

# BrightBooks for C&C Schools

## Quick Reference Guide

### Accounting for Grants Received in Advance

#### What are grants received in advance?

This is a grant received in the current accounting period that belongs to a future accounting year e.g., grants received between now and the 31<sup>st</sup> of August for the next school year. Below is a list of the most common grants received in advance.

Grant	For the period	Element in advance
Non-Pay grant (3 <sup>rd</sup> Instalment)	July/August/September	1/3
Non-Teaching Pay Grant (3 <sup>rd</sup> Instalment)	July/August/September	1/3
SSSF Grant (2 <sup>nd</sup> Instalment)	July/August/September/October	50%
Free School book Grant *	Next School Year	100%
Free School book Admin Grant*	Next School Year	100%
DEIS Grant*	Next School Year September/August	100%

Outlined below are the steps on how to calculate, post and report on the grants received in advance.

\*These Grants are 100% paid in advance and upon receipt should be posted directly to the relevant Grants Received in Advance code as per the FSSU Guidelines.

#### Accounting for grants receipt

##### Step 1

On entering the bank receipt for the Non-Pay Grant, Non-Teaching Pay Grant and the School Services Support Fund Grant, should be coded to grant nominal code to which the grant refers to, ensuring you use the correct department. See examples in screenshot below.

\* In relation to the remaining grant paid 100% in advance they should be posted to the relevant Grants Received in Advance as per the related FSSU guideline on accounting for the grant.

BANK ACCOUNT			LODGEMENT NO.			LODGEMENT DATE			
1800 Current Account 1									
Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
	EFT	NPG	NPG-3rd Instalment		DEY NPG	42,000.00	Z 0.00%	0.00	3010
	EFT	NTP	NTG-3rd Instalment		DEY NTP	27,000.00	Z 0.00%	0.00	3010
	EFT	SSSF	SSSF-2nd Instalment		DEY SSSF	8,200	Z 0.00%	0.00	3050
	EFT	FBG	Freebook Scheme		Free book scheme grant for next school year	61,800.00	Z 0.00%	0.00	2151
	EFT	FBADG	Freebook Scheme		Free book admin grant for next school year	5,863.00	Z 0.00%	0.00	2151
	EFT	DEIS	DEIS		DEIS Grant	15,000	Z 0.00%	0.00	2152



## Posting the element of the grant received in advance.

### Step 3

#### Instructions

1. Under 'General Ledger' > select 'Journals' > Add
2. In the Date box > Enter the year end date
3. In the Ref No. > Enter Yr End Adj
4. Enter the information from the excel sheet 'Calculate grant received in advance'.  
Below is a screenshot of a sample journal.

**JOURNALS DETAILS**

DATE: 31/08/20XX      REF NO.: Yr end Adj      TYPE: journal      [Add Attachment](#) (Max file size 4 MB)

Code	Description	Notes	Debit	Credit	DEP
3010	Capitation/Non Pay Budget	Non Pay Grant element received in advance	5,333.33	0.00	NPG
2150	Grants Received in Advance	Non Pay Grant element received in advance	0.00	5,333.33	NPG
3030	Non Teachers Pay Budget	Non Teaching Pay Grant element received in advance	3,333.33	0.00	NTP
2150	Grants Received in Advance	Non Teaching Pay Grant element received in advance	0.00	3,333.33	NTP
3050	Ancillary/School Support Services Grant	SSSF Grant element received in advance	4,083.50	0.00	SSSF
2150	Grants Received in Advance	SSSF Grant element received in advance	0.00	4,083.50	SSSF

**Alternatively,** you can import the journal using a template. See the [Calculate grant received in advance](#) excel sheet for further instructions on this.

## Generating a report to show the breakdown of grants in advance.

### ! Step 4

#### Instructions

- Click on **Reports > General Ledger Account Activity**
- Select **Period from** “Sep-20XX” & **Period To** “Current month” or “Aug-20XX (when generating the report after 31 August).
- Select **Acct. Code From** “2150” & - **Acct. Code To** “2152”
- Click on **Advanced Settings**
- Under **Sorting box 2** select “Department” & tick the “Total” box, then click on **Update**.
- This will generate a report giving you the sub-totals for each category/stream of grant included in code 2150-2152.

**Advanced Settings**

**COLUMN ORDER**

Exclude	Include
Ref.No.	Code
Product	Date
Period	Doc.No.
Customer Code	Type
Supplier Code	Details
VAT Rate	Debit
Department	Credit
	Balance

**SORTING**

1. Code  Total

2. Department  Total

None  
Period  
Type  
Date  
VAT Rate  
Department

**FEATURES**

Suppress Zeros

Show Balance Forward

Show Opening Balance Journals

Show Future Opening Balances

Page Break

Cancel Update

[Click here to watch a short video](#) on accounting for grants received in advance.