



Financial Support  
Services Unit  
(FSSU)

# Understanding the Income & Expenditure Account



# Webinar Information



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



Recording



Email



Handouts &  
Slides



Website:  
**www.fssu.ie**



Support  
**(01) 269 0677**



Q&A

# Agenda

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



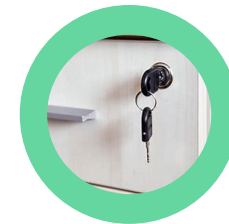
Preparation



Reviewing



Approval



Storage

# FSSU Chart of Accounts

Effective for the year ended 31st August 2026



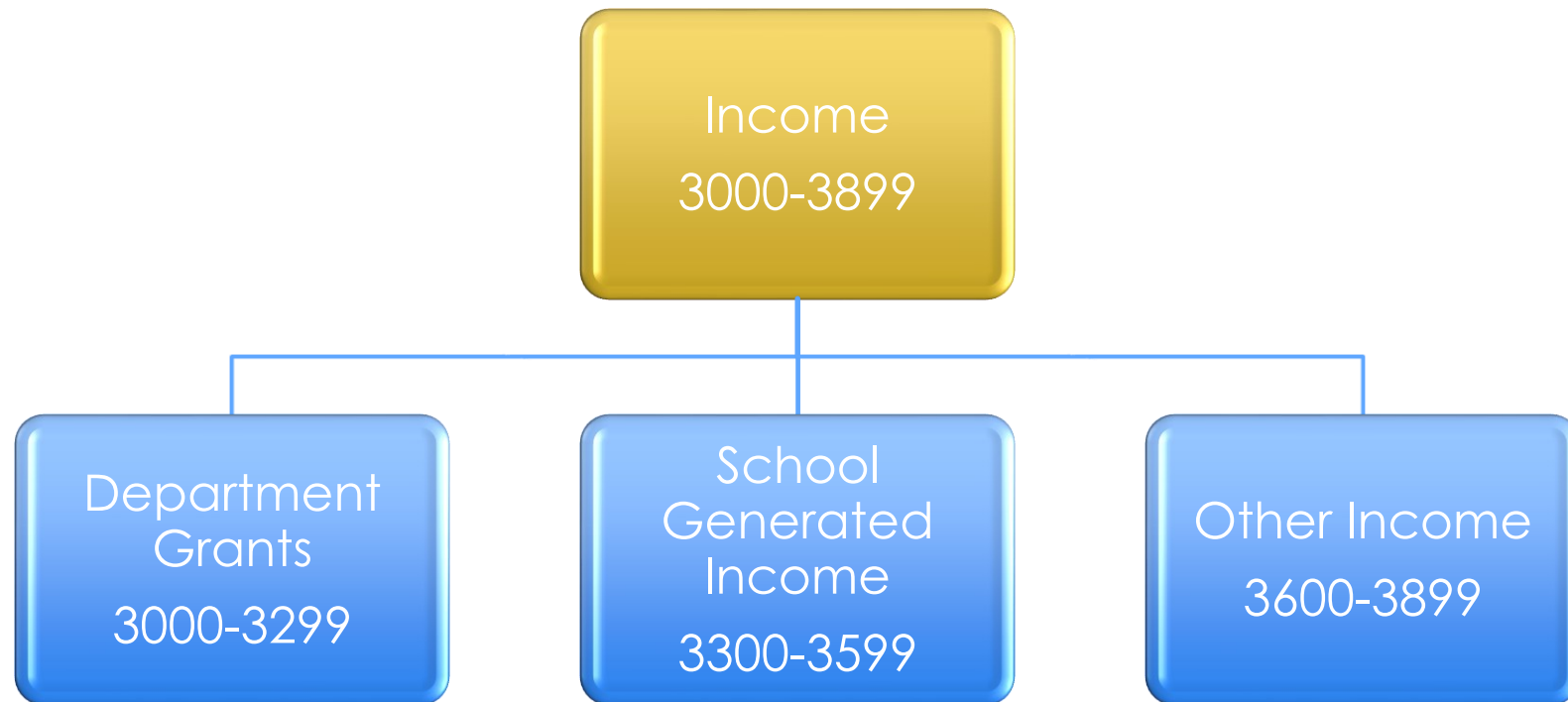
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## Income and Expenditure Codes

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

9

## 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

Department Grants

3000-3299

11

Other  
Subjects  
Grant - 3170

- Drama, Film and Theatre Studies

### Science Subjects Grant - 3245

- Climate Action & sustainable Development grant
- Science Implementation grant

Department Grants

3000-3299

13

Attendance  
Support  
Grant - 3290

### Other Non Capital DE Grant Income

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

Other State Income 3295-3299

14

Other State  
Funding -  
3299

- Clár
- County Council grants
- Community grants

## School Generated Income 3300-3599

15

Money  
received  
from Parents

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



## School Generated Income 3300-3599

16

Hire of rental  
Facilities -  
3350

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

## School Generated Income 3300-3599

17

Reimbursable  
Income -  
3550

- Money coming in for something and being paid out

**Reimbursable expense - 7800**

## School Generated Income 3300-3599

18

Fundraising –  
Restricted or  
unrestricted  
3574/3575

- Craft Fairs
- Bake sales
- Raffles
- Lotto

Other Income 3600-3899

19

Voluntary  
Contributions  
- 3650

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

Other Income 3600-3899

Designated  
Income -  
3851

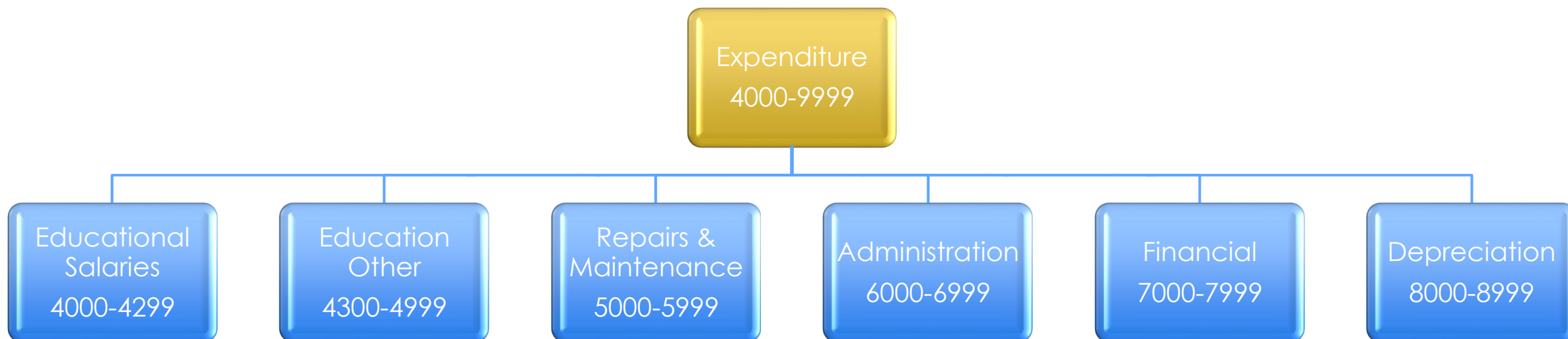
- Donations made from parents, Family or Donors

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

28

## Other State Funding Expense - 4929

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

Other  
Subject  
Expense -  
4490

- Drama , Film and Theatre Studies



Free  
Schoolbook  
Grant  
Expense -  
4731

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

Designated  
Expenditure –  
Non Capital -  
4918

- Money that is collected for a designated purpose

Science  
Subjects  
Expense -  
4390

- Climate Action & sustainable Development grant
- Science Implementation grant

Repairs & Maintenance 5000-5999

33

Caretaker/  
Cleaner  
Wages  
Expense –  
5010/5110

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

# Repairs & Maintenance

5000-5999

34

## Routine Security - 5400

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

# Repairs & Maintenance

5000-5999

35

## 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

## Administration 6000-6999

38

Hospitality  
Expense -  
6800

- Providing food for an open night

Board of  
Management  
Expense -  
6650

- Gift for a retired teacher
- Christmas gifts

Financial 7000-7999

40

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

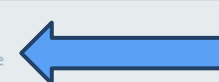
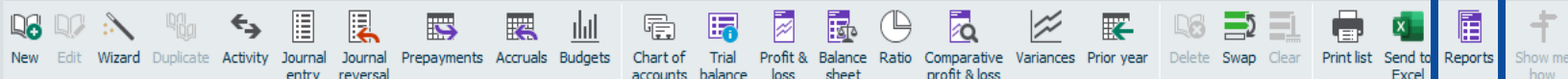
VAT

Transactions

Fixed assets

Departments

Diary



Refresh



Filter

Search...



All records (376)

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/ Equip C\Year			
1437	Depr: Covid Minor Works Fixt, Ftgs/ Equip Disp			
1440	Capital: Motor Vehides Cost B/Fwd			
1441	Capital Motor Vehides Additions			
1442	Capital: Motor Vehides Disposals			
1450	Accumulated Depreciation: Motor Vehides B/Fwd			
1451	Depreciation: Motor Vehides Current year			
1452	Depreciation: Motor Vehides 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:

Debit

0.00



[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

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

Criteria for BOM Income and Expenditure Account

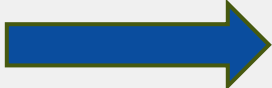
## Criteria Values

Enter the values to use for the criteria in this report

**Period**   and

**Chart of Accounts**

Preview a sample report for a specified number of records or transactions (0 for all)



# Generating Reports in Sage 50

Date: 17

Time: 12

Sample school

Page: 1

## BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month 12, August 20XX

Chart of Accounts: FSSU

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<b><u>Income</u></b>				
<b>Department Income</b>				
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
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
<b>Total Department Income:</b>	<b>674,660.84</b>	<b>533,194.50</b>	<b>141,466.34</b>	<b>530,317.94</b>



# 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

To: Month 12, August 20XX

Chart of Accounts: FSSU

Income

Department Income

3010    Capitation

3020    DEIS Grant

3050    AncillarySupport Services Grant

Period

Budget

Difference

Prior Year

157,052.00

27,712.00

111,576.51

153,260.00

27,712.00

108,882.50

3,792.00

0.00

2,694.01

141,466.00

0.00

110,902.99

Date: 18/11/2025

Time: 11:29:33

**Sample school**

Page: 1

**BOM Income and Expenditure Account**

From: Month 1, September 2022

To: Month 12, August 2023

Chart of Accounts: FSSU

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<b>Income</b>					
<b>Department Income</b>					
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
<b>Total Department Income:</b>		<b>674,660.84</b>	<b>533,194.50</b>	<b>141,466.34</b>	<b>530,317.94</b>
<b>School Generated Income</b>					
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



# Capital Grants and Expenditure X

49

## 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

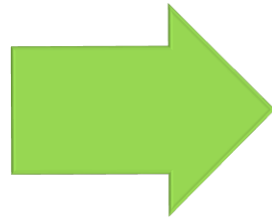
## School Generated Income in Advance

- 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

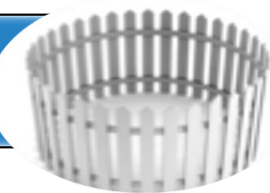
### **X** • Unspent Ringfenced Grants

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: School Demo Data

Time:

## BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts:

FSSU

### Compare Current Period to

- Budget
- Prior Year

Variances  
Explainable?



### Income

Department Income

Total Department Income:

Total School Generated Income:

Other Income

**TOTAL Income:**

### Expenditure

Total Education Salaries:

Total Education Other:

Total Repairs Maintenance & Establishment:

Total Administration:

Total Financial:

Depreciation

**TOTAL Expenditure:**

**NET PROFIT/(LOSS)**

Period

Budget

Difference

Prior Year

442,130.56

451,427.99

- 9,297.43

375,521.57

33,868.50

27,950.00

5,918.50

27,257.70

**475,999.06**

**479,377.99**

**- 3,378.93**

**402,779.27**

28,277.10

30,339.23

- 2,062.13

26,510.70

186,133.91

167,785.00

18,348.91

108,305.24

205,861.25

185,885.00

19,976.25

179,559.66

12,472.86

17,765.00

- 5,292.14

17,668.33

700.00

680.00

20.00

645.74

**433,445.12**

**402,454.23**

**30,990.89**

**332,689.67**

**42,553.94**

**76,923.76**

**- 34,369.82**

**70,089.60**

? Bottom Line  
Reasonable

# Section 2. B

## Department Grant Income

55



Financial Guideline 20XX/20XX

XX

Voluntary Secondary Schools

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

The screenshot displays the FSSU software interface. The top menu bar includes File, Edit, View, Modules, Settings, Connected services, Tools, Favourites, WebLinks, Software updates, and Help. The left sidebar contains a list of modules: Home, Apps and add-ons, Business dashboard, Customers, Invoices and credits, Suppliers, Bank accounts, Bank feeds, and Nominal codes (highlighted with a red box). The main toolbar features 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, there is a search bar with a 'Refresh' button, a filter icon, and a 'Filter' button. The search results show '3010' with a yellow arrow pointing to it. To the right of the search bar, it says '1 of 335 records'. The main table displays the following data:

N/C	Name
3010	Capitation/Non Pay Budget

# 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

Help

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

3100 Secretarial Grant

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

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	DOE CAP 3		
Description	Capitation Grant Apr26		
Created on	14/04/20XX		
Posted on	XX/XX/20XX		
Posted by	MANAGER		
Edited by	MANAGER		
	<input type="checkbox"/> Bank rec. on		
Edited on	XX/XX/20XX		
VAT Rec. Date	/ /		
Net	59830.00		
Paid	59830.00		
Tax	0.00		
Foreign gross	59830.00		
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

61

Number 299, Bank Receipt

[? Help](#)

### 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		

☒ Paid in full    ☐ Finance charge    ☐ Disputed    ☐ Printed  
☐ Opening balance    ☐ CIS reconciled    ☐ Revaluation

### Item Line Details

No	N/C	Details	Net	T/C	Tax
29	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'.

Save Close

# Department Income

63

**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>
<b>Income</b>					
<b>Department Income</b>					
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		2,500.00	2,500.00	2,500.00
<b>Total Department Income:</b>		<b>442,130.56</b>	<b>451,427.99</b>	<b>- 9,297.43</b>	<b>375,521.57</b>

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

Activity

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

3151 Free Schoolbook Grant

Show: 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	X	136285.57	136285.57	

Unspent Grant balance brought forward Prior Year



# 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 acac  
Description: FSBS Grant in Advance for next a  
Created on: xx/xx/xxxx  
Posted on: xx/xx/xxxx  
Bank rec. ref.: 1800-18002025-11-2401  
Edited on: / /  
Net: 136285.57  
Tax: 0.00  
Currency: 3 Euro  
Exchange rate: 1.000000  
VAT Rec. Date: / /  
Paid: 136285.57  
Foreign gross: 136285.57  
Posted by: MANAGER  
Edited by:   
Bank rec. on: ☒ Bank rec. on: xx/xx/xxxx  
☒ Paid in full ☐ Finance charge ☐ Disputed ☐ Printed  
☐ Opening balance ☐ CIS reconciled ☐ 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'.

Save Edit 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  
Tax: 0.00  
T/C: T9 0.00  
Paid: 136285.57  
Paid in full: ☒ Disputed: ☐  
RTD Reconciled: ☐

**Payment Allocations**

Type	Date	Payment Ref	Details	Amount
------	------	-------------	---------	--------

Edit Close

Book Grant In Advance

# 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>					
<u>Department Income</u>					
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

Apps and add-ons  
Business dashboard

Customers  
Invoices and credits

**Suppliers**

Bank accounts  
Bank feeds

**Nominal codes**

Transactions

Departments

Diary

New Edit Wizard Duplicate Activity Journal entry Journal reversal Prepayments Accruals Budgets Chart of accounts Trial balance Profit & loss Balance sheet Ratio Comparative Vari

Refresh Filter 2151 1 of 338 records

Activity

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

2151 Book Grant Received in Advance

Show: This Financial Year Date: Type: All O/S Only ☐ Ans. 1 to 612

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

Record 1 of 1 Close

# Journal

## Recognise Grant in the Current Period

70

Journal Entry

Clear form Insert 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

XX/XX/20XX

Balance 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

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<b><u>Income</u></b>					
<b>Department Income</b>					
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
<b>Total Department Income:</b>		<b>438,136.99</b>	<b>451,427.99</b>	<b>- 13,291.00</b>	<b>375,521.57</b>

Date: School Demo Data

Time:

Prior to Review

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					
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

Date: School Demo Data

Time:

72

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					
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:		438,136.99	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:

Time:

School Demo Data

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts:

FSSU

BOM Income and Expenditure Account

Period

Budget

Difference

Prior Year

Income

School Generated Income

3310

Transition Year Income

7,950.00

5,850.00

-

2,100.00

5,750.00

3350

Hire of Facilities Rental Income

6,030.00

6,000.00

-

30.00

5,897.44

3370

Locker Income

3,626.00

3,000.00

-

626.00

2,948.72

3375

Journals and Year Book Income

1,212.50

850.00

-

362.50

835.47

3390

School Administration Charges

9,200.00

6,250.00

-

2,950.00

6,143.16

3510

Bus Hire for Games Income

1,050.00

1,000.00

-

50.00

982.91

3530

School Musical/Drama Income

4,800.00

5,000.00

200.00

4,700.00

Total School Generated Income:

33,868.50

27,950.00

-

5,918.50

27,257.70



# Nominal Activity - Transition Year Income

74

The screenshot displays the 'Nominal Activity' window for 'Transition Year Income'. The left sidebar shows the navigation menu with 'Nominal codes' highlighted. The top toolbar includes icons for 'Activity', 'Journal entry', 'Journal reversal', 'Prepayments', 'Accruals', 'Budgets', 'Chart of accounts', 'Trial balance', 'Profit & loss', 'Balance sheet', 'Ratio', 'Comparative profit & loss', and 'Variances'. The main area shows a list of records for 'Transition Year Income' with a filter set to '3310'. Below this, a detailed view of the 'Activity' window is shown, featuring a toolbar with 'View transaction', 'Edit transaction', 'Delete transaction', 'View item', 'View attachment', 'Hide detail', 'Show detail', 'Print list', and 'Send to Excel'. The 'Show' dropdown is set to 'This Financial Year', and the 'Date' field is empty. The 'Type' dropdown is set to 'All'. The table below shows four records of school charges paid in advance.

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	

**2105**  
School  
Generated  
Income In  
Advance

# School Generated Income Revised 75

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>					
<u>School Generated Income</u>					
3310	Transition Year Income	6,000.00	5,850.00 -	150.00	5,750.00
3350	Hire of Facilities Rental Income	6,030.00	6,000.00 -	30.00	5,897.44
3370	Locker Income	3,060.00	3,000.00 -	60.00	2,948.72
3375	Journals and Year Book Income	875.00	850.00 -	25.00	835.47
3390	School Administration Charges	6,500.00	6,250.00 -	250.00	6,143.16
3510	Bus Hire for Games Income	1,050.00	1,000.00 -	50.00	982.91
3530	School Musical/Drama Income	4,800.00	5,000.00 -	200.00	4,700.00
<b>Total School Generated Income:</b>		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 ✗

76

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				
<b>TOTAL Expenditure:</b>	<b>433,445.12</b>	<b>402,454.23</b>	<b>30,990.89</b>	<b>332,689.67</b>

# 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

1,783.70

4150

Supervision and Substitution Wages Expense

19,376.00

21,227.00

1,851.00

21,227.00

4155

State Exam Wages Expense

3,289.00

3,500.00

-

211.00

3,500.00

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

# Education Other

78

Date:

School Demo Data

Time:

## BOM Income and Expenditure Account

From: Month 1, September 20XX

To: Month X, XXXX 20XX

Chart of Accounts:

FSSU

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
<b>Total Education Other:</b>		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

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>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Expenditure</u>				-	
<u>Education Other</u>				-	
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
<b>Total Education Other:</b>		182,833.91	167,785.00	15,048.91	108,305.24





# Free SchoolBook Grant Expense

81

Education Other				<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
4731	Free Schoolbook Grant Expense			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

Help

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

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	
518	BP	17/11/20XX		6	Science Supplement books required year 3	6500.00	6500.00	
582	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>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Expenditure</u>				-	
<u>Education Other</u>				-	
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
<b>Total Education Other:</b>		<b>157,578.48</b>	<b>167,785.00</b>	<b>- 10,206.52</b>	<b>108,305.24</b>

# Repairs Maintenance & Establishment

84

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>
<b><u>Expenditure</u></b>					
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	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

Wages Expense  
posted up to  
review date

Year End – Accrue  
for any missing  
Expense.

# Nominal Activity

## Repairs to Buildings and Grounds Expense

Expenditure		Period	Budget	Difference	Prior Year
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 Expense

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	XX	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

Capital Expense X

Balance Sheet - 3940 DE Capital Building Grant Expense

Expenditure		Period	Budget	Difference	Prior Year
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	27,500.00

Expense paid in advance – Prepayment N/C1720

Activity

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  
Rev YE PP

Posting Date  
23/01/20XX

Balance  
0.00

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 ☐

Reversing Date 23/01/20XX

Save

Close

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
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

**To:** Month X, XXXX 20XX

**Chart of Accounts:** FSSU

		<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>
<u>Expenditure</u>				-	
<b>Repairs Maintenance &amp; Establishment</b>					
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
<b>Total Repairs Maintenance &amp; Establishment:</b>		147,262.91	185,885.00	- 38,622.09	179,559.66

# Administration

89

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>						
<u>Expenditure</u>						
<u>Administration</u>						
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	Princiapls Expense	483.95	500.00	-	16.05	491.82
6650	Board of Mamnagement 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

90

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

Income

Department Income

Total Department Income:

Total School Generated Income:

Other Income

TOTAL Income:

Expenditure

Total Education Salaries:

Total Education Other:

Total Repairs Maintenance & Establishment:

Total Administration:

Total Financial:

Depreciation

TOTAL Expenditure:

NET PROFIT/(LOSS)

438,136.99

28,315.00

466,451.99

451,427.99

27,950.00

479,377.99

- 13,291.00

365.00

-12,926.00

375,521.57

27,257.70

402,779.27

28,277.10

157,578.48

147,262.91

12,472.86

700.00

346,291.35

30,339.23

167,785.00

185,885.00

17,765.00

680.00

402,454.23

- 2,062.13

- 10,206.52

- 38,622.09

- 5,292.14

20.00

-56,162.88

26,510.70

108,305.24

179,559.66

17,668.33

645.74

332,689.67

120,160.64

76,923.76

43,236.88

70,089.60

Bottom Line

Variances are accurate and explainable

Variances are accurate and explainable

Bottom Line  
Reasonable

# Summary of today's webinar

91

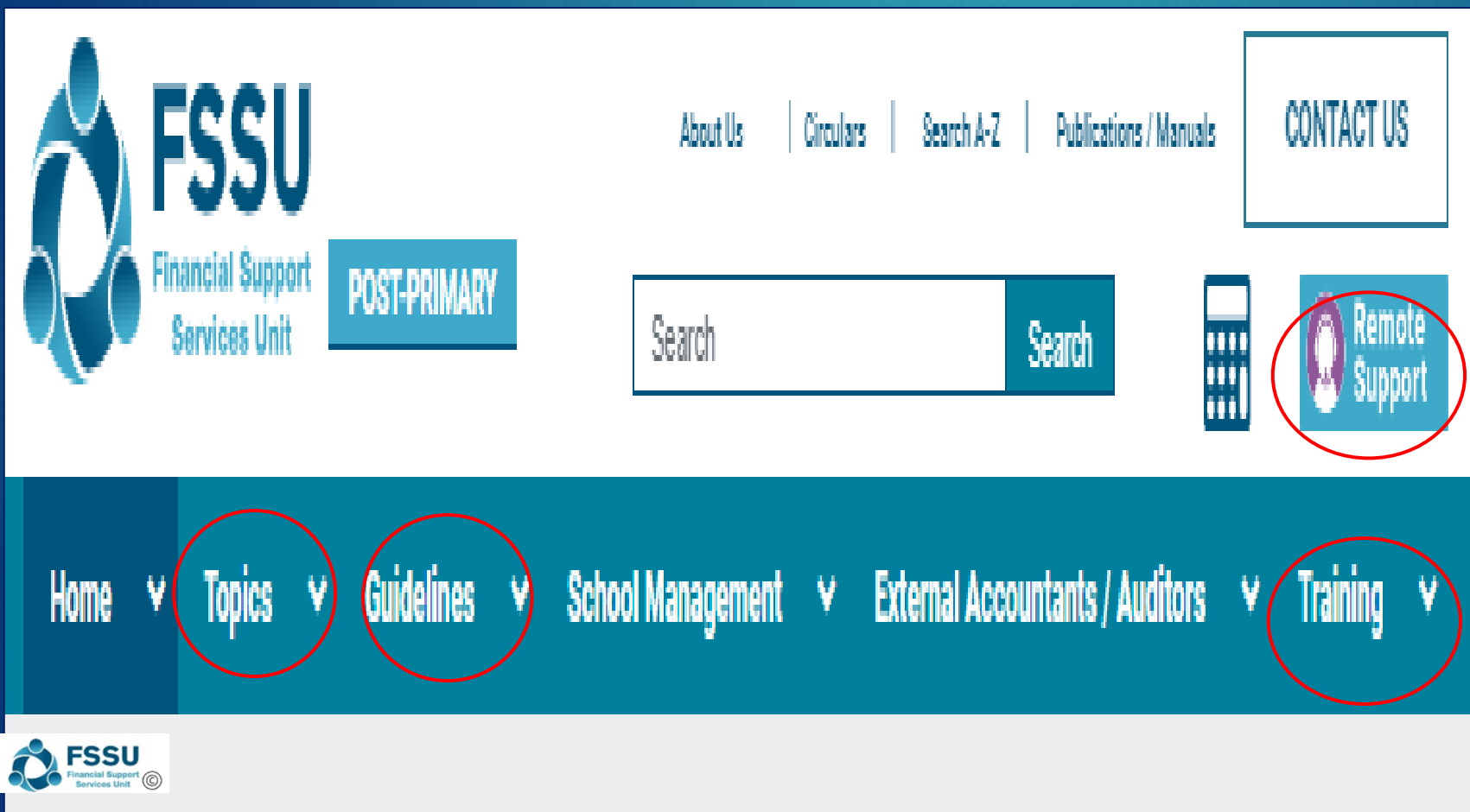
## Section 1.

- 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



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](mailto:info@fssu.ie)**





# Q&A

