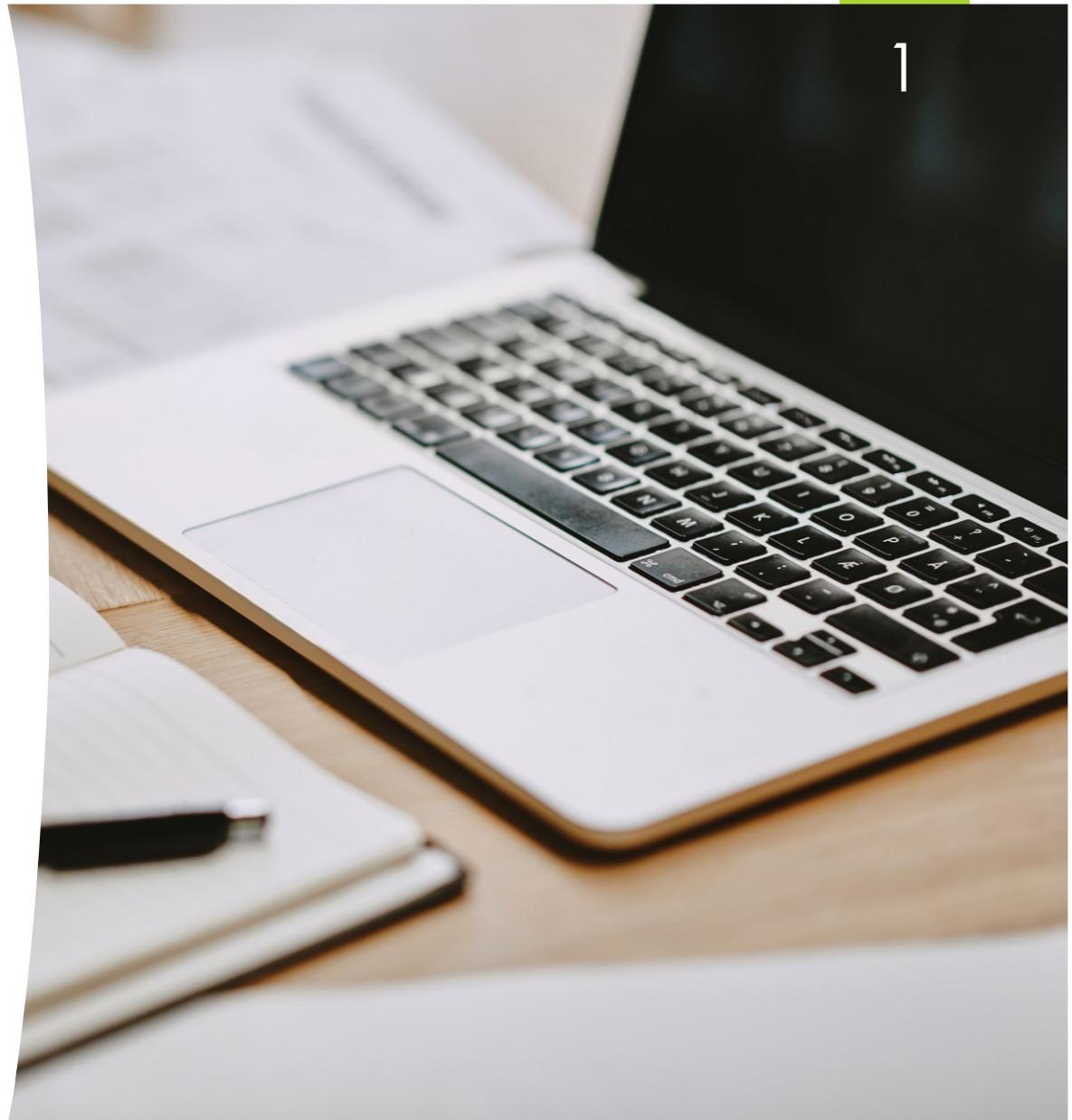




Financial Support
Services Unit
(FSSU)

Understanding the
Income &
Expenditure
Account

1



Webinar Information



Technical Support: **info@fssu.ie**



Recording



Email



Handouts &
Slides



Website:
www.fssu.ie



Support
(01) 269 0677



Q&A

Agenda

3

1

The Income and
Expenditure Report

2

Reviewing the Income
and Expenditure report

Income and Expenditure Report

What is the Income and Expenditure report

Requirement of BOM reports

How to generate the report

Layout of the I&E report

Income and Expenditure Report

Summary of all income received and all expenses incurred

Covers day to day income & expenditure

Reflects the current financial year activity

Used to assess financial performance

Income & Expenditure Report: Roles and Responsibilities



Preparation



Reviewing



Approval



Storage

FSSU Chart of Accounts

Effective for the year ended 31st August 2026

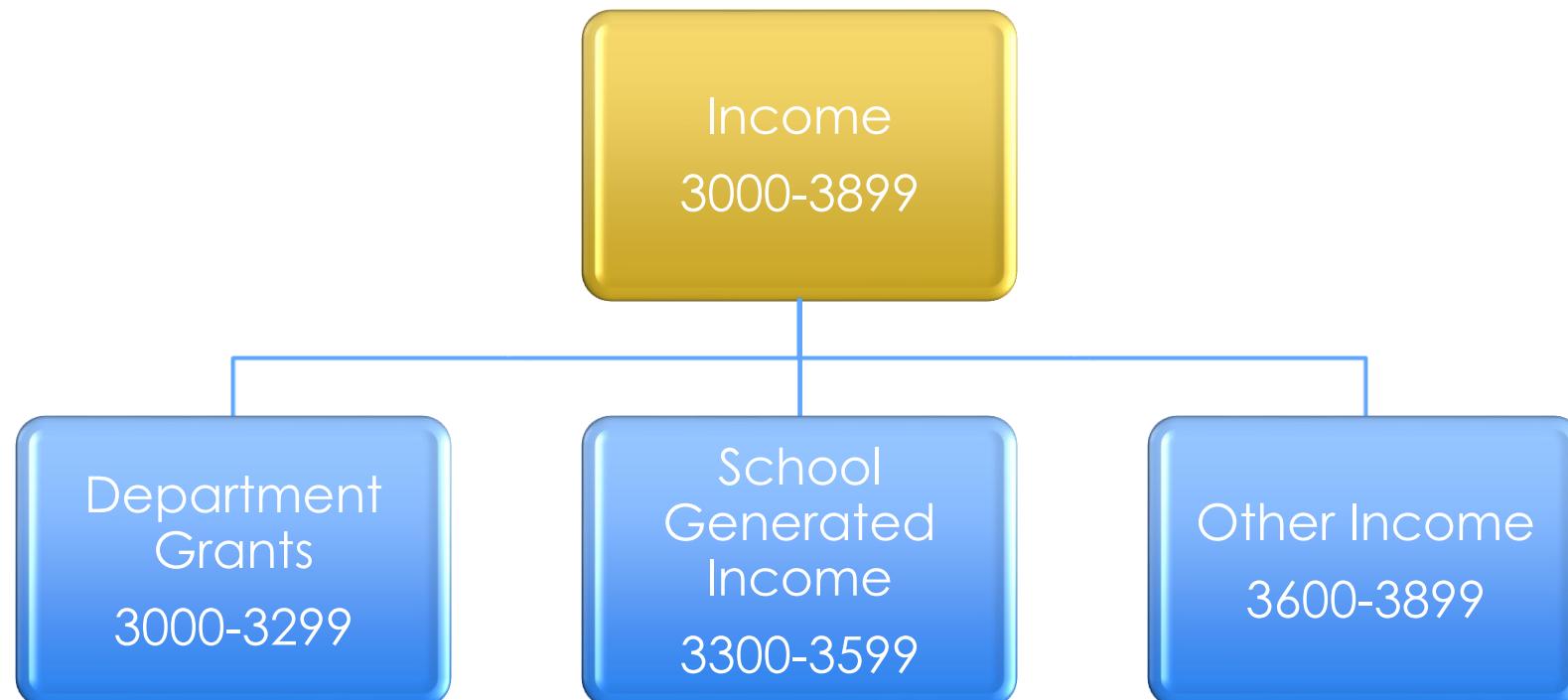


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Income and Expenditure Codes

A/C No	Description	Type	Category
3010	Capitation/Non Pay Budget	Income	Department of Education
3020	DEIS Grant	Income	Department of Education

Income Types



Department Grants

3000-3299

Capitation
or Non Pay
Grant - 3010

- Covers day to day running costs of school
- Based on enrolment numbers
- General & Student Insurance
- Light & Heat

Free
Schoolbook
& Admin
Grant – 3151
& 3152

- Based on enrolment numbers
- Covers the purchase of books and resources
- Covers the administrative work required to administer the scheme

Other
Subjects
Grant - 3170

- Drama, Film and Theatre Studies

Science
Subjects
Grant - 3245

- Climate Action & sustainable Development grant
- Science Implementation grant

Attendance
Support
Grant - 3290

Other Non Capital DE Grant Income

- **Student Wellbeing Expense**
- **Trophies and Prizes**

Other State
Funding -
3299

- Clár
- County Council grants
- Community grants

Money
received
from Parents

- Locker income - 3370
- Journal & Year Book Income - 3375
- Student Insurance - 3535
- Student Photocopying - 3380

Hire of rental
Facilities -
3350

- Sports hall
- Car Parks
- School pitches or Astro turf
- Classrooms for evening courses

Reimbursable
Income -
3550

- Money coming in for something and being paid out

Reimbursable expense - 7800

Fundraising –
Restricted or
unrestricted
3574/3575

- Craft Fairs
- Bake sales
- Raffles
- Lotto

Other Income 3600-3899

Voluntary Contributions - 3650

- Contributions from parents
- Annual contributions to help with utilities.
- Once off voluntary donation

Other Income 3600-3899

Designated
Income -
3851

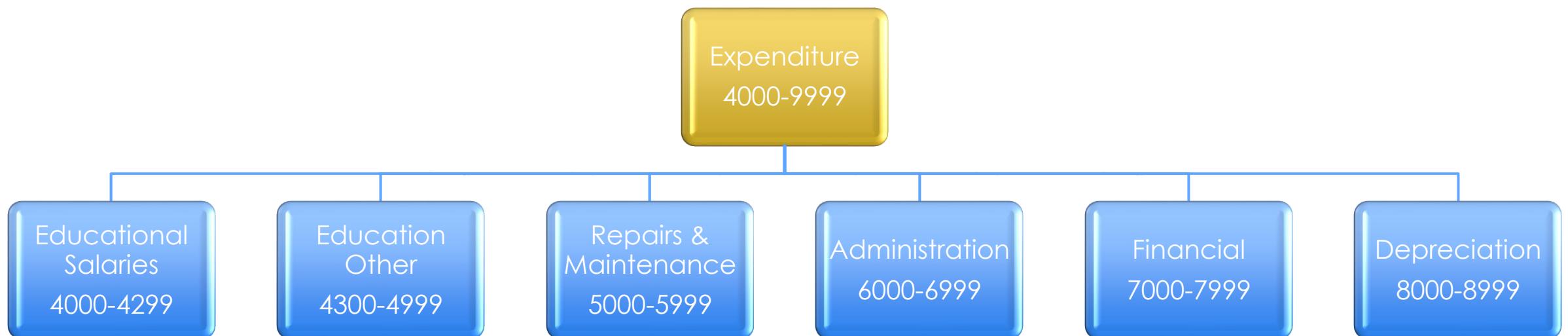
- Donations made from parents, Family or Donors

Other Income 3600-3899

External
Fundraising-
3852/3853

- Restricted fundraising
- Unrestricted Fundraising

Expenditure Types



Educational Salaries – 4000 to 4299

Substitute
Teachers
Wages
Expense –
4110

- Short-term absences of permanent or fixed-term teacher
- Sick leave, Maternity leave, training days

Educational Salaries – 4000 to 4299

Free
Schoolbook
Admin
Wages
Expense -
4113

- payments made to staff who support the administration

Educational Salaries – 4000 to 4299

Supervision &
Substitution
Wages
Expense -
4150

- Teachers are paid additional amounts for providing supervision during breaks or substituting for absent colleagues

Educational Salaries – 4000 to 4299

Bus Escort
Wages
Expense -
4196

- Transport of pupils with special needs to and from school

Educational Salaries – 4000 to 4299

Bus Escort
Employer
Pension
Expense -
4200

- Employer's contribution towards pension costs for bus escorts

Education Other 4300-4999

Other State
Funding
Expense -
4929

- Community grants
- Funding for specific projects
- County council grants

Education Other 4300-4999

Other
Subject
Expense -
4490

- Drama , Film and Theatre Studies

Education Other 4300-4999

Free
Schoolbook
Grant
Expense -
4731

- Based on enrolment numbers
- Covers the purchase of books and resources
- Additional classroom resources

Education Other 4300-4999

Designated
Expenditure –
Non Capital -
4918

- Money that is collected for a designated purpose

Education Other 4300-4999

Science
Subjects
Expense -
4390

- Climate Action & sustainable Development grant
- Science Implementation grant

Caretaker/
Cleaner
Wages
Expense –
5010/5110

- Gross Salary
- PAYE /PRSI Costs
- Day-to-day upkeep of school

Routine
Security -
5400

- Alarm Monitoring
- Regular call -outs
- Key holding services
- Security system service

Repairs to Building & Grounds Expense - 5310

- Roof repairs
- Plumbing or Electrical Repairs
- Fixing playground surfaces
- Repairs to walls, doors, pathways, fencing or drainage

Annual
Subscriptions
Expense -
6700

- Tv License

Other
Professional
Fees Expense
- 6540

- Legal/ Solicitor fees
- HR Advice
- Health and Safety Inspection Report

Hospitality Expense - 6800

- Providing food for an open night

Board of
Management
Expense -
6650

- Gift for a retired teacher
- Christmas gifts

Bank Charges
Expense –
7450

Reimbursable
Expense –
7800

Home

Business dashboard

Customers

Quotations

Sales orders

Invoices and credits

Suppliers

Purchase orders

Products and services

Bank accounts

Nominal codes

VAT

Transactions

Fixed assets

Departments

Diary

Reports

Refresh | Filter | Search... All records (376) | Show me how | Include inactive List Analyser

N/C	Name	Inactive	Debit	Credit
1400	Capital: Land & Buildings Cost B/fwd			
1401	Capital: Land and Buildings Additions			
1402	Capital: Land & Building Disposals			
1410	Accumulated Depreciation: Land & Buildings B/Fwd			
1411	Depreciation: Land & Buildings Current Year			
1412	Depreciation: Land & Buildings on Disposal			
1420	Capital: Fixtures, Fitt and Equipment Cost B/Fwd		152605.32	
1421	Capital: Fixtures, Fittings and Equipment Additions		6947.17	
1422	Capital: Fixtures, Fittings and Equipment Disposals			
1425	Capital: Covid Minor Works Fixtures,Fittings/ Equip Cost B/F			
1427	Capital: Covid Minor Works Fixtures,Fittings/ Equipment disp			
1430	Acc Depreciation: Fix,Ftgs and Equip B/Fwd			142010.78
1431	Deprec: Fixt/Ftgs and Equip Current year			
1432	Deprec: Fixt/Ftgs and Equip Disposal			
1435	Accumulated Dep: Covid Minor Works Fixt/Ftgs & Equip B/Fwd			
1436	Depr:Covid Minor Works Fixt,Ftgs/EquipC\Year			
1437	Depr:Covid Minor Works Fixt,Ftgs/Equip Disp			
1440	Capital: Motor Vehicles Cost B/Fwd			
1441	Capital Motor Vehicles Additions			
1442	Capital: Motor Vehicles Disposals			
1450	Accumulated Depreciation: Motor Vehicles B/Fwd			
1451	Depreciation: Motor Vehicles Current year			
1452	Depreciation: Motor Vehicles Disposal			
1460	Capital: ICT Cost B/Fwd		249452.81	
1461	Capital: ICT Additions		31424.34	
1462	Capital: ICT Disposals			
1465	Capital: Covid Minor Works ICT Cost b/Fwd			
1466	Capital: Covid Minor Works ICT Additions			
1467	Capital: Covid Minor Works ICT Disposals			
1470	Accumulated Depreciation: ICT Cost B/Fwd			225909.60
1471	Depreciation: ICT Current Year			
1472	Depreciation: ICT Disposal			
1475	Accumulated Depreciation: Covid Minor Works ICT B/Fwd			
1476	Depreciation: Covid Minor Works ICT Current Year			
1477	Depreciation: Covid Minor Works ICT Disposals			

0 of 376 accounts selected, total balance: 0.00

Debit 0.00

Station: FSSU-LT-J995Y74_20812 Connected Services: Offline

17/1

FSSU Financial Support Services Unit

[Expand All](#) [Collapse All](#)

Favourites

Recent reports

All reports

Balance sheet

Day books

My nominal code reports

Nominal activity

Nominal budgets

Nominal details

Profit and loss

Trial balance

Favourites

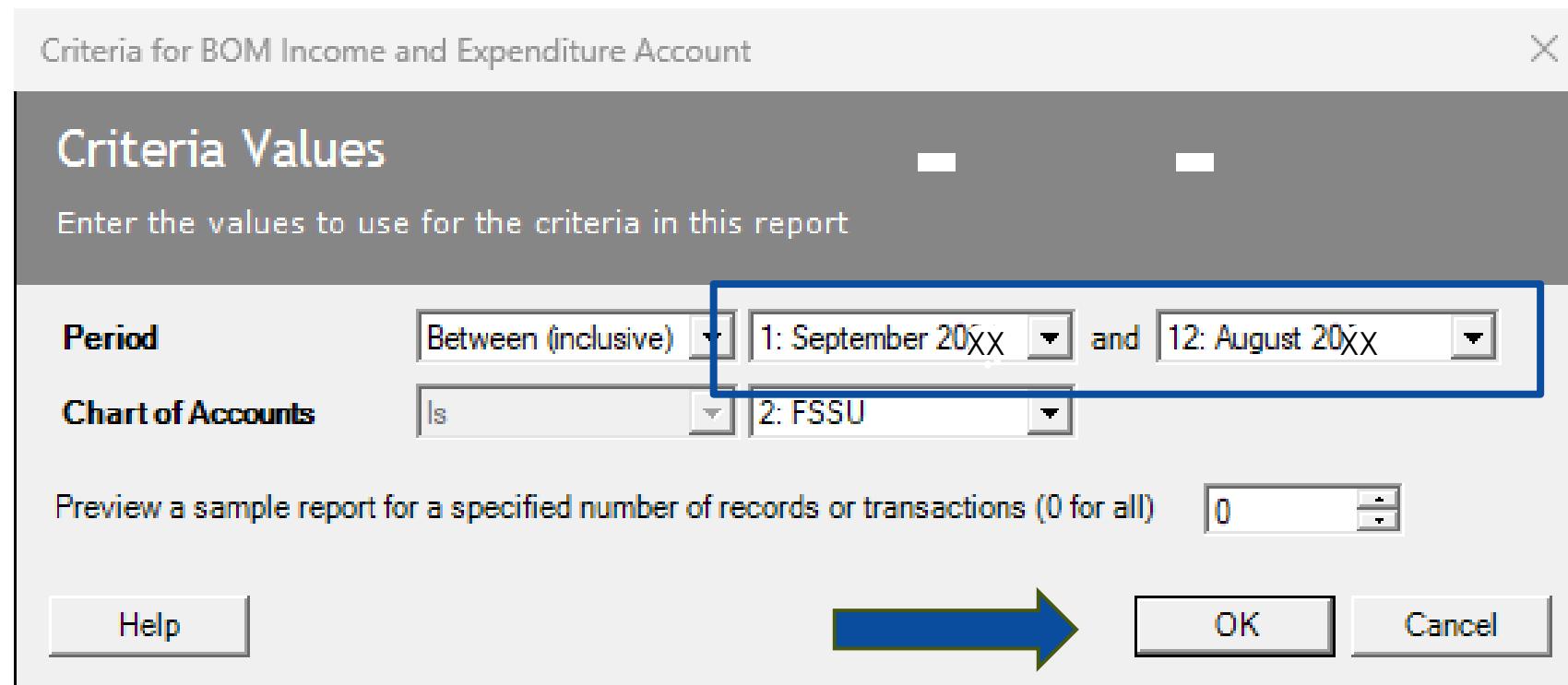
Add the documents that you use most often to Favourites to access and generate them quickly. Documents are added and removed by clicking the star icon. You can drag and drop your favourites into any order you want.

Filters **All**

	Name	Description	Last Run	Filename
★	BOM Balance Sheet	Custom Balance Sheet	23/10/2025 4:53 PM	BOM BALANCE SHEET
★	BOM Income and Expenditure Account	Income and Expenditure Account	11/12/2025 10:19 AM	BOM INCOME AND EXPENDITURE ACCOUNT
★	Income and Expenditure Account period comparatives	Income and Expenditure Account	3/07/2018 4:09 PM	INCOME AND EXPENDITURE ACCOUNT YR COMPARATIVES
★	Nominal Activity - Excluding No Transactions	Detailed transaction activity for all nominal codes, excluding those with no transactions posted.	15/09/2025 11:48 AM	NOMACTX
★	Nominal List	List of nominal codes in order, showing code and name.		NOMLIST
★	Period Trial Balance	Trial balance based on values in the nominal record Details tab. This report is run for whole months.	24/10/2025 12:22 PM	TB
★	Budget Report	Actual, budget, and variance values in a profit and loss report for the selected period and year to date.	13/10/2025 4:34 PM	BUDGET



Generating the Report



Generating Reports in Sage 50

Date: 17
Time: 12

Sample school
BOM Income and Expenditure Account

Page: 1

From: Month 1, September 20XX

To: Month 12, August 20XX

Chart of Accounts: FSSU

Income		Period	Budget	Difference	Prior Year
	Department Income				
3010	Capitation	157,052.00	153,260.00	3,792.00	141,466.00
3020	DEIS Grant	27,712.00	27,712.00	0.00	0.00
3050	Ancillary Support Services Grant	111,576.51	108,882.50	2,694.01	110,902.99
3100	Secretarial Grant	23,275.02	23,275.00	0.02	23,275.02
3130	Caretaker Grant	19,075.01	19,075.00	0.01	19,075.01
3140	Special Education Equipment Grant	0.00	0.00	0.00	1,984.63
3150	Book Grant Income	19,266.00	19,266.00	0.00	11,760.00
3155	School Library Books Capital Grant	10,374.00	10,374.00	0.00	0.00
3200	Transition Year Grant	4,560.00	5,795.00	(1,235.00)	8,835.00
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	3,322.00
3220	Grant for Traveller Students	2,348.50	2,989.00	(640.50)	2,775.50
3230	ICT Grant Non Capital	51,445.08	0.00	51,445.08	39,526.80
3240	Supervision and Substitution Grant	20,905.65	17,690.00	3,215.65	18,506.64
3245	Physics/Chemistry Grant	0.00	520.00	(520.00)	416.00
3255	State Exam Income	0.00	0.00	0.00	15,113.47
3277	COVID Minor Works Grant-Non Capital	0.00	0.00	0.00	20,000.00
3281	COVID Capitation PPE Grant	0.00	0.00	0.00	39,200.00
3282	COVID Enhanced Supervision Grant	0.00	0.00	0.00	51,450.00
3283	COVID Capitation for Additional Cleaning Grant	0.00	0.00	0.00	16,170.00
3288	COVID Capitation for Cleaning and PPE Grant	38,532.00	21,242.00	17,290.00	0.00
3289	Once-Off Cost of Living Grant	56,966.00	0.00	56,966.00	0.00
3290	Other DE Grants	7,344.00	0.00	7,344.00	0.00
3294	Bus Escort Grant	0.00	0.00	0.00	3,941.05
3296	DEASP School Meals Grant	121,729.07	120,114.00	1,615.07	2,597.83
3297	Erasmus Income	0.00	3,000.00	(3,000.00)	0.00
3299	Other State Funding	2,500.00	0.00	2,500.00	0.00
Total Department Income:		674,660.84	533,194.50	141,466.34	530,317.94

Layout of the Report

Date: xx / xx/20xx
Time: 11:24:39

Sample school
BOM Income and Expenditure Account

Page: 1

From: Month 1, September 20XX
Chart of Accounts: FSSU

To: Month 12, August 20XX

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Department Income				
3010 Capitation	157,052.00	153,260.00	3,792.00	141,466.00
3020 DEIS Grant	27,712.00	27,712.00	0.00	0.00
3050 AncillarySupport Services Grant	111,576.51	108,882.50	2,694.01	110,902.99

Income

Department Income

3010	Capitation
3020	DEIS Grant
3050	AncillarySupport Services Grant

Date: 18/11/2025
Time: 11:29:33

Sample school
BOM Income and Expenditure Account

Page: 1

From: Month 1, September 2022
Chart of Accounts: FSSU

To: Month 12, August 2023

Income		Period	Budget	Difference	Prior Year
Department Income					
3010	Capitation	157,052.00	153,260.00	3,792.00	141,466.00
3020	DEIS Grant	27,712.00	27,712.00	0.00	0.00
3050	Ancillary Support Services Grant	111,576.51	108,882.50	2,694.01	110,902.99
3100	Secretarial Grant	23,275.02	23,275.00	0.02	23,275.02
3130	Caretaker Grant	19,075.01	19,075.00	0.01	19,075.01
3140	Special Education Equipment Grant	0.00	0.00	0.00	1,984.63
3150	Book Grant Income	19,266.00	19,266.00	0.00	11,760.00
3155	School Library Books Capital Grant	10,374.00	10,374.00	0.00	0.00
3200	Transition Year Grant	4,560.00	5,795.00	(1,235.00)	8,835.00
3210	Leaving Cert Applied Grant	0.00	0.00	0.00	3,322.00
3220	Grant for Traveller Students	2,348.50	2,989.00	(640.50)	2,775.50
3230	ICT Grant Non Capital	51,445.08	0.00	51,445.08	39,526.80
3240	Supervision and Substitution Grant	20,905.65	17,690.00	3,215.65	18,506.64
3245	Physics/Chemistry Grant	0.00	520.00	(520.00)	416.00
3255	State Exam Income	0.00	0.00	0.00	15,113.47
3277	COVID Minor Works Grant-Non Capital	0.00	0.00	0.00	20,000.00
3281	COVID Capitation PPE Grant	0.00	0.00	0.00	39,200.00
3282	COVID Enhanced Supervision Grant	0.00	0.00	0.00	51,450.00
3283	COVID Capitation for Additional Cleaning Grant	0.00	0.00	0.00	16,170.00
3288	COVID Capitation for Cleaning and PPE Grant	38,532.00	21,242.00	17,290.00	0.00
3289	Once-Off Cost of Living Grant	56,966.00	0.00	56,966.00	0.00
3290	Other DE Grants	7,344.00	0.00	7,344.00	0.00
3294	Bus Escort Grant	0.00	0.00	0.00	3,941.05
3296	DEASP School Meals Grant	121,729.07	120,114.00	1,615.07	2,597.83
3297	Erasmus Income	0.00	3,000.00	(3,000.00)	0.00
3299	Other State Funding	2,500.00	0.00	2,500.00	0.00
Total Department Income:		674,660.84	533,194.50	141,466.34	530,317.94
School Generated Income					
3310	Transition Year income	24,754.00	18,300.00	6,454.00	18,442.93
3330	Book Rental	33,210.85	30,000.00	3,210.85	33,683.37
3350	Hire of Facilities/Rental Income	4,000.00	4,000.00	0.00	4,000.00
3375	Journals & Year Book Income	3,865.15	4,500.00	(634.85)	3,984.83
3390	School Administration Charges	40,284.61	28,000.00	12,284.61	34,852.87
3430	Tuck Shop Income	17,540.00	8,000.00	9,540.00	22,956.00
3490	After school study/club Income	2,000.00	0.00	2,000.00	0.00
3495	Mock Exam Income	9,210.00	12,000.00	(2,790.00)	10,080.00
3500	Games Income	315.00	200.00	115.00	0.00
3510	Bus Income	1,747.00	3,000.00	(1,253.00)	3,882.48



2. Reviewing the Income and Expenditure Account

- A) Review a demo Income and Expenditure Report.
- B) Department Grant Income
- C) School Generated Income
- D) Expenditure
- E) Review the Income and Expenditure after adjustments made for
 - Income in advance
 - Expenditure in advance
 - Capital income and Capital Expenditure

Section 2.A

Reviewing the Income and Expenditure account.

Financial Transactions for the day to day running of the school



Capital Items

Specific Financial Year



Unspent Ringfenced Grants

Balance Sheet

Grant

Major Projects

Additional Accommodation scheme

Emergency works Grant

Remediation Programmes

Summer Works Projects

Loose Furniture Grant

ICT Grant**

Secure Mobile Phone Storage Solutions

Grants In Advance



- Grants applicable to the current year



- Grants paid in Advance

Grants Paid In Advance

- DEIS Grant
- Free Schoolbooks Scheme Grant
- Free Schoolbooks Scheme Administration Support Grant
- Science Implementation Grant

School Generate Income in Advance

- ✓ • Income applicable to the current year
- ✗ • Income paid in Advance

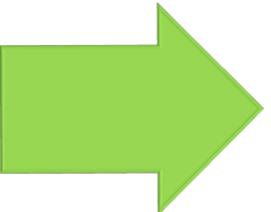
School Generated Income in Advance

- Transition year charges
- School Administration Charges
- Voluntary contributions

Recording Income received and Expenditure in Advance

52

Upon Receipt



Balance Sheet

2105 School Income received in advance
2150-2152 Grants in Advance

Expenditure in Current Period



Balance Sheet

1720 Prepayments

Department Income

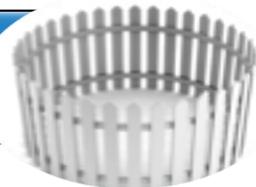
X • Unspent Ringfenced Grants

Unspent Balance



Balance Sheet
Grants Unspent

Ringfenced Grants



- Free School book Scheme grants
- Science Implementation Grant
- ICT Grant
- Supervision and Substitution Grant
- Bus Escort Grant
- School Meals Grant
- Summer Programme

WORKSHEET: CALCULATION UNSPENT GRANTS													
GRANT	Balance Unspent B/fwd		Current Year Grant Income			Current Year Expenditure		Current Year Surplus/Deficit		Total Grant Unspent		Note*	Comment
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	NOMINAL CODE	€ AMOUNT			

The Income and Expenditure Report

54

Date:
Time:

School Demo Data

BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts:

FSSU

Income

Department Income

Total Department Income:

Total School Generated Income:

Other Income

Compare Current Period to

- Budget
- Prior Year

	Period	Budget	Difference	Prior Year
Department Income	442,130.56	451,427.99	- 9,297.43	375,521.57
Total Department Income:	33,868.50	27,950.00	5,918.50	27,257.70
Total School Generated Income:				
Other Income				
TOTAL Income:	475,999.06	479,377.99	- 3,378.93	402,779.27

Expenditure

Total Education Salaries:

28,277.10 30,339.23 - 2,062.13 26,510.70

Total Education Other:

186,133.91 167,785.00 18,348.91 108,305.24

Total Repairs Maintenance & Establishment:

205,861.25 185,885.00 19,976.25 179,559.66

Total Administration:

12,472.86 17,765.00 - 5,292.14 17,668.33

Total Financial:

700.00 680.00 20.00 645.74

Depreciation

TOTAL Expenditure:

433,445.12 **402,454.23** **30,990.89** **332,689.67**

NET PROFIT/(LOSS)

42,553.94 **76,923.76** **- 34,369.82** **70,089.60**

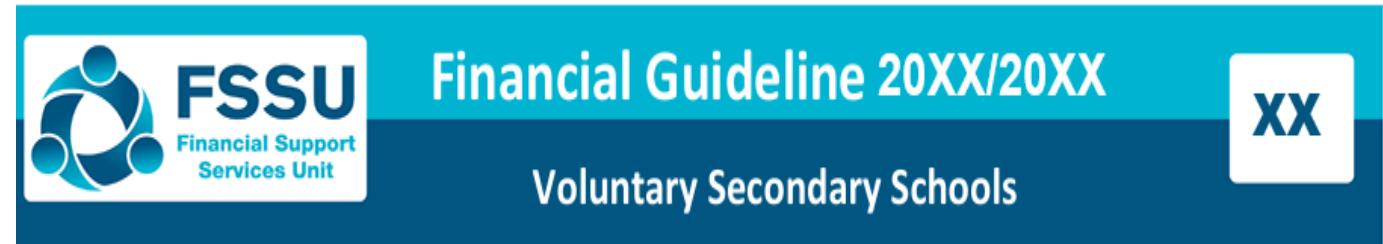
Variances
Explainable?



Bottom Line
Reasonable

Section 2. B

Department Grant Income



Grants payable to Non-Fee Charging Voluntary Secondary Schools School Year 20XX/20XX

SUMMARY OF GRANTS PAYABLE 20XX/20XX					
No.	Grant Description	Current Rate per Pupil	Instalments	Notes	Nominal Code in FSSU Chart of Accounts
1	Capitation Standard Rate	€	3		<3010>
2	DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools)		1	Payable only to schools classified as DEIS.	<3020>
3	Support Services Grant *1	€	3	Minimum for 2025/26 - €44,900	<3050>

Department Grant Income

56

Date:

School Demo Data

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts: FSSU

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Income					
Department Income					
3010	Capitation/Non Pay Budget	111,940.00	171,770.00	59,830.00	167,910.00
3020	DEIS Grant	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,889.00
3100	Secretarial Grant	59,830.00	-	59,830.00	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	140,635.57	136,642.00	- 3,993.57	83,520.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	2,318.81
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant	-	6,300.00	6,300.00	6,158.43
3200	Transition Year Grant	-	1,900.00	1,900.00	1,875.30
3210	Leaving Certificate Applied Grant	-	1,590.00	1,590.00	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	-
3255	State Exam Income	-	3,500.00	3,500.00	3,500.00
Total Department Income:		442,130.56	451,427.99	- 9,297.43	375,521.57

Department Grant Income - Capitation

57

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>	
Income					
Department Income					
3010	Capitation/Non Pay Budget	111,940.00	171,770.00	59,830.00	150,075.00

The screenshot shows a financial software interface with a navigation bar and a main content area. The navigation bar includes 'File', 'Edit', 'View', 'Modules', 'Settings', 'Connected services', 'Tools', 'Favourites', 'WebLinks', 'Software updates', and 'Help'. The 'Modules' menu is open, showing options like 'Home', 'Apps and add-ons', 'Business dashboard', 'Customers', 'Invoices and credits', 'Suppliers', 'Bank accounts', 'Bank feeds', 'Nominal codes' (which is highlighted with a red box), and 'Transactions'. The main content area has a toolbar with icons for 'New', 'Edit', 'Wizard', 'Duplicate', 'Activity' (circled in red), 'Journal entry', 'Journal reversal', 'Prepayments', 'Accruals', 'Budgets', 'Chart of accounts', 'Trial balance', 'Profit & loss', and 'Balance sheet'. Below the toolbar is a search bar with a date range '3010' (highlighted with a yellow arrow), a 'Refresh' button, a 'Filter' button, and a status '1 of 335 records'. The results table shows a single record: 'N/C' with '3010' in the first column and 'Capitation/Non Pay Budget' in the 'Name' column.

Nominal Code Activity

58

Activity

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

3010 Capitation/Non Pay Budget

Show: This Financial Year Date: Type: All O/S Only Trans. 1 to 578

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
297 B...	20/09/20xx	DOE CAP1	0 Capitation Grant Sep			55970.00	55970.00	
325 B...	20/01/20xx	DOE CAP2	0 Capitation Grant Jan			55970.00	55970.00	

SUMMARY OF GRANTS PAYABLE 20XX/20XX

No.	Grant Description	Current Rate per Pupil	Instalments	Notes	Nominal Code in FSSU Chart of Accounts
1	Capitation Standard Rate	€	3		<3010>

Department Income -Secretarial Grant

59

Activity

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

3100

Show: This Financial Year Date: Type: All O/S Only Trans. 1 to 578

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
299	BR	14/04/20XX	DOE CAP 3	0	Capitation Grant Apr	59830.00	59830.00	

 FSSU
Financial Support Services Unit

Bank Receipt Window

60

Number 299, Bank Receipt X

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank	1800	Posted by	MANAGER
Reference	DOE CAP 3	Edited by	MANAGER
Description	Capitation Grant Apr26	<input type="checkbox"/> Bank rec. on	
Created on	14/04/20XX	VAT Rec. Date	/ /
Posted on	XX/XX/20XX	Paid	59830.00
Edited on	XX/XX/20XX	Foreign gross	59830.00
Net	59830.00		
Tax	0.00		
Currency	3 Euro		
Exchange rate	1.000000		
<input checked="" type="checkbox"/> Paid in full	<input type="checkbox"/> Finance charge	<input type="checkbox"/> Disputed	<input type="checkbox"/> Printed
<input type="checkbox"/> Opening balance	<input type="checkbox"/> CIS reconciled	<input type="checkbox"/> Revaluation	

Item Line Details

No N/C	Details	Net T/C	Tax
299 3010	Capitation Grant Apr	59830.00 T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'.

Edit Save Close

Editing the Nominal code

Number 299, Bank Receipt

Bank Receipt Details

N/C	3010
Details	Capitation Grant Apr26
Date	14/04/20XX
Department*	0
Ex. Ref	

Net 59830.00 T/C T9 0.00

Tax 0.00 Paid 59830.00

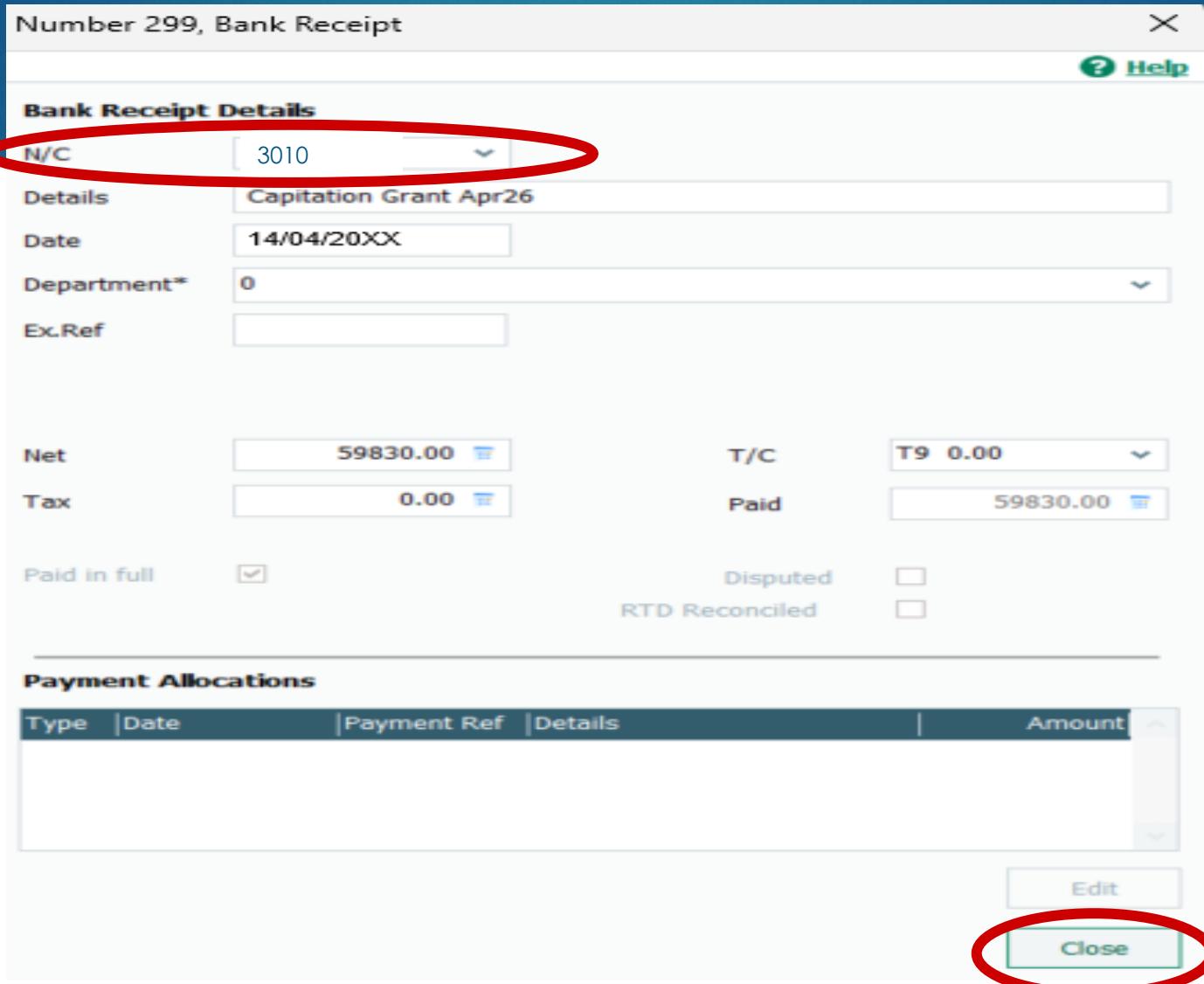
Paid in full Disputed
RTD Reconciled

Payment Allocations

Type	Date	Payment Ref	Details	Amount

Edit

Close



Bank Receipt Transaction

62

Number 299, Bank Receipt

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank	1800	Posted by	MANAGER
Reference	DOE CAP 3	Edited by	MANAGER
Description	Capitation Grant Apr	<input type="checkbox"/> Bank rec. on	
Created on	14/04/20XX	VAT Rec. Date	/ /
Posted on	XX/XX/20XX	Paid	59830.00
Edited on	XX/XX/20XX	Foreign gross	59830.00
Net	59830.00		
Tax	0.00		
Currency	3 Euro		
Exchange rate	1.000000		
<input checked="" type="checkbox"/> Paid in full	<input type="checkbox"/> Finance charge	<input type="checkbox"/> Disputed	<input type="checkbox"/> Printed
<input type="checkbox"/> Opening balance	<input type="checkbox"/> CIS reconciled	<input type="checkbox"/> Revaluation	

Item Line Details

No N/C	Details	Net T/C	Tax
299 3010	Capitation Grant Apr26	59830.00 T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'.

Buttons:

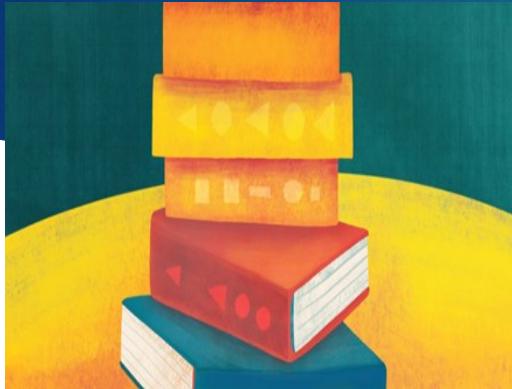
- Edit
- Save
- Close

Department Income

Date:	<u>School Demo Data</u>				
Time:					
<u>BOM Income and Expenditure Account</u>					
From: Month 1, September 20XX				To: Month X, XXXX 20XX	
Chart of Accounts:	FSSU				
		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Income</u>					
Department Income					
3010	Capitation/Non Pay Budget	171,770.00	171,770.00	-	167,910.00
3020	DEIS Grant	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,889.00
3100	Secretarial Grant	-	-	-	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	140,635.57	136,642.00	3,993.57	83,520.00
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	2,318.81
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant		6,300.00	6,300.00	6,158.43
3200	Transition Year Grant		1,900.00	1,900.00	1,875.30
3210	Leaving Certificate Applied Grant		1,590.00	1,590.00	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	-
3255	State Exam Income		3,500.00	3,500.00	3,500.00
Total Department Income:		442,130.56	451,427.99	- 9,297.43	375,521.57

Free Schoolbook Grant

64



Ringfenced

Paid In Advance

Income and
Expenditure

- Grant for the **current period**.
N/C 3151 Free Schoolbook Scheme Grant
- Grant should **not exceed amount expended**.
N/C 4731 Free Schoolbook Scheme Grant
Expense

Balance Sheet

- Grant received for the **next academic year**
N/C 2151 Book grant in Advance
- Expenditure related to the **next academic year**
N/C 1720 Prepayments

- **Unspent Grant Balance**
N/C 2160 Unspent Book Grant

Free Schoolbook Scheme Grant Activity

66

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Income</u>				
Department Income				
3151	Free Schoolbook Grant	140,635.57	136,642.00 - 3,993.57	83,520.00

Activity

Help

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

3151 Free Schoolbook Grant

how: This Financial Year Date: Type: All O/S Only Trans. 1 to 588

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
410	JC	01/09/20XX		6 FSBG Year	Unspent Grant Balance	4350.00	4350.00	
317	BR	28/03/20XX	FSBS Grant ...	6 FSBS	Grant in Advance for next academic year	136285.57	136285.57	

Unspent Grant balance brought forward Prior Year

FSSU Financial Support Services Unit ©

Correcting the Nominal code

67

Number 317, Bank Receipt

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

Bank Receipt Details

Bank	1800
Reference	FSBS Grant next acad
Description	FSBS Grant in Advance for next a
Created on	xx/xx/yyyy
Posted on	xx/xx/yyyy
Bank rec. ref.	1800-18002025-11-2401
Edited on	/ /
Net	136285.57
Tax	0.00
Currency	3 Euro
Exchange rate	1.000000
<input checked="" type="checkbox"/> Paid in full <input type="checkbox"/> Finance charge <input type="checkbox"/> Disputed <input type="checkbox"/> Printed	
<input type="checkbox"/> Opening balance <input type="checkbox"/> CIS reconciled <input type="checkbox"/> Revaluation	

Item Line Details

No N/C	Details	Net T/C	Tax
317 3151	FSBS Grant in Advance for n...	136285.57 T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'.

Edit (button highlighted with a red box)

Save **Close**

Number 317, Bank Receipt

Bank Receipt Details

N/C	2151
Details	FSBS Grant in Advance for next acad
Date	28/03/2026
Department*	6
Ex.Ref	
Net	136285.57
T/C	T9 0.00
Tax	0.00
Paid	136285.57
<input checked="" type="checkbox"/> Paid in full <input type="checkbox"/> Disputed <input type="checkbox"/> RTD Reconciled	

Payment Allocations

Type	Date	Payment Ref	Details	Amount

Edit (button highlighted with a red box)

Close (button highlighted with a red box)

Book Grant In Advance (Text box with a green border)

Free Schoolbook Grant

Date: School Demo Data
Time: BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts: FSSU

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Income</u>					
Department Income					
3151	Free Schoolbook Grant	4,350.00	136,642.00	132,292.00	83,520.00 -
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	2,318.81
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26

Nominal Activity

Book Grant Received in Advance 2151

69

The screenshot shows the Sage 500 Nominal Activity screen. The left sidebar lists various modules: Apps and add-ons, Business dashboard, Customers, Invoices and credits, Suppliers (highlighted in green), Bank accounts, Bank feeds, Nominal codes (highlighted in green), Transactions, Departments, and Diary. The main area is titled 'Activity' and shows a transaction for 'Book Grant Received in Advance' with nominal code 2151. The transaction details are as follows:

No.	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
583	BR	01/09/2025	XX/XX/20XX	0	B/Fwd Balance	132292.00	132292.00	
				6	FSBS grant in Advance for the next	136285.57	136285.57	
						0.00	268577.57	
						Balance:	268577.57	

Yellow arrows point to the 'Type' column header and the 'Debit' column header. A red box highlights the 'Balance:' cell and the total amount '268577.57'. The status bar at the bottom shows 'Record 1 of 1'.

Journal

Recognise Grant in the Current Period

70

Journal Entry

Help

Clear form Insert SBS grant row (F7) Remove row (F8) Copy cell above (F6) Copy cell above +1 (Shift + F6) Memorise Recall Add attachment Print list Send to Excel

Reference	Posting Date	Balance				
	XX/XX/20XX	0.00				
N/C*	Name	Depart	Details	T/C*	Debit	Credit
2151	Book Grant Received in Advance	6	SBS grant applicable to current academic year	T9	132292.00	0.00
3151	Free Schoolbook Grant	6	SBS grant applicable to current academic year	T9	0.00	132292.00
				132292.00	132292.00	

Reverse Journals Reversing Date XX/XX/20XX

Save Close

Free Schoolbook Grant

71

Date:	School Demo Data				
Time:					
BOM Income and Expenditure Account					
From: Month 1, September 20XX				To: Month X, XXXX 20XX	
Chart of Accounts:	FSSU				
		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	171,770.00	171,770.00	-	167,910.00
3020	DEIS Grant	-	-	-	-
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,889.00
3100	Secretarial Grant	-	-	-	-
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00
3151	Free Schoolbook Grant	136,642.00	136,642.00	-	83,520.00
3152	Free Schoolbook Admin Grant	5,012.23	5,012.23	-	2,518.81
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26
3190	JCSP Grant		6,300.00	6,300.00	6,158.43
3200	Transition Year Grant		1,900.00	1,900.00	1,875.30
3210	Leaving Certificate Applied Grant		1,590.00	1,590.00	1,554.27
3220	Grant for Traveller Students	239.50	239.50	-	239.50
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00
3245	Science Subjects Grant	13,000.00	13,000.00	-	-
3255	State Exam Income	-	3,500.00	3,500.00	3,500.00
Total Department Income:		438,136.99	451,427.99	- 13,291.00	375,521.57

<u>School Demo Data</u>									
<u>BOM Income and Expenditure Account</u>									
From: Month 1, September 20XX		To: Month X, XXXX 20XX							
Chart of Accounts: FSSU									
<u>Prior to Review</u>									
<u>Income</u>									
<u>Department Income</u>									
3010	Capitation/Non Pay Budget	111,940.00	171,770.00	59,830.00	167,910.00				
3020	DEIS Grant	-	-	-	-				
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,889.00				
3100	Secretarial Grant	59,830.00	-	59,830.00	-				
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00				
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00				
3151	Free Schoolbook Grant	140,635.57	136,642.00	- 3,993.57	83,520.00				
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	2,318.81				
3171	Irish and Bilingual School Grant	122.26	122.25	-	122.26				
3190	JCSP Grant	-	6,300.00	6,300.00	6,158.43				
3200	Transition Year Grant	-	1,900.00	1,900.00	1,875.30				
3210	Leaving Certificate Applied Grant	-	1,590.00	1,590.00	1,554.27				
3220	Grant for Traveller Students	239.50	239.50	-	239.50				
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00				
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00				
3245	Science Subjects Grant	13,000.00	13,000.00	-	-				
3255	State Exam Income	-	3,500.00	3,500.00	3,500.00				
Total Department Income:		442,130.56	451,427.99	- 9,297.43	375,521.57				

<u>School Demo Data</u>									
<u>BOM Income and Expenditure Account</u>									
From: Month 1, September 20XX		To: Month X, XXXX 20XX							
Chart of Accounts: FSSU									
<u>72</u>									
<u>Income</u>									
<u>Department Income</u>									
3010	Capitation/Non Pay Budget	171,770.00	171,770.00	-	167,910.00				
3020	DEIS Grant	-	-	-	-				
3050	Ancillary/School Support Services Grant	54,922.00	54,922.00	-	52,889.00				
3100	Secretarial Grant	-	-	-	-				
3130	Caretaker Grant	19,074.00	19,075.00	1.00	19,075.00				
3150	DO NOT USE -Book Grant Senior Cycle Income	-	-	-	7,632.00				
3151	Free Schoolbook Grant	136,642.00	136,642.00	-	83,520.00				
3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-	2,318.81				
3171	Irish and Bilingual School Grant	122.26	122.26	-	122.26				
3190	JCSP Grant	-	6,300.00	6,300.00	6,158.43				
3200	Transition Year Grant	-	1,900.00	1,900.00	1,875.30				
3210	Leaving Certificate Applied Grant	-	1,590.00	1,590.00	1,554.27				
3220	Grant for Traveller Students	239.50	239.50	-	239.50				
3230	ICT Grant Non Capital	15,528.00	15,528.00	-	7,500.00				
3240	Supervision and Substitution Grant	21,227.00	21,227.00	-	21,227.00				
3245	Science Subjects Grant	13,000.00	13,000.00	-	-				
3255	State Exam Income	-	3,500.00	3,500.00	3,500.00				
Total Department Income:		451,427.99	- 13,291.00	375,521.57					

Section 2. C

School Generated Income

- First Year Charges
- Transition Year Income
- School Administration Charges
- Voluntary Contributions

Income for the current year 

Income related to next academic year 

73

Date:	<u>School Demo Data</u>			
Time:	<u>BOM Income and Expenditure Account</u>			
From:	Month 1, September 20XX	To:	Month X, XXXX 20XX	
Chart of Accounts:	FSSU	Period	Budget	Difference
<u>Income</u>				
<u>School Generated Income</u>				
3310	Transition Year Income	7,950.00	5,850.00	- 2,100.00
3350	Hire of Facilities Rental Income	6,030.00	6,000.00	- 30.00
3370	Locker Income	3,626.00	3,000.00	- 626.00
3375	Journals and Year Book Income	1,212.50	850.00	- 362.50
3390	School Administration Charges	9,200.00	6,250.00	- 2,950.00
3510	Bus Hire for Games Income	1,050.00	1,000.00	- 50.00
3530	School Musical/Drama Income	4,800.00	5,000.00	200.00
Total School Generated Income:		33,868.50	27,950.00	- 5,918.50
				27,257.70

Nominal Activity - Transition Year Income

74

Refresh | Filter | 3310 | 1 of 335 records

N/C | Name | Inactive

3310 | Transition Year Income

Activity

View transaction | Edit transaction | Delete transaction | View item | View attachment | Hide detail | Show detail | Print list | Send to Excel

3310 | Transition Year Income

Show: This Financial Year | Date: | Type: All | O/S Only | Trans. 1 to 592

No	Type	Date	Ref.	Dept	Details	Amount	Debit
574	BR	30/05/20XX		4	School charges TY paid in advance	825.00	
570	BR	23/05/20XX		4	School charges TY paid in advance	725.00	
566	BR	15/05/20XX		4	School charges TY paid in advance	275.00	
562	BR	08/05/20XX		4	School charges TY paid in advance	125.00	

School Generated Income Revised

75

Date:

School Demo Data

Time:

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts:

FSSU

BOM Income and Expenditure Account

Income

School Generated Income

			<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
3310	Transition Year Income		6,000.00	5,850.00	-	150.00
3350	Hire of Facilities Rental Income		6,030.00	6,000.00	-	30.00
3370	Locker Income		3,060.00	3,000.00	-	60.00
3375	Journals and Year Book Income		875.00	850.00	-	25.00
3390	School Administration Charges		6,500.00	6,250.00	-	250.00
3510	Bus Hire for Games Income		1,050.00	1,000.00	-	50.00
3530	School Musical/Drama Income		4,800.00	5,000.00	-	200.00
Total School Generated Income:			28,315.00	27,950.00	-	365.00
						27,257.70

Section 2. D Expenditure

Expenditure

- Education Salaries
- Education Other
- Repairs maintenance & Establishment
- Administration
- Financial

Expenditure relates to the current year ✓

Expenditure related to next academic year X

Date: School Demo Data

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts: FSSU

Expenditure

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Total Education Salaries:	28,277.10	30,339.23	- 2,062.13	26,510.70
Total Education Other:	186,133.91	167,785.00	18,348.91	108,305.24
Total Repairs Maintenance & Establishment:	205,861.25	185,885.00	19,976.25	179,559.66
Total Administration:	12,472.86	17,765.00	- 5,292.14	17,668.33
Total Financial:	700.00	680.00	20.00	645.74
Depreciation				
TOTAL Expenditure:	433,445.12	402,454.23	30,990.89	332,689.67

Educational Salaries

77

Date:	SCHOOL DEMO DATA				
Time:					
BOM Income and Expenditure Account					
From:	Month 1, September 20XX	To:	Month 12, A		
Chart of Accounts:	FSSU				
Expenditure					
Education Salaries					
4113	Free Schoolbook Admin Wages Expense	5,612.10	5,612.23	-	0.13
4150	Supervision and Substitution Wages Expense	19,376.00	21,227.00	-	1,851.00
4155	State Exam Wages Expense	3,289.00	3,500.00	-	211.00
Total Education Salaries:		28,277.10	30,339.23	-	2,062.13
26,510.70					

Date:	SCHOOL DEMO DATA				
Time:					
BOM Income and Expenditure Account					
From:	Month 1, September 20XX	To:	Month 12, August 20XX		
Chart of Accounts:	FSSU				
Income					
Department Income					
	3152	Free Schoolbook Admin Grant	5,612.23	5,612.23	-
					1,783.70
Period					
Budget					
Difference					
Prior Year					

Education Other

Date:

School Demo Data

Time:

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts:

FSSU

BOM Income and Expenditure Account

Income

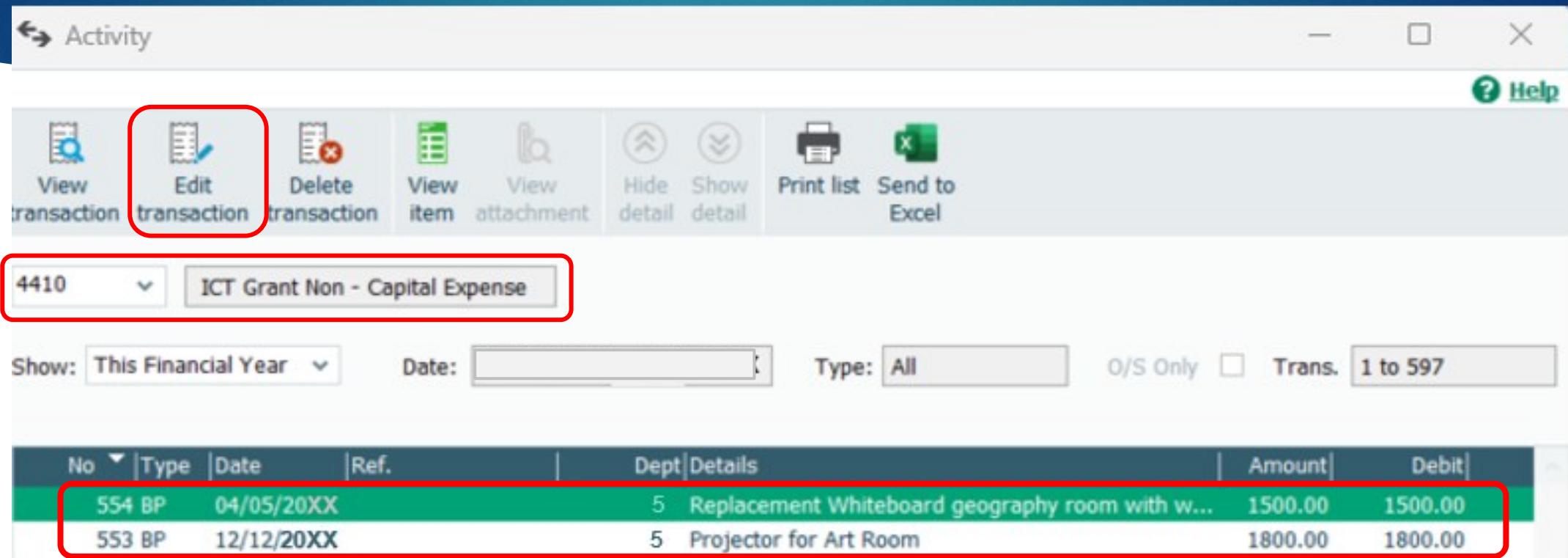
Expenditure

Education Other

			<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
4390	Science Subjects Expense	12,514.23	13,000.00	-	485.77	12,891.00
4410	ICT Grant Non - Capital Expense	15,330.00	11,500.00	3,830.00	11,381.66	
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	2,200.00	
4550	Leaving Cert Applied Expense	1,589.00	1,590.00	-	1.00	1,489.62
4590	Transition Year Expense	1,899.00	1,900.00	-	1.00	1,722.96
4671	Bus Hire for Games Expense	2,500.00	2,500.00	-	-	1,400.00
4710	School Tours Expense	4,800.00	5,000.00	-	200.00	4,700.00
4731	Free Schoolbook Grant Expense	145,475.43	130,295.00	15,180.43	72,520.00	
Total Education Other:			186,133.91	167,785.00	18,348.91	108,305.24

Nominal Activity ICT Grant Non- Capital Expense

79



Activity

View transaction

Edit transaction

Delete transaction

View item

View attachment

Hide detail

Show detail

Print list

Send to Excel

Help

4410 **ICT Grant Non - Capital Expense**

Show: This Financial Year Date: Type: All O/S Only Trans. 1 to 597

No	Type	Date	Ref.	Dept	Details	Amount	Debit
554	BP	04/05/20XX		5	Replacement Whiteboard geography room with w...	1500.00	1500.00
553	BP	12/12/20XX		5	Projector for Art Room	1800.00	1800.00

1461 – Capital ICT Additions

ICT Grant Non –Capital Expense Revised

80

Date: School Demo Data

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts: FSSU

<u>Expenditure</u>		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Education Other				-	-
4390	Science Subjects Expense	12,514.23	13,000.00	485.77	12,891.00
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	11,381.66
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	2,200.00
4550	Leaving Cert Applied Expense	1,589.00	1,590.00	1.00	1,489.62
4590	Transition Year Expense	1,899.00	1,900.00	1.00	1,722.96
4671	Bus Hire for Games Expense	2,500.00	2,500.00	-	1,400.00
4710	School Tours Expense	4,800.00	5,000.00	200.00	4,700.00
4731	Free Schoolbook Grant Expense	145,475.43	130,295.00	15,180.43	72,520.00
Total Education Other:		182,833.91	167,785.00	15,048.91	108,305.24



Free SchoolBook Grant Expense⁸¹

Education Other	4731	Free Schoolbook Grant Expense	Period	Budget	Difference	Prior Year
			145,475.43	130,295.00	15,180.43	72,520.00



Nominal postings are complete and accurate

- All expenditure related to the current period
Prepayments Prior Year 1720 – Expense current year 4731
- Expenditure for the next academic year are not reflected.
Prepayment 1720.

Account Activity

Free School Book Grant Expense

82

Activity

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

Help

4731 Free Schoolbook Grant Expense

Show: This Financial Year Date: Type: All O/S Only Trans. 1 to 585

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
306	JD	01/09/20XX		6 Books Purchase	Current Year First years	30895.00	30895.00	
307	JD	01/09/20XX		6 Books Purchased	Current year 2nd years	17367.00	17367.00	
308	JD	01/09/20XX		6 Books Purchase	current year year 3	10648.00	10648.00	
309	JD	01/09/20XX		6 Books Purchase	current year year 5	32156.00	32156.00	
310	JD	01/09/20XX		6 Books Purchased	Current year year6	6157.00	6157.00	
516	BP	17/11/20XX		6 Science Supplement	books required year 3	6500.00	6500.00	
502	BP	12/12/20XX		6 Art history	books updated	7515.00	7515.00	
736	BP	19/05/20XX		6 FSBS Grant	purchase books for next academic year	25255.43	25255.43	

Free Schoolbook Grant Expense Revised

83

Date:

School Demo Data

Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts: FSSU

<u>Expenditure</u>		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Education Other				-	-
4390	Science Subjects Expense	12,514.23	13,000.00	485.77	12,891.00
4410	ICT Grant Non - Capital Expense	12,030.00	11,500.00	530.00	11,381.66
4420	Computer maintenance and Support expense	2,026.25	2,000.00	26.25	2,200.00
4550	Leaving Cert Applied Expense	1,589.00	1,590.00	1.00	1,489.62
4590	Transition Year Expense	1,899.00	1,900.00	1.00	1,722.96
4671	Bus Hire for Games Expense	2,500.00	2,500.00	-	1,400.00
4710	School Tours Expense	4,800.00	5,000.00	200.00	4,700.00
4731	Free Schoolbook Grant Expense	120,220.00	130,295.00	10,075.00	72,520.00
Total Education Other:		157,578.48	167,785.00	10,206.52	108,305.24

Repairs Maintenance & Establishment

84

Date:
Time:

School Demo Data

BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts: FSSU

Period

Budget

Difference

Prior Year

Expenditure

Repairs Maintenance & Establishment

Wages Expense
posted up to
review date

5010	Caretaker Wages Expense	47,333.33	56,800.00	-	9,466.67	54,190.00
5030	Caretaker Employer Pension Expense	355.00	568.00	-	213.00	-
5110	Cleaners Wages Expense	45,583.33	54,700.00	-	9,116.67	52,186.00
5112	Cleaners Employers Pension Expense	341.88	547.00	-	205.13	-
5170	Cleaning Materials Expense	667.95	700.00	-	32.05	659.24
5175	Other Cleaning and Sanitation Expense	2,529.31	3,000.00	-	470.69	2,797.56
5310	Repairs to Buildings and Grounds Expense	79,383.00	3,500.00	75,883.00	3,187.26	
5350	Repairs to Furniture, Fittings and Equipment E	989.95	1,500.00	-	510.05	1,350.00
5400	Routine Security	2,187.50	3,750.00	-	1,562.50	3,750.00
5450	General Insurance Expense	-	27,500.00	-	27,500.00	27,500.00
5510	Heating Expense	6,090.00	8,120.00	-	2,030.00	8,292.00
5550	Light and Power Expense	11,025.00	14,700.00	-	3,675.00	15,523.00
5610	Refuse expense	3,375.00	4,500.00	-	1,125.00	4,124.60
5611	Water Rates Expense	6,000.00	6,000.00	-	-	6,000.00
Total Repairs Maintenance & Establishment:		205,861.25	185,885.00	19,976.25	-	179,559.66

Nominal Activity

Repairs to Buildings and Grounds Expense

85

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Expenditure					
Repairs Maintenance & Establishment					
5310	Repairs to Buildings and Grounds Expense	79,383.00	3,500.00	75,883.00	3,187.26

5310 ▼ Repairs to Buildings and Grounds

Show: This Financial Year
Date:
Type: All
O/S Only
Trans. 1 to 601

No	Type	Date	Ref.	Dept	Details	Amount	Debit
601 BP	15/08/20XX	Stage payment 1 ...		10	Invoice for stage 1 payment - Special Class Capital	75000.00	75000.00
507 BP	28/06/20XX			0	Repair to window and door classroom 22	500.00	500.00
506 BP	18/04/20XX			0	Repair to lights	1000.00	1000.00

Balance Sheet - 3940 DE Capital Building Grant Expense

Capital Expense X

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Expenditure					
Repairs Maintenance & Establishment					
5310	Repairs to Buildings and Grounds Expense	4,383.00	3,500.00	883.00	3,187.26

General Insurance

86

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Repairs Maintenance & Establishment	5450 General Insurance Expense	-	27,500.00	-	27,500.00

Expense paid in advance – Prepayment N/C1720

Activity

Help

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

1720 Prepayments

Show: This Financial Year Date: 01/09/20XX to XX/XX/20XX Type: All O/S Only Trans. 1 to 612

No	Type	Date	Ref.	Dept	Details	Amount	Debit	Credit
		01/09/20XX		0	B/Fwd Balance	27500.00	27500.00	
83 JC	○	01/09/20XX	YE adj	0	Prepaid software support 01/XX/20X...	1598.34		1598.34
143 JC	○	01/09/20XX	YE adj	13	Science Imp. Grant Exp 24/25 relat...	9500.00		9500.00
						27500.00	11098.34	
						Balance:	16401.66	

Record 1 of 1

Close

General Insurance – Prepayment in the Prior Year

87

Reference	Posting Date					Balance																					
Rev YE PP	23/01/20XX					0.00																					
<table border="1"> <thead> <tr> <th>N/C*</th> <th>Name</th> <th>Depart</th> <th>Details</th> <th>T/C*</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>5450</td> <td>General Insurance Expense</td> <td>0</td> <td>General Insurance Expense Sep - 31.March 20XX</td> <td>T9</td> <td>16401.66</td> <td>0.00</td> </tr> <tr> <td>1720</td> <td>Prepayments</td> <td>0</td> <td>General Insurance Expense Sep - 31.March 20XX</td> <td>T9</td> <td>0.00</td> <td>16401.66</td> </tr> </tbody> </table>						N/C*	Name	Depart	Details	T/C*	Debit	Credit	5450	General Insurance Expense	0	General Insurance Expense Sep - 31.March 20XX	T9	16401.66	0.00	1720	Prepayments	0	General Insurance Expense Sep - 31.March 20XX	T9	0.00	16401.66	
N/C*	Name	Depart	Details	T/C*	Debit	Credit																					
5450	General Insurance Expense	0	General Insurance Expense Sep - 31.March 20XX	T9	16401.66	0.00																					
1720	Prepayments	0	General Insurance Expense Sep - 31.March 20XX	T9	0.00	16401.66																					
						16401.66	16401.66																				
Reverse Journals	<input type="checkbox"/>	Reversing Date	23/01/20XX																								
<input type="button" value="Save"/> <input type="button" value="Close"/>																											

	Period	Budget	Difference	Prior Year
Repairs Maintenance & Establishment 5450 General Insurance Expense	16,401.66	27,500.00	- 11,098.34	27,500.00

Repairs Maintenance & Establishment Expense Revised

88

From: Month 1, September 20XX
Chart of Accounts: FSSU

To: Month X, XXXX 20XX

<u>Expenditure</u>		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
Repairs Maintenance & Establishment					
5010	Caretaker Wages Expense	47,333.33	56,800.00	- 9,466.67	54,190.00
5030	Caretaker Employer Pension Expense	355.00	568.00	- 213.00	-
5110	Cleaners Wages Expense	45,583.33	54,700.00	- 9,116.67	52,186.00
5112	Cleaners Employers Pension Expense	341.88	547.00	- 205.13	-
5170	Cleaning Materials Expense	667.95	700.00	- 32.05	659.24
5175	Other Cleaning and Sanitation Expense	2,529.31	3,000.00	- 470.69	2,797.56
5310	Repairs to Buildings and Grounds Expense	4,383.00	3,500.00	883.00	3,187.26
5350	Repairs to Furniture, Fittings and Equipment E	989.95	1,500.00	- 510.05	1,350.00
5400	Routine Security	2,187.50	3,750.00	- 1,562.50	3,750.00
5450	General Insurance Expense	16,401.66	27,500.00	- 11,098.34	27,500.00
5510	Heating Expense	6,090.00	8,120.00	- 2,030.00	8,292.00
5550	Light and Power Expense	11,025.00	14,700.00	- 3,675.00	15,523.00
5610	Refuse expense	3,375.00	4,500.00	- 1,125.00	4,124.60
5611	Water Rates Expense	6,000.00	6,000.00	-	6,000.00
Total Repairs Maintenance & Establishment:		147,262.91	185,885.00	- 38,622.09	179,559.66

Administration

Date:		<u>School Demo Data</u>				
Time:						
From:	Month 1, September 20XX	BOM Income and Expenditure Account				
Chart of Accounts:	FSSU	To: Month X, XXXX 20XX				
			Period	Budget	Difference	Prior Year
Income						
Expenditure						
Administration						
6250	Telephone Expense / SMS Text	1,980.45	2,500.00	-	519.55	2,347.20
6400	Accounting / Auditing Expense	-	4,500.00	-	4,500.00	4,500.00
6500	Travel and Subsistence	1,479.68	1,600.00	-	120.32	1,459.16
6600	Principals Expense	483.95	500.00	-	16.05	491.82
6650	Board of Management Expense	892.89	900.00	-	7.11	834.15
6700	Annual Subscription Expense	3,040.00	3,040.00	-	-	3,040.00
6730	InSchool Administration System Expense	2,895.00	3,000.00	-	105.00	2,784.00
6731	Accounting Software / Payroll Software Expense	825.00	825.00	-	-	825.00
6755	Medical and First aid Expense	378.00	400.00	-	22.00	895.00
6780	Staff room expense	497.89	500.00	-	2.11	492.00
Total Administration:		12,472.86	17,765.00	5,292.14	17,668.33	

Year end no
expense –
Accrual Journal

Section 2. E

Income and Expenditure

After Review and adjustments for

- Income in advance
- Expenditure in advance
- Capital Expenditure

Date: School Demo Data
Time:

BOM Income and Expenditure Account

From: Month 1, September 20XX **To:** Month X, XXXX 20XX

Chart of Accounts: FSSU

Period Budget Difference Prior Year

	Period	Budget	Difference	Prior Year
Income				
Department Income				
Total Department Income:	438,136.99	451,427.99	- 13,291.00	375,521.57
Total School Generated Income:	28,315.00	27,950.00	365.00	27,257.70
Other Income				
TOTAL Income:	<u>466,451.99</u>	<u>479,377.99</u>	<u>-12,926.00</u>	<u>402,779.27</u>
Expenditure				
Total Education Salaries:	28,277.10	30,339.23	- 2,062.13	26,510.70
Total Education Other:	157,578.48	167,785.00	- 10,206.52	108,305.24
Total Repairs Maintenance & Establishment:	147,262.91	185,885.00	- 38,622.09	179,559.66
Total Administration:	12,472.86	17,765.00	- 5,292.14	17,668.33
Total Financial:	700.00	680.00	20.00	645.74
Depreciation				
TOTAL Expenditure:	<u>346,291.35</u>	<u>402,454.23</u>	<u>-56,162.88</u>	<u>332,689.67</u>
NET PROFIT/(LOSS)	120,160.64	76,923.76	43,236.88	70,089.60
	Bottom Line			
	Reasonable			

Variances are accurate and explainable

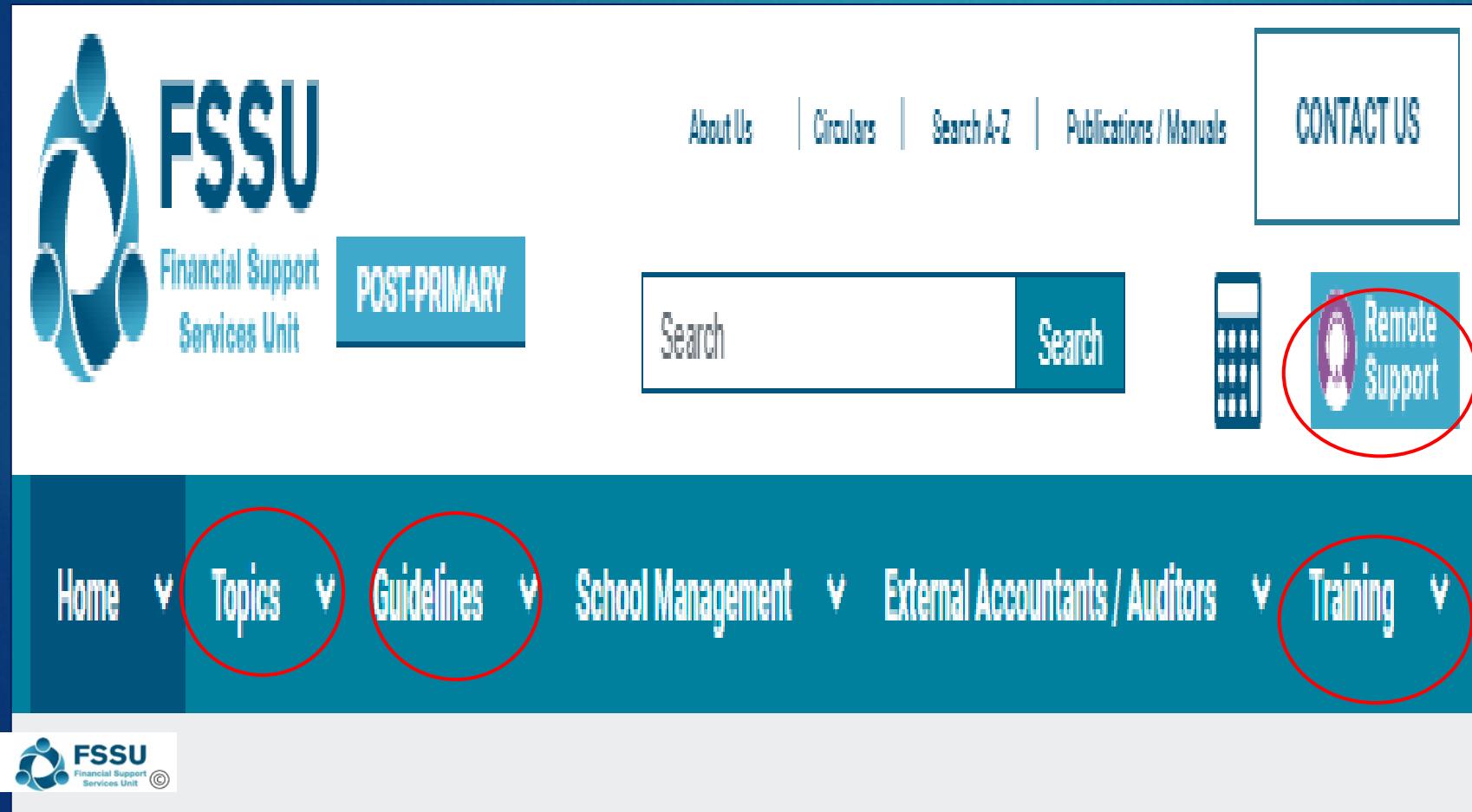
Section 1.

- The income and Expenditure Report.
- Responsibilities for Preparation, Review, Approval and Storage
- Generating the Income and Expenditure Report.
- Report layout
- Different types of income and expenditure.

Section 2.

- Reviewed a demo Income and Expenditure Report.
- Activity in the nominal codes.
- Adjustments required for mis postings, Income and expenditure in advance, and capital expenditure,

Resources available – where to get more help



The screenshot shows the FSSU website interface. At the top left is the FSSU logo with the text 'FSSU Financial Support Services Unit'. To the right are navigation links: 'About Us', 'Circulars', 'Search A-Z', and 'Publications / Manuals'. Below these are a 'Search' bar and a 'CONTACT US' button. A red circle highlights the 'Topics' and 'Guidelines' sections in the main menu, which are part of the 'POST-PRIMARY' category. The main menu also includes 'Home', 'School Management', 'External Accountants / Auditors', and 'Training'. A red circle also highlights the 'Remote Support' button, which is located in the 'POST-PRIMARY' section. The bottom left corner features the FSSU logo and a copyright notice.

FSSU
Financial Support Services Unit

POST-PRIMARY

About Us | Circulars | Search A-Z | Publications / Manuals

Search

CONTACT US

Remote Support

Topics

Guidelines

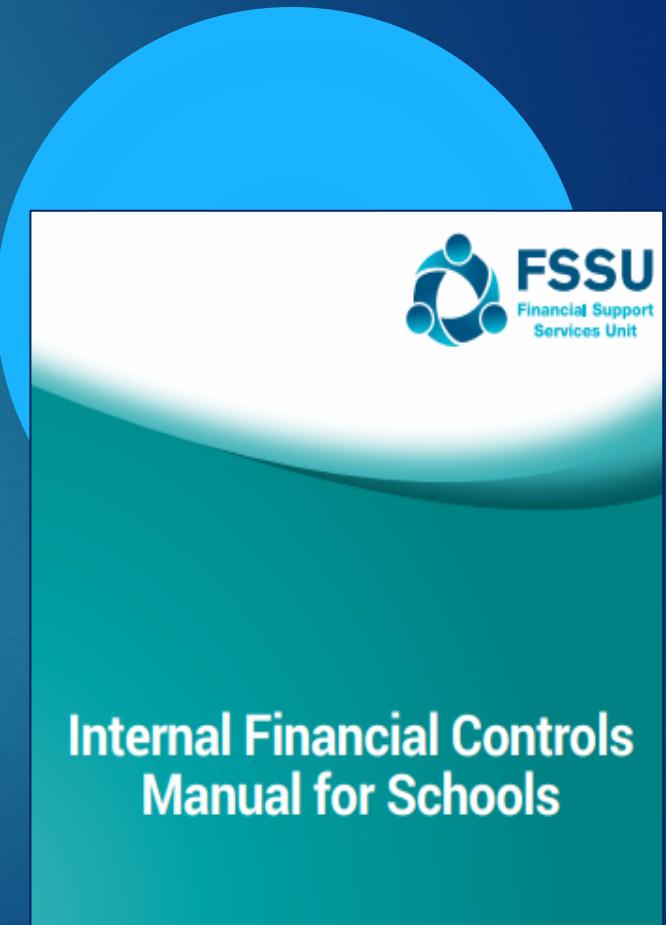
Home

School Management

External Accountants / Auditors

Training

FSSU
Financial Support Services Unit



The screenshot shows a page titled 'Internal Financial Controls Manual for Schools'. At the top right is the FSSU logo. The page content is mostly blank, with a large blue circular graphic on the right side.

FSSU
Financial Support Services Unit

Internal Financial Controls Manual for Schools

Thank you for attending our webinar

If you have any other questions, please call or email us:

Phone: Post Primary (01) 2690677

Email: info@fssu.ie



Q&A

