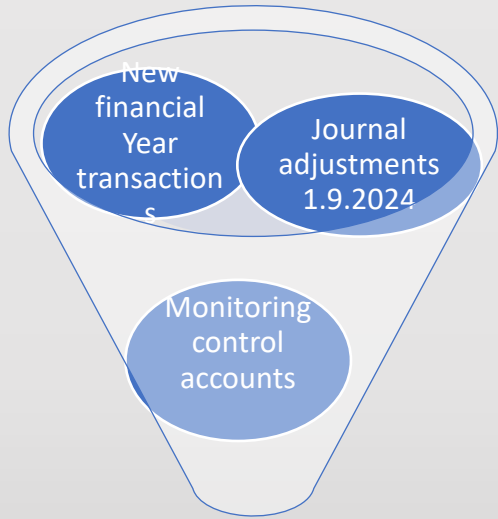
Aged Supplier Balance Summary

Date			
Range	To 31st Aug 2024		
Code	Name	Balance	Comment
AND001	Anderson Painting	4,000.00	
BAR001	Barna Waste	556.52	
BOR001	Bord Gais Energy	-305.97	Invoice required
CAB001	Cabinpac	56,784.57	
CEN002	Centra	349.81	
CLA001	Clada Group Ltd	87.19	
CLE002	Clevernet Ltd	-	
GED002	Go Educational Books	-39,023.80	Invoice required,
Totals:		€96,860.97	X

Sample School Year End: 31/08/2024		The School's Final TB		WOBH Final TB		Adjusting Journal	
	Description	Debit	Credit	Debit	Credit	Debit	Credit
1421	FF & Equipment additions at cost	0		21,941		21,941	
1430	FF & Equipment acc depn b/fwd		743,156		743,156		0
1430	FF & Equipment depn charge		0		22,395		22,395
1460	Computer Equipment cost b/fwd	291,120		291,120		0	
1461	Computer Equipment additions at cost	0		5,871		5,871	
1470	Computer Equipment acc depn b/fwd		281,331		281,331		0
1470	Computer Equipment depn charge		0		12,844		12,844
1720	Prepayments	28,278		22,616			5,662
1730	Grants Due	0		37,775		37,775	
1800	No.2 Account 03546-103	256,920		257,399		480	
1950	Visa Business Card		1,094		1,094		0
2100	Purchase Ledger Control Account		96,860				
2250	PAYE control account	35,000			459		35,459
2260	VAT control account	228	0		0		228
2440	Accruals		0		5,883		5,883
2105	Deferred income		0		0	0	
2150	Grants Received in Advance		0	47,535			47,535
2151	Book Grant Received in Advance		0	182,465			182,465
2152	DEIS Grant Received in Advance		0	26,447			26,447
2171	Other Ringfenced Grants Unspent		0	85,418			85,418
2172	Other Ringfenced Income Unspent		0	46,024			46,024
2166	Minor Works Grant Unspent		166,941	23,791		143,150	
2181	Covid Aid Grant Unspent		54	0		54	
2182	Covid Capitation for Cleaning and PPE		70,505	0		70,505	
2183	Covid Supervision and Substitution Grant		13,437	0		13,437	
3900	DE Capital Building Grant Income		61,378	0		61,378	
3905	COVID Minor Works Capital Grant Income		49,018	21,606		27,412	
3920	DE Fixtures, Fittings & Equipment Grant Income		0	102,243			102,243
3921	DE ICT Capital Income		167	161,336			161,169
		X	X	X	X	X	X

What are Year end adjustments?

Accountants workings for Year end journal adjustments



Accurate figures going to the BOM

Sample School Year End: 31/08/2024		The School's Final TB		WOBH Final TB		Adjusting Journal		Comment
	Description	Debit	Credit	Debit	Credit	Debit	Credit	
1421	FF & Equipment additions at cost	0		21,941		21,941		Additions 23/24
1430	FF & Equipment acc depn b/fwd		743,156		743,156		0	
1430	FF & Equipment depn charge		0		22,395		22,395	
1460	Computer Equipment cost b/fwd	291,120		291,120		0		
1461	Computer Equipment additions at cost	0		5,871		5,871		Additions 23/24
1470	Computer Equipment acc depn b/fwd		281,331		281,331		0	
1470	Computer Equipment depn charge		0		12,844		12,844	
1720	Prepayments	28,278		22,616			5,662	Journal adjustment at 1.9.2024 for this value
1730	Grants Due	0		37,775		37,775		Journal adjustment at 1.9.2024 for this value
1800	No.2 Account 03546-103	256,920		257,399		480		Adjust relevant bank transaction
1810	Renovation Account 03546-962	60,022		60,022		0		
1860	School Lunches Account 03546-293	6,771		6,771		0		
1900	Petty cash account	650		51			599	€51 in safe at year end
1950	Visa Business Card		1,094		1,094		0	
2100	Purchase Ledger Control Account		96,860		136,188		39,328	Adjust individual supplier accounts
2250	PAYE control account		2,132		459	1,673		€459 due to Revenue
2260	VAT control account	228	0		0		228	No VAT due
2440	Accruals		0		5,883		5,883	Journal adjustment at 1.9.2024 for this Accountancy cost
2105	Deferred income		0		0	0		
2150	Grants Received in Advance		0		180,147		47,535	Journal adjustment at 1.9.2024 for this value
2151	Book Grant Received in Advance		0		182,465		182,465	Journal adjustment at 1.9.2024 for this value
2152	DEIS Grant Received in Advance		0		26,447		26,447	Journal adjustment at 1.9.2024 for this value

RECORDING YEAR END JOURNAL ADJUSTMENTS IN BRIGHTBOOKS

WHAT TO WATCH OUT FOR

Adjusting Bank Accounts

- Amend as a bank payment/receipt

Adjusting Purchase ledger

- Record the purchase invoices in the supplier account for Go Educational & Bord Gais
- Never journal to control account

Adjusting Journal Year Ended 31 August 2024

		Debit	Credit
1421	FF & Equipment additions at cost	21,941.31	
1430	FF & Equipment acc depn b/fwd		22,395.25
1461	Computer Equipment additions at cost	5,870.99	
1470	Computer Equipment acc depn b/fwd		12,844.17
1720	Prepayments		5,662.08
1730	Grants Due		-
1800	No.2 Account 03546-103	479.64	
1900	Petty cash account		599.47
2100	Purchase Ledger Control Account		39,328.00
2260	VAT control account		227.56
2250	PAYE control account	1,673.38	
2440	Accruals	-	
2500	Suspense Account	2,915.11	
2105	Deferred income	-	
2150	Grants Received in Advance		47,535.00
			182,465.00
			26,447.00

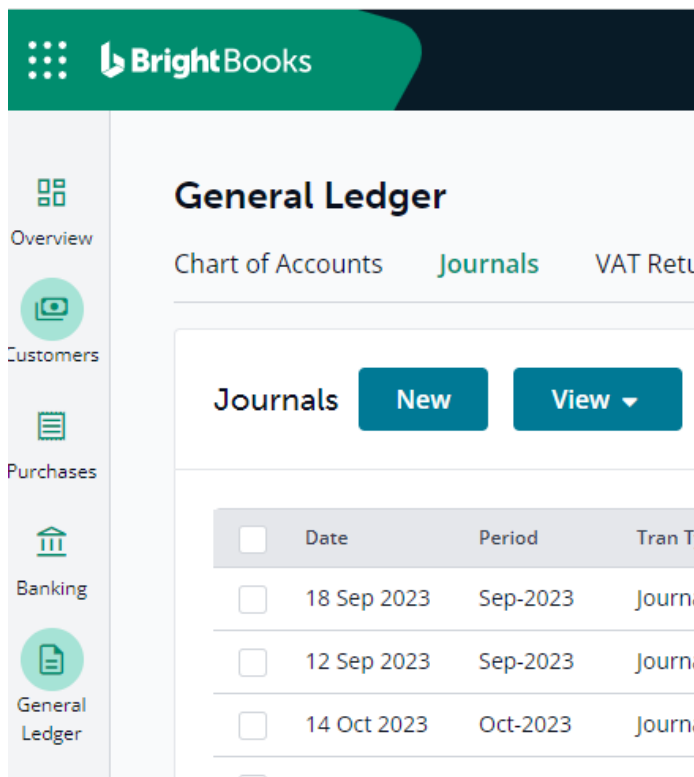
Aged Supplier Balance Summary

Date Range	To 31st Aug 2024		
Code	Name	Balance	Comment
AND001	Anderson Painting	4,000.00	
BAR001	Barna Waste	556.52	
BOR001	Bord Gais Energy	-305.97	Invoice required
CAB001	Cabinpac	56,784.57	
CEN002	Centra	349.81	
CLA001	Clada Group Ltd	87.19	
CLE002	Clevertnet Ltd	-	
GED002	Go Educational Books	-39,023.80	Invoice required, impacts amount prepaid
	Totals:	€96,860.97	

Recording Year end journal adjustments in BrightBooks



- Key steps for recording Journals
- Run a Trial Balance in BrightBooks
- Record the Year end Journal entries at 31.8.2024 as outlined by the accountant
- Run a Trial Balance after journals
- Check that the balances agree to Accountants Trial Balance



Sample School						
Year End: 31/08/2024						
	Description	WOBH Final TB		Adjusting Journal		Comment
		Debit	Credit	Debit	Credit	
1421	FF & Equipment additions at cost	21,941		21,941		Additions 23/24
1430	FF & Equipment acc depn b/fwd		743,156		0	
1430	FF & Equipment depn charge		22,395		22,395	
1460	Computer Equipment cost b/fwd	291,120		0		
1461	Computer Equipment additions at cost	5,871		5,871		Additions 23/24
1470	Computer Equipment acc depn b/fwd		281,331		0	
1470	Computer Equipment depn charge		12,844		12,844	
1720	Prepayments	22,616			5,662	Journal adjustment at 1.9.2024 for this value
1730	Grants Due	37,775		37,775		Journal adjustment at 1.9.2024 for this value
1800	No.2 Account 03546-103	257,399		480		Adjust relevant bank transaction
1950	Visa Business Card		1,094		0	
2100	Purchase Ledger Control Account					Adjust individual supplier accounts
2250	PAYE control account		459	1,673		€459 due to Revenue
2260	VAT control account		0		228	No VAT due
2440	Accruals		5,883		5,883	Journal adjustment at 1.9.2024 for this Accountancy cost
2105	Deferred income		0	0		
2150	Grants Received in Advance		47,535		47,535	Journal adjustment at 1.9.2024 for this value
2151	Book Grant Received in Advance		182,465		182,465	Journal adjustment at 1.9.2024 for this value
2152	DEIS Grant Received in Advance		26,447		26,447	Journal adjustment at 1.9.2024 for this value

Understanding the postings in the General ledger

Key learning points

- ✓ Amounts due to school are Debit balances
- ✓ Income is a credit balance
- ✓ The closing balances in the General ledger @31.8.24 = Balances in Trial Balance
- ✓ A breakdown of these balances is required in order to adjust for these items in the new Financial Year

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1730-Grants Due							
1730	01/09/2023			Balance Forward	-	-	-
1730	31/08/2024	272	NJRNL	NTPG	37,775.19	-	37,775.19
Totals:					€37,775.19	-	€37,775.19
Totals:					€37,775.19	-	€37,775.19

3030-Non Teachers Pay Budget							
3030	01/09/2023			Balance Forward	-	-	-
3030	01/09/2023	244	NJRNL		-	25,489.47	-25,489.47
3030	10/10/2023	3678	RCPT	Deot Education and Skills	-	76,468.43	-101,957.90
3030	08/01/2024	3900	RCPT	Dept Education and Skills	-	60,550.20	-162,508.10
3030	15/04/2024	4213	RCPT	Dept Education and Skills	-	60,550.20	-223,058.30
3030	31/08/2024	272	NJRNL	NTPG	-	37,775.19	-260,833.49
Totals:					-	€260,833.49	€-260,833.49
Totals:					-	€260,833.49	€-260,833.49

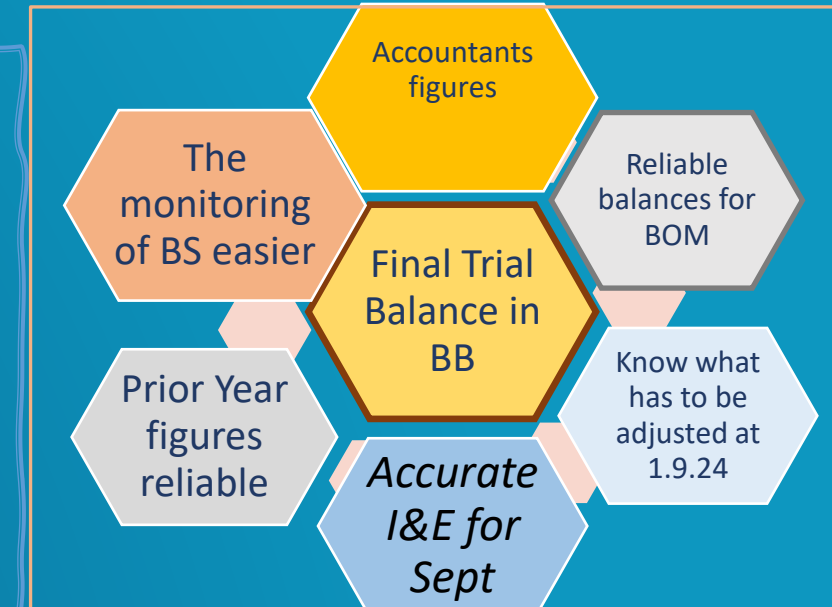
Sample School			
Year End: 31/08/2024			
	Description	WOBH Final TB	
		Debit	Credit
1421	FF & Equipment additions at cost	21,941	
1430	FF & Equipment acc depn b/fwd		743,156
1430	FF & Equipment depn charge		22,395
1460	Computer Equipment cost b/fwd	291,120	
1461	Computer Equipment additions at cost	5,871	
1470	Computer Equipment acc depn b/fwd		281,331
1470	Computer Equipment depn charge		12,844
1720	Prepayments	22,616	
1730	Grants Due	37,775	
1800	No.2 Account 03546-103	257,399	
1950	Visa Business Card		1,094
2100	Purchase Ledger Control Account		136,188
2250	PAYE control account		459
2260	VAT control account		0
2440	Accruals		5,883
2105	Deferred income		0
2150	Grants Received in Advance		47,535
2151	Book Grant Received in Advance		182,465
2152	DEIS Grant Received in Advance		26,447
2171	Other Ringfenced Grants Unspent		85,418
2172	Other Ringfenced Income Unspent		46,024
2166	Minor Works Grant Unspent		23,791
2181	Covid Aid Grant Unspent		0
2182	Covid Capitation for Cleaning and PPE		
2183	Covid Supervision and Substitution Grant		
3900	DE Capital Building Grant Income		0
3905	COVID Minor Works Capital Grant Income		21,606
3920	DE Fixtures, Fittings & Equipment Grant Income		102,243
3921	DE ICT Capital Income		161,336
		X	X

Financial Year Ending 31.8.2024
After Year end adjustments
Finalised Accounts are reflected in BrightBooks

After Recording Year
end adjustments in
BrightBooks
=
*Correct opening
balances for new year*

BB Trial Balance @
31.8.2024

=
Accountants Trial
Balance



BrightBooks for C&C Schools

Quick Reference Guide

Closing out the Financial Year 2023/24 on BrightBooks

WARNING-THIS PROCESS IS NOT REVERSABLE

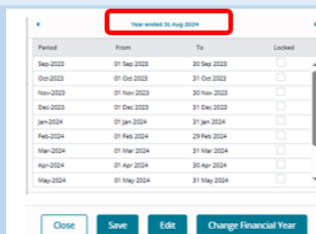
Step 1

Check the Financial Year End on BrightBooks

Instructions

Click on Settings > Click Accounting Periods

- Year Ended 31 Aug 2025 - No further action required.
- Year Ended 2024 - **Move to Step 2**



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"/>

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 2024?
- 2) Has the external accountant/auditor submitted the annual accounts for the year ended 31st August 2024 to the FSSU?
- 3) Has the external school accountant/auditor prepared and posted/or provided adjustments to BrightBooks?
- 4) Confirm with the external school accountant/auditor that all adjustments are completed prior to running the year end routine.

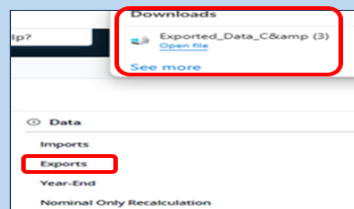
☐
☐
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Step 3

Take a Back Up

Instructions

- Click on Settings > Click Export
- On the Data Export Message > Click OK
- A download file will appear at the bottom of the screen or in your list of downloads.
- Save this to the cloud or a USB stick.
- **Move to Step 4**



Run the Year end in BrightBooks

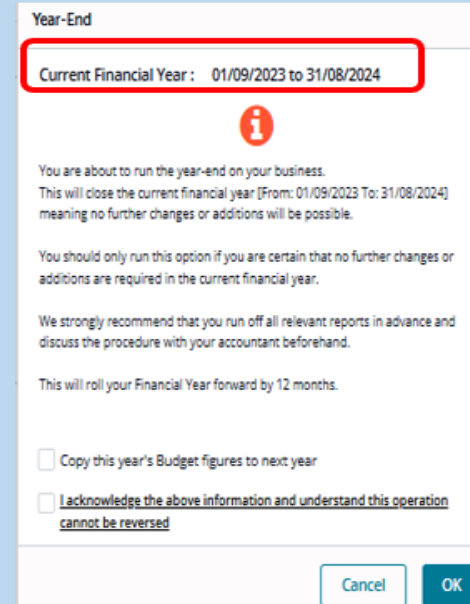
(To protect the integrity of the Accounts & avoid data validation issues)

Step 4

Run the Year End

Instructions

- Click Settings > Click Year End
- The Year-End window appears. Read the messages carefully. **Note that the process is irreversible.**
- Tick 'I acknowledge the above information and understand this operation cannot be reversed'.
- Enter the "RUN YEAR END" as shown in the diagram.
- Click the **OK** button.
- A confirmation message window will appear asking "Are you sure you wish to run Year-End routine?".
- To proceed, click **OK**.
- The information message window confirms the year end completion.
- **Move to Step 5**



Year-End

Current Financial Year : 01/09/2023 to 31/08/2024

i

You are about to run the year-end on your business.
This will close the current financial year (From: 01/09/2023 To: 31/08/2024) 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

Cancel OK

Nominal only recalculation can be safely run at any stage

Step 5

Confirm the Year End has been changed.

Instructions

- A. Click Settings > Click Accounting Periods
- B. The Year ended date should show 31 Aug 2025

Year ended 31 Aug 2025

Period	From	To	Locked
Sep-2024	01 Sep 2024	30 Sep 2024	<input type="checkbox"/>
Oct-2024	01 Oct 2024	31 Oct 2024	<input type="checkbox"/>
Nov-2024	01 Nov 2024	30 Nov 2024	<input type="checkbox"/>
Dec-2024	01 Dec 2024	31 Dec 2024	<input type="checkbox"/>
Jan-2025	01 Jan 2025	31 Jan 2025	<input type="checkbox"/>
Feb-2025	01 Feb 2025	28 Feb 2025	<input type="checkbox"/>
Mar-2025	01 Mar 2025	31 Mar 2025	<input type="checkbox"/>
Apr-2025	01 Apr 2025	30 Apr 2025	<input type="checkbox"/>
May-2025	01 May 2025	31 May 2025	<input type="checkbox"/>

Close

Save

Check that Trial Balance balances

2151

Book Grant Received in Advance

169,487.68

BOM Monthly Reports from BrightBooks

Final accuracy checklist

Month end reports		Comments	Month: Checked
D A T A C H E C K	Run the <u>Simple TB</u> to ensure the totals match for debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Let the FSSU know also
	<i>If for any reason the totals do not agree</i>	Run the Nominal Only Recalculation under settings / Data heading	
	Re-run the Simple TB and check that the totals match	If there is still a problem, contact the BrightBooks support team for a resolution	
Totals:		€7,465,745.74	€7,465,745.74

Checking BrightBooks after Year end is processed



Step 6

- A. Perform a data check by running a Nominal only recalculation

Instructions

- Click Settings > Data > Nominal Only Recalculation

- B. Run the Simple Trial Balance report to ensure the totals match for debits and credits

Instructions

- Click Reports> Nominal ledger > Trial Balance

If there are any validation errors in step A above please email the details to BrightBooks at brightbookssupport@brightsg.com and info@fssu.ie.

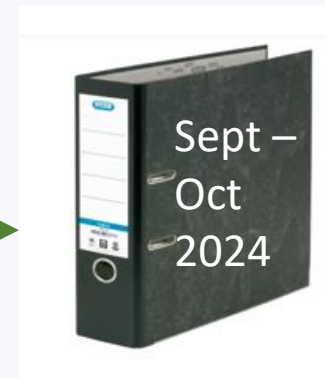
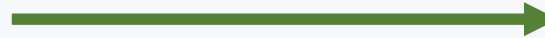
BrightBooks will notify via email when the validations are cleared



New Financial Year Accounts preparation & review What to watch out for

BOM Monthly Reports from BrightBooks Final accuracy checklist

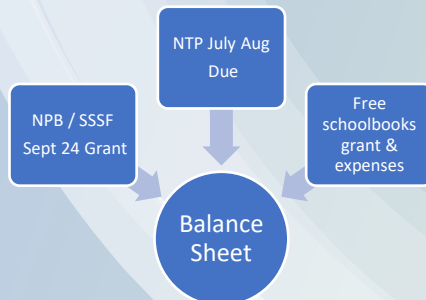
Month end reports		Comments	Month: Checked
D A T A C H E C K	Run the Simple TB to ensure the totals match for debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Let the FSSU know also
	<i>If for any reason the totals do not agree</i>	Run the Nominal Only Recalculation under settings / Data heading	
	Re-run the Simple TB and check that the totals match	If there is still a problem, contact the BrightBooks support team for a resolution	



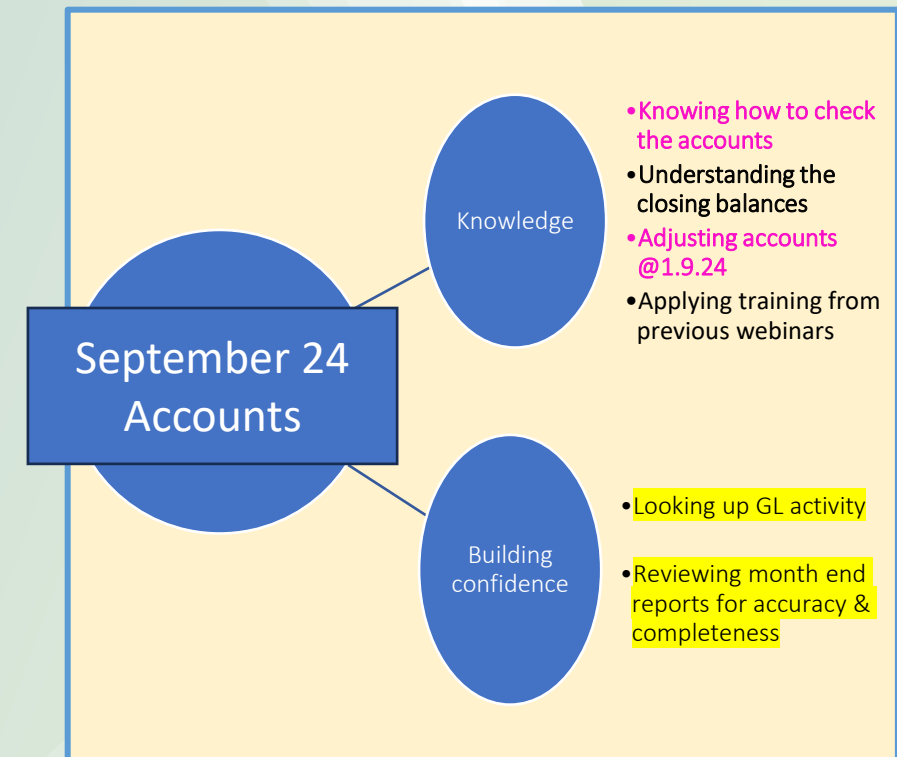
BrightBooks Accounts – New Financial Year

Building confidence reviewing reports & applying the training from previous webinars

Overview - Transition from August 24 Y/E to new Financial Year



Empowerment



September Accounts require special attention

Moving balances from Balance sheet @ 1.9.204 is very important to ensure figures are accurate in the Income & Expenditure Account

Applying this webinar training to the school accounts

Check the September 2024 I&E Account

BOM Tasks & needs

BOM Questions

Monitor	Reports are a snapshot of the school's financial <u>performance</u> , they answer pertinent questions
DE Grants	1. Have all DE grants been received?
	2. Have all grants being recorded correctly in the new financial year
Monitor	3. Identify trends in school generated income
SGI	4. Does specific school generated income cover the cost for the purpose it was collected for?

Reviewing Month 1 Sept 2024 Accounts

Income & Expenditure

Date Range 1st Sep 2024 To 30th Sep 2024

		Sep-24	2025		2024
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	0	289,177	-289,177	27,597
3030	Non Teachers Pay Budget	82,339	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	0	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant			0	0
3152	Administration support book scheme grant			0	0
3155	School Library Books Capital Grant	17,462	17,000	462	18,025
3200	Transition Year Grant	0	7,600	-7,600	0
3210	Leaving Cert Applied Grant	0	3,020	-3,020	0
3220	Grant for Traveller Students	0	214	-214	0
3230	ITC Grant Non Capital	8,500	0	8,500	0
3240	Supervision/Substitution	0	13,621	-13,621	1,946
3245	Physica / Chemistry Grant	946	520	426	0
3255	State Exam Income	0	21,000	-21,000	0
3270	Sports Complex	0	44,000	-44,000	0
3289	Once-Off Cost of Living Grant	0	0	0	6,807
3290	Other Non Capital DE Grant Income	5,670	0	5,670	0
3293	Summer Provision Grant	1,680	1,500	180	0
3294	Bus Escort Grant	5,294	4,600	694	0
		131,443	694,295	-590,281	109,457

Department Grants

Are all grants accounted for correctly?



SUMMARY OF GRANTS PAYABLE 2024/2025						
No	Grant Description	Rate per Pupil	Instalments	Provisional Timing of Payments	Notes	Nominal Code in FSSU Chart of Accounts
1	Non-pay grant	€276.00 per pupil	4	Jan/Apr/July/Oct	25% deduction is applied to PPP schools	<3010>
		And Minor works grant: €10,000 + €6 per pupil			Minor Works grant is not payable to PPP schools	
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 ^{*1}	2023: €122.50	3	Nov/Mar/Jun	25% deduction is applied to PPP schools. Minimum grant based on enrolment of 200 and thereafter according to enrolments.	<3050>

Some September 2024 grants are in the Balance sheet @ 1.9.24

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	Quarter 3 remains unpaid	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. Grants received in advance

NPG

SSSF Grant

Journal Adjustments are required @1.9.2024
To reflect these grants in the
Income & exp account for Sept 2024

1. NPG & SSSF GRANTS FOR SEPT 24



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	Brightbo oks Accounts Debit Code	Brightbo oks 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 Book Grant for Senior	€39,873.00	50%	19,936.50	3050	2150

Copy Journal
Reverse the entries

Income & Expenditure – Draft 2 after Journals @ 1.9.2024

Date Range	1st Sep 2024 To 30th Sep 2024				
			2025		2024
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	27,597	289,177	-289,177	26,338
3030	Non Teachers Pay Budget	44,563	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	19,936	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant	180,147	180,147	0	0
3152	Administration support book scheme grant	2,319	2,319	0	0

Date	Ref	Type	Note	Code	Item Line Note	Debit	Credit	Division
01/09/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	3010	Non-Pay Grant		27598	NPG
01/09/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	2150	Grants Recevied in Advance	27598		NPG
01/09/20XX	YR END ADJ	Journal	Non-Teacher pay Grant Element Received in Advance	3030	Non-Teaching Pay Grant		0	NTP
01/09/20XX	YR END ADJ	Journal	Non-Teacher pay Grant Element Received in Advance	2150	Grants Recevied in Advance		0	NTP
01/09/20XX	YR END ADJ	Journal	SSSF grant element received in advance	3050	SSSF Grant		19937	SSSF
01/09/20XX	YR END ADJ	Journal	SSSF grant element received in advance	2150	Grants Recevied in Advance	19937		SSSF



2. NON TEACHER PAY GRANT FOR JUL/AUG/SEPT ONLY PAID BY DE IN SEPTEMBER

Journal @ 1.9.24 required to ensure that it is only the Sept grant is showing in the I&E for September

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
3030-Non Teachers Pay Budget							
3030	01/09/2024			Balance Forward	-	-	-
3030	01/09/2024	273	NJRNL	NTPG	37,775.19	-	37,775.19
3030	16/09/2024	4598	RCPT	Department Education & Skills	-	82,338.60	-44,563.41
Totals:					€37,775.19	€82,338.60	€-44,563.41
3151-Free Schoolbook Grant							

WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT	INCOME		EXPENDITURE		Surplus/Deficit	
	NOMIN AL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€
Non-Teacher Pay Grant	3030	223058				
NTPG - Clerical officers salaries			NTPG - Clerical officers salaries	5010	122279	
NTPG - Caretakers salaries			NTPG - Caretakers salaries	6010	62999	
NTPG - Cleaners salaries			NTPG - Cleaners salaries	5110	73052	
NTPG - Pensioners salaries			NTPG - Pensioners salaries	7500	2501	
Non-Teacher Pay Grant Balance						-37,773 1730

	Applying this webinar training to the school accounts	Journal @ 1.9.24	Hints
	Check the September 2024 I&E Account	Dr	Cr
DE Grants Code 3010	1. Check September <u>Non Pay</u> Budget Grant figure 1/3 received in advance in July Journal @ 1.9.24 General ledger activity code 2150	2150	3010
Code 3030	2. Check NTPB Figure in September Amount received in Sept covered July Aug & Sept Reverse the NTPB Grant @1.9.2024	3030	1730

3. FREE SCHOOLBOOK GRANT 24/25

Journal @ 1.9.24 required to move the Free schoolbooks grant & related costs from the Balance sheet to the I&E

JOURNALS DETAILS

DATE

01/09/2024

REF NO.

Freebook24

TYPE

Journal

Add Attachment

Max file size 4 MB.

Code	Description	Notes	Debit	Credit	AOD
2151	Book Grant Received in Advance	Free bookscheme 2024/2025	180,147.00	0.00	FREBO
3151	Free School Books Scheme Grant	Freebooks	0.00	180,147.00	FREBO
1720	Prepayments	Prepayments Freebooks	0.00	102,637.05	FREBO
4731	Free School Book Grant Expense	Freebooks expense	102,637.05	0.00	FREBO
2151	Book Grant Received in Advance	ADM Freebooks	2,318.68	0.00	FREBO
3152	Administration support book scheme grant	ADM Freebooks	0.00	2,318.68	FREBO

General Ledger Account Activity							
Date Range		1st Sep 2024 To 30th Sep 2024					
2151-Book Grant Received in Advance							
Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2151	01/09/2024			Balance Fo	-	182,465.68	-182,465.68
2151	01/09/2024	271	NJRNL	JC Free scl	180,147.00	-	-2,318.68
2151	01/09/2024	271	NJRNL	JC Free scl	2,318.68	-	-
Totals:					€182,465.68	€182,465.68	-

QUARTER 1 – FAQ'S

Accounting for Junior Cycle Free Schoolbooks Grant & Expenses in BrightBooks

Option 2 on FG 24/25 - 03

Financial Year ending August 2024

Year-end Closing Balances	Financial Guideline 23/24 No 24 Accounting for Junior Cycle Schoolbooks Scheme Grant and Administration Support Grant	Summary
		<ul style="list-style-type: none"> Create a department Grant Receipt posted to 2151 – Book grant received in advance Expenses posted to 1720 – Prepayments

New Financial Year – September 2024 – August 2025

1. Opening Balances @ 1.9.2024 – Option 2 on FG 24/25 – 03

Nominal code	Details	BrightBooks
1720	Move the cost of books purchased in 23/24 relating to 24/25 from Balance Sheet to expense code 4731 or 4113 where appropriate	Journal dated 1.9.2024 Dr: 4731 Free Schoolbook grant expense Dr: 4113 Free Schoolbook admin salary expenses Cr: 1720 Prepayments
2151	Journal required to move Junior cycle book grant to code 3151	Journal dated 1.9.2024 Dr: 2151 – Book grant received in advance Cr: 3151 – <u>Total</u> JC Free Schoolbook grant
	Journal required to move Junior cycle admin grant to code 3152	Dr: 2151 – Book grant received in advance Cr: 3151 – <u>Total</u> Free Schoolbook admin grant

2. Recording Expenditure funded by Junior Cycle Grant in BrightBooks in 24/25

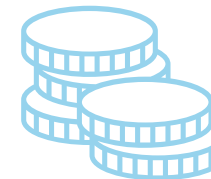
Purchases	<ul style="list-style-type: none"> Books & Resources 	Quick Purchase Invoice in BrightBooks Code to 4731- Free Schoolbook grant expense
Banking	<ul style="list-style-type: none"> Payroll costs including 	Quick Payment in BrightBooks

Junior cycle Free book scheme



Option 1

Monthly journals to move from code 2160 to 3151
Record payments/invoices as normal
Monitor ringfenced grants



Option 2

Journal only required at 1.9.2023
Bank Payments/suppliers invoices as normal
Monitor ringfenced grants

FSSU Chart of Accounts

Effective for the year ended 31st August 2025

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 Senior Cycle Income	Income	Department of Education
3151	Free Schoolbook Grant	Income	Department of Education
3152	Free Schoolbook Admin Grant	Income	Department of Education

REVIEWING MONTH 1 SEPT 2024 ACCOUNTS



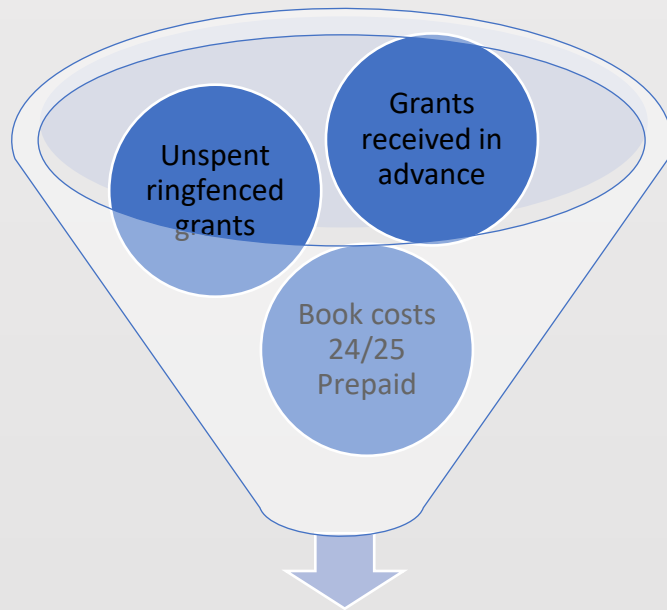
REVISED I&E AFTER JOURNAL ADJUSTMENTS

Income & Expenditure – Draft 2 after Journals @ 1.9.2024

Date Range 1st Sep 2024 To 30th Sep 2024					
Code	Description	Current Period	2025 Budget	Variance	2024 Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	27,597	289,177	-289,177	26,338
3030	Non Teachers Pay Budget	44,563	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	19,936	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant	180,147	180,147	0	0
3152	Administration support book scheme grant	2,319	2,319	0	0
3155	School Library Books Capital Grant	17,462	17,000	462	18,025
3200	Transition Year Grant	0	7,600	-7,600	0
3210	Leaving Cert Applied Grant	0	3,020	-3,020	0
3220	Grant for Traveller Students	0	214	-214	0
3230	ITC Grant Non Capital	8,500	0	8,500	0
3240	Supervision/Substitution	0	13,621	-13,621	1,946
3245	Physica / Chemistry Grant	946	520	426	0
3255	State Exam Income	0	21,000	-21,000	0
3270	Sports Complex	0	44,000	-44,000	0
3289	Once-Off Cost of Living Grant	0	0	0	6,807
3290	Other Non Capital DE Grant Income	5,670	0	5,670	0
3293	Summer Provision Grant	1,680	1,500	180	0
3294	Bus Escort Grant	5,294	4,600	694	0
		323,666	876,761	-590,281	108,198

Income & Expenditure

Date Range 1st Sep 2024 To 30th Sep 2024					
		Sep-24	2025		2024
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	0	289,177	-289,177	27,597
3030	Non Teachers Pay Budget	82,339	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	0	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant			0	0
3152	Administration support book scheme grant			0	0
3155	School Library Books Capital Grant	17,462	17,000	462	18,025
3200	Transition Year Grant	0	7,600	-7,600	0
3210	Leaving Cert Applied Grant	0	3,020	-3,020	0
3220	Grant for Traveller Students	0	214	-214	0
3230	ITC Grant Non Capital	8,500	0	8,500	0
3240	Supervision/Substitution	0	13,621	-13,621	1,946
3245	Physica / Chemistry Grant	946	520	426	0
3255	State Exam Income	0	21,000	-21,000	0
3270	Sports Complex	0	44,000	-44,000	0
3289	Once-Off Cost of Living Grant	0	0	0	6,807
3290	Other Non Capital DE Grant Income	5,670	0	5,670	0
3293	Summer Provision Grant	1,680	1,500	180	0
3294	Bus Escort Grant	5,294	4,600	694	0
		131,443	694,295	-590,281	109,457



September 2024 Accounts

Review Balance Sheet report

24/25

23/24

Current Assets

Current Asset Debtors and Prepayments

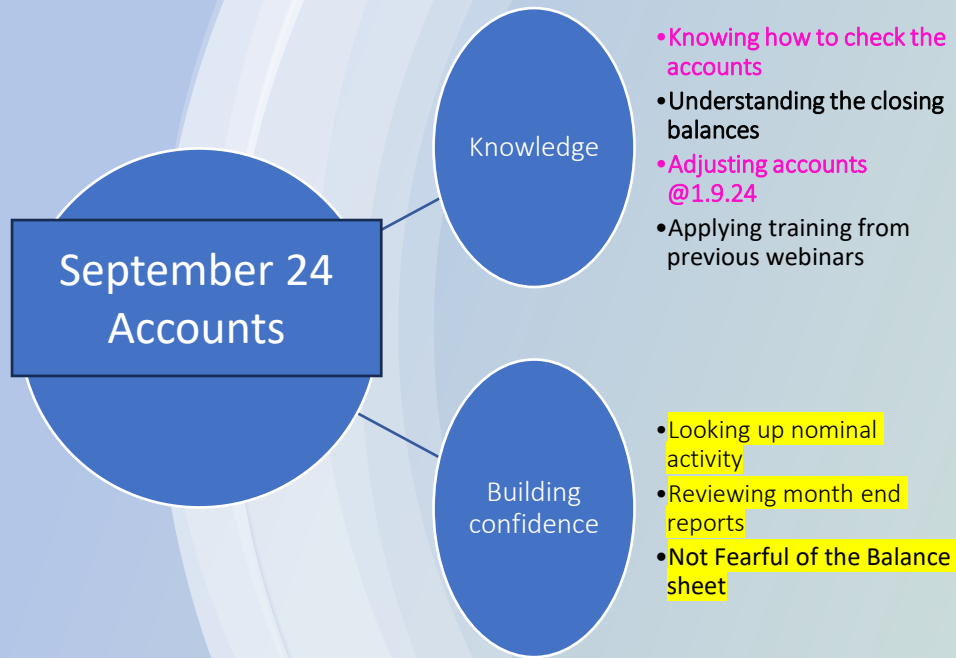
1700	Sales Ledger Control	5,975.00	315.00
1721	Prepayments 2	22,616.00	-
1730	Grants Due	37,775.19	-
		€66,366.19	€315.00

Bank and Cash Accounts

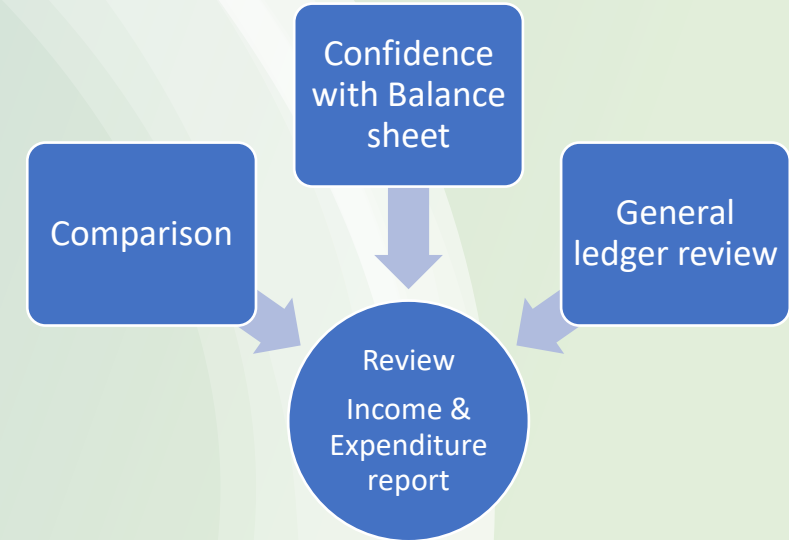
Balance sheet Draft 1 before adjustments @ 1.9.2024

BrightBooks Accounts – New Financial Year overview

Building confidence reviewing reports



Empowerment



		Sep-24	Y/E Aug 24
Current Assets			
Current Asset Debtors and Prepayments			
1700	Sales Ledger Control	9,435.00	5,975.00
1721	Prepayments 2	-	22,616.00
1730	Grants Due	-	37,775.19
		€9,435.00	€66,366.19
Current Liability Accruals			
2105	School Income Received in Advance		
2150	Grants received in advance		47,535.00
2151	Book Grant Received in Advance	-	180,147.00

REVIEWING GENERAL LEDGER ACTIVITY

TO CHECK BALANCE SHEET BALANCES AFTER JOURNAL ADJUSTMENTS



Review Nominal activity

- Breakdown of Year end balances

Journal adjustments @1.9.24

- Grants due
- Prepayments
- Grants in advance

Review nominal activity to check balances @ 30.9.24

Current Assets		Sep-24	Y/E Aug 24
Current Asset Debtors and Prepayments			
1700	Sales Ledger Control	9,435.00	5,975.00
1721	Prepayments 2	-	22,616.00
1730	Grants Due	-	37,775.19
		€9,435.00	€66,366.19
Current Liability Accruals			
2105	School Income Received in Advance		
2150	Grants received in advance		47,535.00
2151	Book Grant Received in Advance	-	180,147.00

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1730-Grants Due							
1730	01/09/2024			Balance Forward	37,775.19	-	37,775.19
1730	01/09/2024	273	NJRNL	NTPG	-	37,775.19	-
Totals:					€37,775.19	€37,775.19	-
Totals:					€37,775.19	€37,775.19	-

NEW FINANCIAL YEAR INCOME & EXPENDITURE REPORT REVIEW

Monthly reports can highlight areas of concern that require immediate attention.			
Monitor	5. Compared with Budget		✓
Expenses	6. Compared with PY		✓
	7. Identify overspends		✓
	8. Monitor Payroll costs		✓

Income & Expenditure					
Date Range	1st Sep 2024 To 30th Sep 2024				
Code	Description	Current Period	Budget	Variance	Comp. Period
		€	€	€	€
Expenditure Education Other					
4310	Teaching Aids	169.99	-	169.99	3,639.51
4360	Art Packs	-	-	-	1,378.80
4370	Home Economics	5,223.13	-	5,223.13	227.10
4390	Science	2,029.86	-	2,029.86	2,043.33
4410	Non Capital Computers / ICT Expense	2,987.95	-	2,987.95	11,914.51
4450	Metalwork / Engineering	13,992.23	-	13,992.23	13,177.57
4490	Other Subjects - Specify	634.20	-	634.20	404.40
4491	Worldwise Grant Expenditure	1,028.42	-	1,028.42	-
4550	Leaving Cert Applied	-	-	-	100.00
4590	Transition Year	8,233.26	-	8,233.26	5,770.91
4630	Career Guidance	150.00	-	150.00	-
4650	Physical Education	-	-	-	1,632.72
4670	Games (excl. travel)	2,707.61	-	2,707.61	160.00
4710	School Tours	-	-	-	100.00
4720	School Musical/Drama	450.00	-	450.00	770.00
4730	Book Grant Expense	1,117.25	-	1,117.25	1,059.42
4731	Free Schoolbook Grant Expense	22,616.00	-	22,616.00	-
4910	Other Educational Expense	500.00	-	500.00	-
4916	Student Insurance Expense	-	-	-	8,418.20
4919	Special Educational Equipment (Non Capital)Expense	1,207.07	-	1,207.07	-
		€63,046.97	-	€63,046.97	€51,777.70

Review Monthly Accounts

Actual **Income** V Budget V Prior Year to date

Review Nominal activity and check for errors

Follow up on balances in brackets

Monitor expenditure & identify overspends

NEW FINANCIAL YEAR INCOME & EXPENDITURE REPORT REVIEW

General Ledger & September 2024 Accounts

Review Monthly Accounts

Actual **Income** V Budget V Prior Year to date

Review Nominal activity and check for errors

Remember: Only day to day repairs should be in I&E account

Income & Expenditure

Date Range	1st Sep 2024 To 30th Sep 2024				
Code	Description	Current Period	Budget	Variance	Comp. Period
		€	€	€	€
Expenditure Repairs, Maintenance and Establishment					
5010	Caretaker(s): Wages	6,284.98	-	6,284.98	4,680.36
5012	Coole Music Caretaker	442.29	-	442.29	382.08
5030	Caretaker Pension (School)	165.25	-	165.25	155.61
5031	Caretakers PAYE/PRSI	-	-	-	1,287.14
5035	Toilet Refurb	32,632.00	-	32,632.00	-
5110	Cleaners' Wages	7,722.39	-	7,722.39	7,198.61
5170	Cleaning Materials	875.28	-	875.28	2,686.69
5310	Repairs-Buildings/Grounds	1,040.00	-	1,040.00	2,779.68
	Repairs-Furniture, Fittings, Equipment				
5350		4,204.46	-	4,204.46	473.86
5510	Heating	102.41	-	102.41	-
5520	Refuse/Recycling	1,049.07	-	1,049.07	-
5550	Light and Power	-	-	-	702.50
5610	Rent and Rates	2,363.98	-	2,363.98	7,290.29
5800	Other Repairs and Maintenance	1,285.50	-	1,285.50	1,037.46
	COVID Supervision and Substitution Grant Wages Expense	-	-	-	2,855.00
	COVID Capitation for Cleaning Wages Expense	-	-	-	210.58
		€58,167.61	-	€58,167.61	€45,239.86

Toilet Refurb – High value / Is this capital?

Amend nominal to the balance sheet code (3940 or 1421

SEPTEMBER 2024

HANDLING TRANSACTIONS RELATING TO PRIOR YEAR

Task

Reverse Accountancy Accrual @ 1.9.2024

Income & Expenditure					
Date Range	1st Sep 2024 To 30th Sep 2024				
Code	Description	rrrent Period	Budget	Variance	Comp. Period
Expenditure Administration					
6010	Secretarial: Wages	5,235	0	5,235	12,170
6050	Secretarial: Pension	2,143	0	2,143	2,041
6051	Secretarial PAYE/PRSI	0	0	0	2,437
6150	Advertising / Public Rel	0	0	0	202
6210	Postage	1,096	0	1,096	500
6250	Telephone	327	0	327	393
6300	Printing and Stationery	842	0	842	1,604
6305	Photocopying Expenses	1,528	0	1,528	1,351
6350	Office Equipment	0	0	0	213
6400	Accounting	5,883			

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

01/09/2024

REF NO.

TYPE

Journal

Add Attachment

Max file size 4 MB.

SEPTEMBER 2024

REVIEWING REPORTS

Income & Expenditure					
Date Range	1st Sep 2024 To 30th Sep 2024				
Code	Description	Current Period	Budget	Variance	Comp. Period
Expenditure Administration					
6010	Secretarial: Wages	5,235	0	5,235	12,170
6050	Secretarial: Pension	2,143	0	2,143	2,041
6051	Secretarial PAYE/PRSI	0	0	0	2,437
6150	Advertising / Public Rel	0	0	0	202
6210	Postage	1,096	0	1,096	500
6250	Telephone	327	0	327	393
6300	Printing and Stationery	842	0	842	1,604
6305	Photocopying Expense	1,528	0	1,528	1,351
6350	Office Equipment	0	0	0	213
6400	Accounting	0	0	0	0
6450	Other Professional Fee	0	0	0	516
6650	Board of Management	2,297	0	2,297	2,620
6700	Annual Subscriptions	440	0	440	1,140
6730	In-School Administration	500	0	500	500
6731	Accounting Software/P	539	0	539	0
6755	Medical and 1st Aid	177	0	177	717
6780	Staff Room Expenses	0	0	0	314
6900	Other Administration E	201	0	201	433
		15,324	0	15,324	27,153
Expenditure Financial					
7300	Leasing Inc. Photocopy	0	0	0	415
7450	Bank Charges	49	0	49	57
7500	Pensioners Payroll	0	0	0	31
7800	Reimbursable Expenses	1,500	0	1,500	5,768
		1,549	0	1,549	6,270
	TOTAL Expenditure	138,087	0	138,087	130,640
	NET SURPLUS/DEFICIT	178,378	0	172,489	272,144

Sample School Balance Sheet					
Month 1 September 2024		Sep-25		2024	
Description		Debit	Credit	Debit	Credit
1421	FF & Equipment additions at cost	3,900		21,941	
1430	FF & Equipment acc depn b/fwd		743,156		743,156
1430	FF & Equipment depn charge		0		22,395
1460	Computer Equipment cost b/fwd	291,120		291,120	
1461	Computer Equipment additions at cost	1,200		5,871	
1470	Computer Equipment acc depn b/fwd		281,331		281,331
1470	Computer Equipment depn charge		0		12,844
1720	Prepayments	0		22,616	
1730	Grants Due	0		37,775	
1800	No.2 Account 03546-103	257,399		150,900	
1950	Visa Business Card		2,800		1,094
2100	Purchase Ledger Control Account		109,876		136,188
2250	PAYE control account		459		459
2260	VAT control account		0		0
2440	Accruals		0		5,883
2105	Deferred income		0		0
2150	Grants Received in Advance		0		47,535
2151	Book Grant Received in Advance		0		182,465
2152	DEIS Grant Received in Advance		0		26,447
2171	Other Ringfenced Grants Unspent	85,418		85,418	
2172	Other Ringfenced Income Unspent	46,024		46,024	
2166	Minor Works Grant Unspent	23,791		23,791	
3900	DE Capital Building Grant Income		0		0
3905	COVID Minor Works Capital Grant Income		21,606		21,606
3920	DE Fixtures, Fittings & Equipment Grant Income		102,243		102,243
3921	DE ICT Capital Income		161,336		161,336
		x	x	x	x

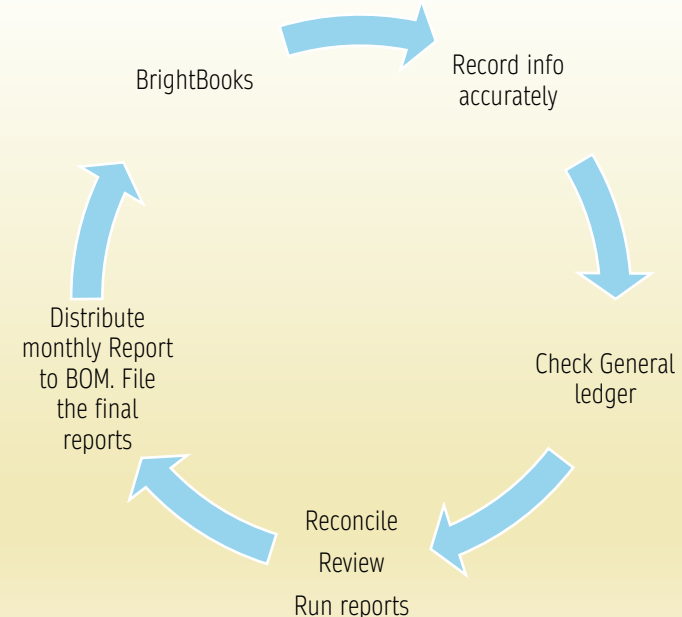
BOARD OF MANAGEMENT REPORTING PACK

- 🔄 List of balances on all School Bank accounts
- 🔄 Bank reports for the month end inc. Bank recs
- 🔄 Income & Expenditure report **cumulative to ME** showing Actual, **Budget** and Prior Year
- 🔄 Balance Sheet Report to month end
- 🔄 Supplier Balances List/Customer Balances List
- 🔄 Accruals/Income received in advance/Prepayments
- 🔄 Capital Income and Expenditure (Department Reports)

BOM Monthly Reports from BrightBooks

Final accuracy checklist

Month end reports		Comments	Month:XX
			Checked
D A T A C H E C K	Run the Simple TB to ensure the totals match for debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Jan 202
		<i>If for any reason the totals do not agree / Run the Nominal Only Recalculation under settings / Data (see further information below)</i>	
	Re run the Simple TB and check that the totals match	If there is still a problem contact the BrightBooks support team for a resolution	Let the know al
			Data reports



REVIEWING BOM REPORTS

Income & Expenditure – Draft 2 after Journals @ 1.9.2024

Date Range		1st Sep 2024 To 30th Sep 2024			
				2025	2024
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	27,597	289,177	-289,177	26,338
3030	Non Teachers Pay Budget	44,563	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	19,936	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant	180,147	180,147	0	0
3152	Administration support book scheme grant	2,319	2,319	0	0
3155	School Library Books Capital Grant	17,462	17,000	462	18,025
3200	Transition Year Grant	0	7,600	-7,600	0
3210	Leaving Cert Applied Grant	0	3,020	-3,020	0
3220	Grant for Traveller Students	0	214	-214	0
3230	ITC Grant Non Capital	8,500	0	8,500	0
3240	Supervision/Substitution	0	13,621	-13,621	1,946
3245	Physica / Chemistry Grant	946	520	426	0
3255	State Exam Income	0	21,000	-21,000	0
3270	Sports Complex	0	44,000	-44,000	0
3289	Once-Off Cost of Living Grant	0	0	0	6,807
3290	Other Non Capital DE Grant Income	5,670	0	5,670	0
3293	Summer Provision Grant	1,680	1,500	180	0
3294	Bus Escort Grant	5,294	4,600	694	0
TOTAL Expenditure		138,087	0	138,087	130,640
NET SURPLUS/DEFICIT		178,378	0	172,489	272,144

Review Monthly Accounts

- ✓ Actual ∇ Budget ∇ Prior Year to date
- ✓ Are department grants accurate & complete?
- ✓ Review Nominal activity and check for errors
- ✓ Follow up on balances in brackets
- ❖ Monitoring the spending of Ringfenced Grants will also help to identify errors or omissions
- ❖ Monitor bottom line
- ❖ Department reports will facilitate answering key questions

Balance sheet		Closing Balance @ 30.9.24
Key headings		Month end accounts file 2024/2025
1	Fixed Assets 1400 range	Accountant should supply any necessary journal adjustments
2	✓ Additions 1421/1461	Nominal activity report Copy invoices
3	Current Assets 1700 • Prepayments • Grants due	Nominal activity report Copy invoices Calculations
4	• Bank – 1800/1900 range	Check: Balances on bank rec reports agree with Bank balances showing in TB & BS Total on Supplier ledger listing @ 31.8.2024 agrees to the creditors control account code 2100 in the TB & BS
5	Current Liabilities – 2100 range Suppliers ledger • Unspent Grants • Grants received in advance • Control accounts • Accruals	Calculations for unspent grants DR Remittances for Grants in advance Revenue returns showing balances due Accruals list with supporting paperwork Nominal activity report
6	Reserves & contribution to fixed assets	Supporting paperwork including BOM capital report
7	Balance on the I&E showing at end of Balance Sheet = I&E Report	Cross check final report

Sample School					
Balance Sheet					
	Month 1 September 2024	Sep-25		2024	
	Description	Debit	Credit	Debit	Credit
1421	FF & Equipment additions at cost	3,900		21,941	
1430	FF & Equipment acc depn b/fwd		743,156		743,156
1430	FF & Equipment depn charge		0		22,395
1460	Computer Equipment cost b/fwd	291,120		291,120	
1461	Computer Equipment additions at cost	1,200		5,871	
1470	Computer Equipment acc depn b/fwd		281,331		281,331
1470	Computer Equipment depn charge		0		12,844
1720	Prepayments	0		22,616	
1730	Grants Due	0		37,775	
1800	No.2 Account 03546-103	257,399		150,900	
1950	Visa Business Card		2,800		1,094
2100	Purchase Ledger Control Account		109,876		136,188
2250	PAYE control account		459		459
2260	VAT control account		0		0
2440	Accruals		0		5,883
2105	Deferred income		0		0
2150	Grants Received in Advance		0		47,535
2151	Book Grant Received in Advance		0		182,465
2152	DEIS Grant Received in Advance		0		26,447
2171	Other Ringfenced Grants Unspent		85,418		85,418
2172	Other Ringfenced Income Unspent		46,024		46,024
2166	Minor Works Grant Unspent		23,791		23,791
3900	DE Capital Building Grant Income		0		0
3905	COVID Minor Works Capital Grant Income		21,606		21,606
3920	DE Fixtures, Fittings & Equipment Grant Income		102,243		102,243
3921	DE ICT Capital Income		161,336		161,336
		x	x	x	x

Cross check final reports before distribution to BOM

Today's webinar 4

Focus on accurate & complete
BOM reports for new FY
Finalising Aug Year end
accounts

Conclusion & summary of key learning points



Key learning points from Webinars

2100	Purchase Ledger Control Account		96,860		
2250	PAYE control account	35,000		459	
2260	VAT control account	228	0	0	
2440	Accruals		0	5,883	
2105	Deferred income		0	0	
2150	Grants Received in Advance		0	47,535	
2151	Book Grant Received in Advance		0	182,465	
2152	DEIS Grant Received in Advance		0	26,447	
2171	Other Ringfenced Grants Unspent		0	85,418	
2172	Other Ringfenced Income Unspent		0	46,024	
2166	Minor Works Grant Unspent	166,941		23,791	
2181	Covid Aid Grant Unspent		54	0	
2182	Covid Capitation for Cleaning and PPE		70,505	0	
2183	Covid Supervision and Substitution Grant		13,437	0	

Income & Expenditure					
Date Range	1st Sep 2024 To 30th Sep 2024				
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	0	289,177	-289,177	27,597
3030	Non Teachers Pay Budget	82,339	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	0	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant			0	0
3152	Administration support book scheme grant			0	0

24/25 – September 2024

September Accounts require special attention			
Moving balances from Balance sheet @ 1.9.204 is very important to ensure figures are accurate in the Income & Expenditure Account			
Applying this webinar training to the school accounts		Journal @ 1.9.24	Hints
Check the September 2024 I&E Account		Dr	Cr
DE Grants Code 3010	1. Check September Non Pay Budget Grant figure 1/3 received in advance in July Journal @ 1.9.24 General ledger activity code 2150	2150	3010
Code 3030	2. Check NTPB Figure in September Amount received in Sept covered July Aug & Sept Reverse the NTPB Grant @ 1.9.2024	3030	1730
Code 3050	3. Check THE 555G – Journal @ 1.9.24 General ledger activity code 2150 @ 30.9.24 = ??	2150	3050
Code 3151/3152	4. Junior Cycle Free books Grant Create the relevant codes Journal @ 1.9.24 General ledger activity code 2151 @ 30.9.24 = 0	2151	3151/3152
Codes 4113/4731	5. Junior cycle Free Books expenses Create the relevant codes Journal @ 1.9.24	4113 4731	1720
	6. Adjust for any other expenses paid before August and sitting in 1720 e.g. 5450	e.g. 5450	1720
2440	7. General ledger activity code 1720 @ 30.9.24 = 0		
	8. Reverse accrued expenses sitting in code 2440	2440	6400
	9. General ledger activity code 2440 @ 30.9.24 = 0		

Revised accurate BOM Reports for new FY

Income & Expenditure – Draft 2 after Journals @ 1.9.2024					
Date Range	1st Sep 2024 To 30th Sep 2024				
Code	Description	Current Period	2025 Budget	Variance	2024 Comparative
		€	€	€	€
Income and Expenditure Account					
Income Department Grants					
3010	Capitation/Non Pay Budget	27,597	289,177	-289,177	26,338
3030	Non Teachers Pay Budget	44,563	158,500	-103,590	25,982
3050	Ancillary/School Support Services Grant	19,936	121,275	-121,275	20,130
3140	Special Education Equipment Grant	0	2,500	-2,500	0
3150	Book Grant	9,552	9,768	-216	8,970
3151	Free School Books Scheme Grant	180,147	180,147	0	0
3152	Administration support book scheme grant	2,319	2,319	0	0

Sample School Balance Sheet				
Month 1 September 2024		Sep-25		2024
Description		Debit	Credit	Debit Credit
1421 FF & Equipment additions at cost	3,900			21,941
1430 FF & Equipment acc depn b/fwd		743,156		743,156
1430 FF & Equipment depn charge		0		22,395
1460 Computer Equipment cost b/fwd	291,120			291,120
1461 Computer Equipment additions at cost	1,200			5,871
1470 Computer Equipment acc depn b/fwd		281,331		281,331
1470 Computer Equipment depn charge		0		12,844
1720 Prepayments	0			22,616
1730 Grants Due	0			37,775
1800 No. 2 Account 03546-103	257,399			150,900
1950 Visa Business Card		2,800		1,094
2100 Purchase Ledger Control Account		109,876		136,188
2250 PAYE control account		459		459
2260 VAT control account		0		0
2440 Accruals		0		5,883
2105 Deferred income		0		0
2150 Grants Received in Advance		0		47,535
2151 Book Grant Received in Advance		0		182,465

Record Year end adjustments & Run Year end in BrightBooks for 23/24 ASAP



**If you have any further questions
please telephone or email us**

Post Primary 01 269 0677
Email info@fssu.ie

Thank You for attending



Q&A to follow