



Financial Support
Services Unit
(FSSU)

Understanding
Prepayments,
Grants received in
advance and
Income in advance

BOM Balance sheet
reporting



Webinar Information



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



Recording



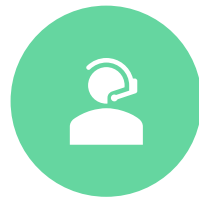
Email



Handouts &
Slides



Website:
www.fssu.ie



Support
(01) 269 0677



Q&A

Agenda

1

BOM Monthly Reporting – An overview with emphasis on the Balance Sheet Report

2

Understanding Prepayments

3

Understanding Grants & Income received in advance

4

Summary of Key learning points

3

BOM Monthly Reporting – An overview

Income and Expenditure report

Balance sheet

List of Bank Balances & Bank Reconciliation Reports

Income in advance / Accruals / Capital Expenditure

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

BOM Balance Sheet Report

The balance sheet is a snapshot of the school's financial position at a point in time

Unlike the Income & Expenditure account,

The balance sheet is cumulative – balances carry forward each year

It lists Assets (what the school owns or is owed)
and Liabilities (what the school owes)

Board members should review the balance sheet alongside the I&E each month – the accuracy of balance sheet balances dictate the accuracy and completeness of the monthly accounts

BOM Balance Sheet: Key learning points



Guidance on when to code transactions to Balance sheet codes



Balance sheet codes in the FSSU COA



When are Journal Adjustments required



Opening Balances

Must be Final Accountant's figures



Monitor Balance Sheet balances for reasonableness

When to code transactions to the balance sheet

What to look out for

- ❑ High value expenditure
- ❑ Useful life > 1 Year
- ❑ Capital Budget for School
 - ❑ Application to Department for Funding
 - ❑ Department Capital Grant received
- ❑ Amounts paid relating to the future - Prepayments
- ❑ Amounts received relating to future years – Income in advance
- ❑ When using control accounts – Revenue / Pension / Payroll
- ❑ Income due to the school but not yet received
- ❑ Amounts due by school but will be paid into the new financial year - Accruals

Fixed Asset categories

F&F&E

- Tables/Chairs
- Carpets
- Tiled Flooring

ICT

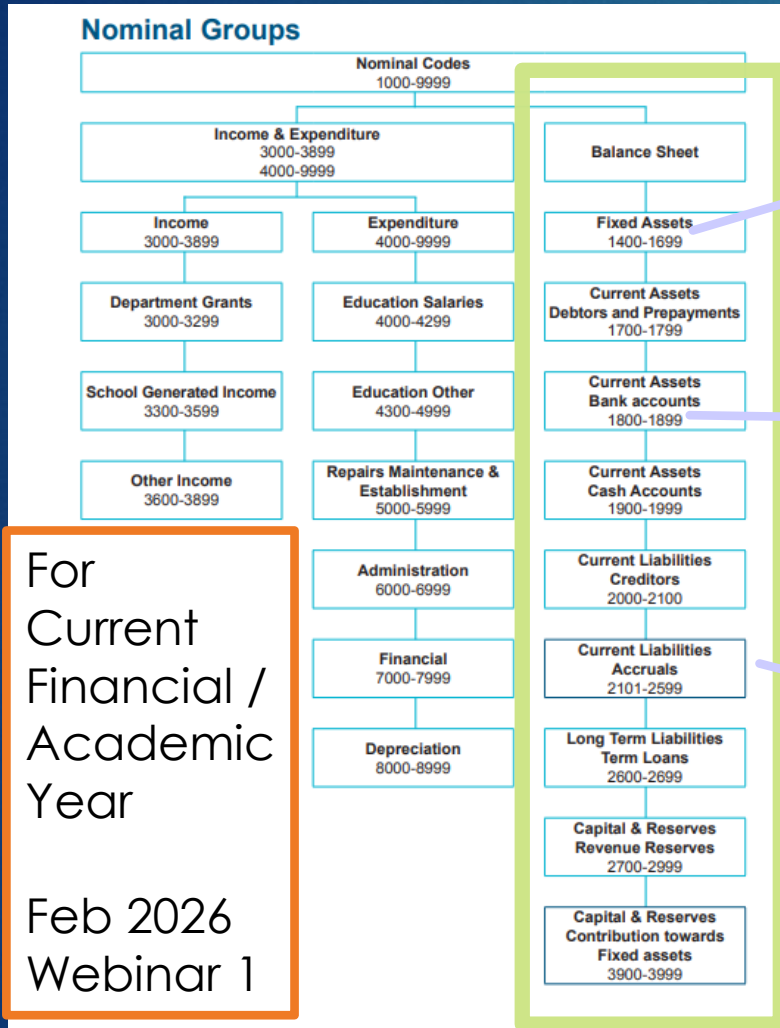
- Laptops
- Whiteboards
- Broadband Installation

DE Capital Building Grant Expense

- Structural
- New Classroom
- Rewire

FSSU – Chart of Accounts

Follow the FSSU COA & Guidelines



For Current Financial / Academic Year

Feb 2026 Webinar 1



F&F Additions Code 1421/1461
High value, useful life

Bank Balances 1800 -

Prepayments – Code 1720
 Amounts paid for future years

Grants received in advance
 Code 2150 - 2152

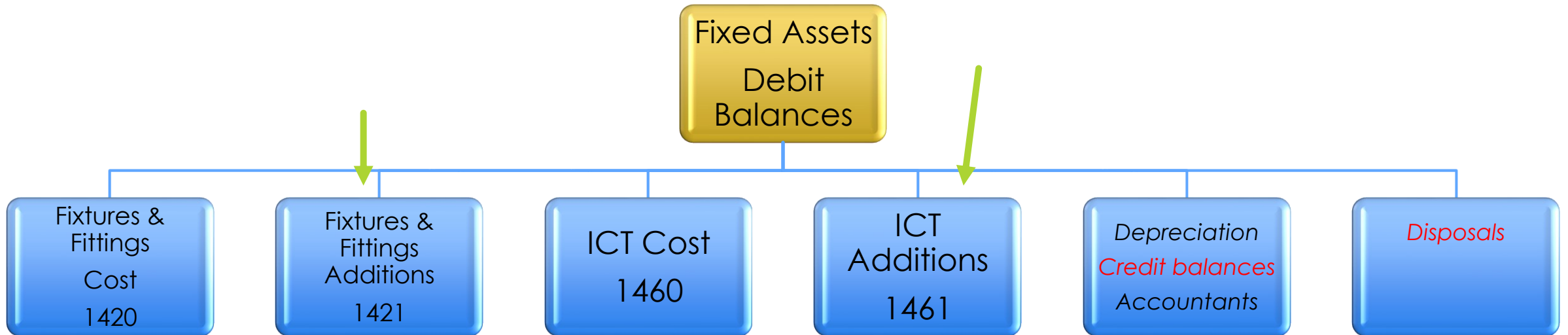
Income in advance - 2105

Control Accounts – 22XX

For Future Years

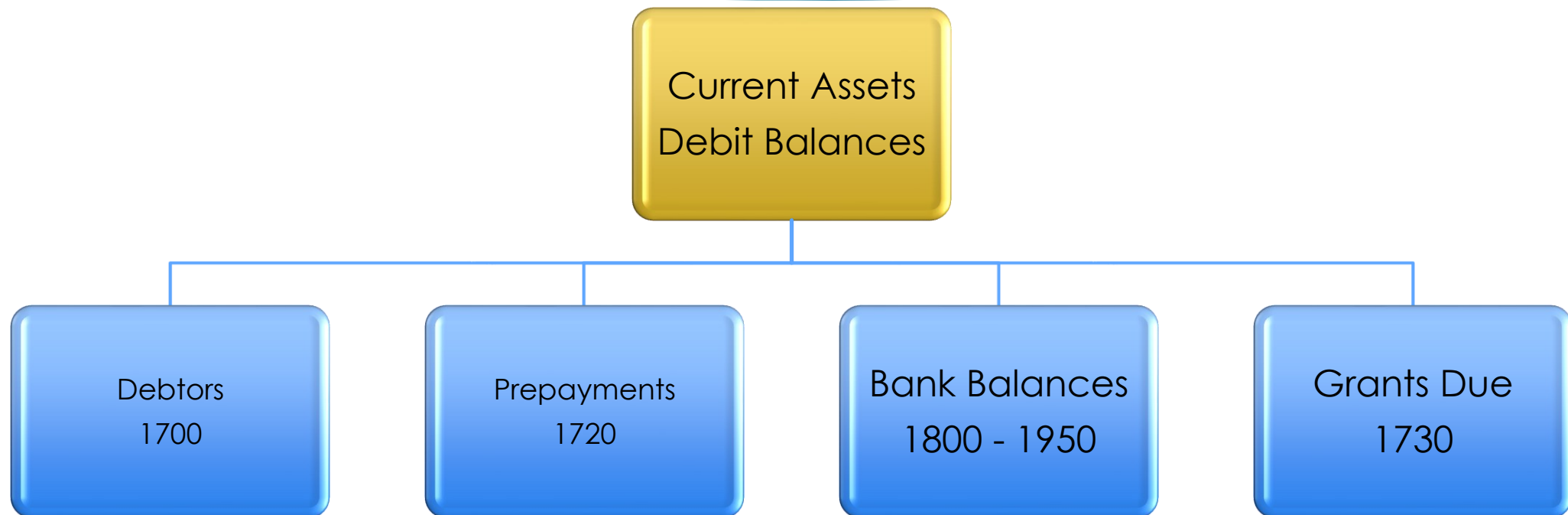
Revenue/payroll /pension

School Assets



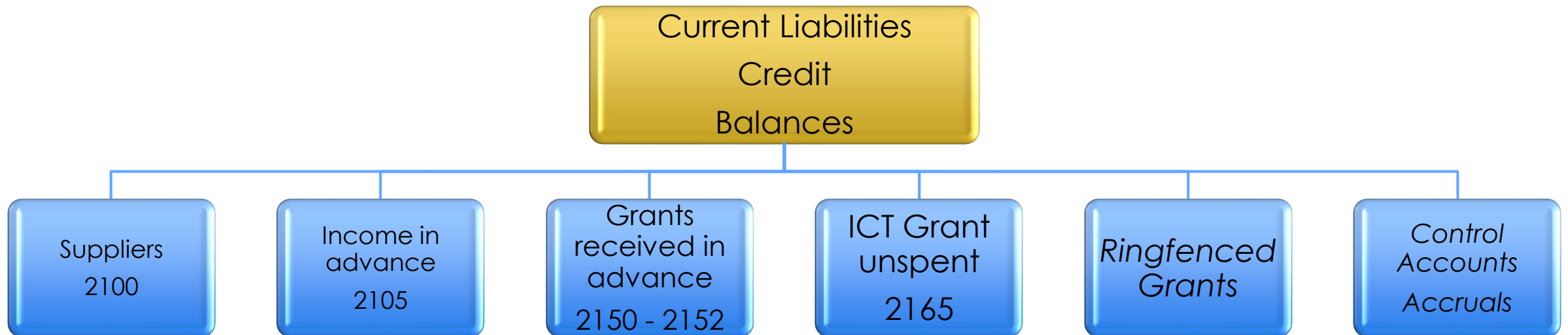
- » *Opening balances are the Accountant's figures*
- » *Supporting paperwork for additions*
- » *Monitor postings to nominal ledger throughout the financial year*
- » *No netting of grants against these codes*

School Assets



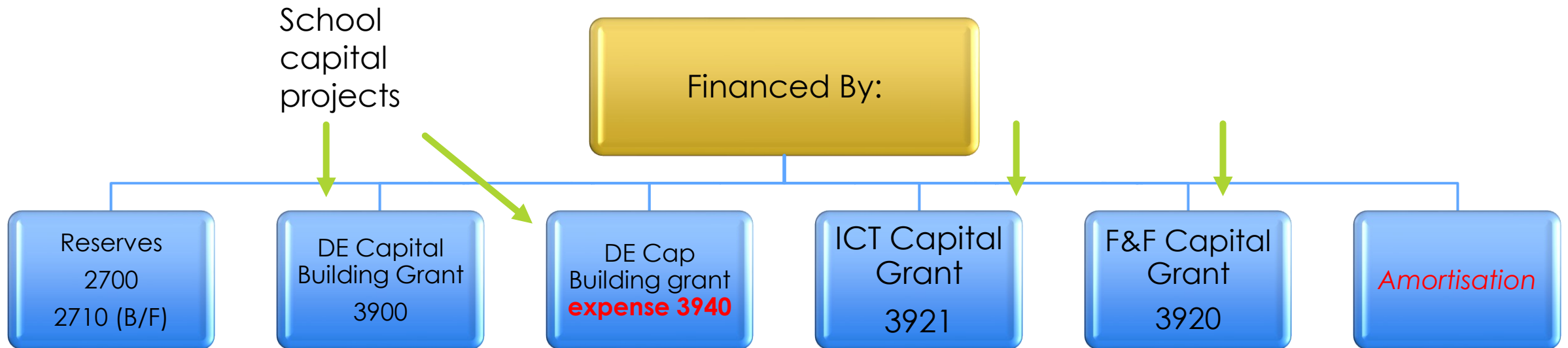
- » *Opening balances are the Accountant's figures*
- » *Bank Reconciliations are complete and accurate*
- » *Monitor postings to nominal ledger throughout the financial year*
- » *Closing balances can be explained*

School Liabilities



- » *Opening balances are the Accountant's figures*
- » *Relevant journal adjustments are made at 1.9.20xx*
- » *Supplier reconciliations are regularly performed*
- » *Monitor postings to nominal ledger throughout the financial year*
- » *Closing balances can be explained*

School capital and reserves



- » Opening balances are the Accountant's figures
- » Capital grants are reflected in this section
- » Monitor postings to nominal ledger throughout the financial year
- » Maintain supporting paperwork including Capital expenditure reports for ongoing capital projects

Balance sheet overview

14

School Assets

- Fixtures and Fittings
- ICT
- Debtors and prepayments
- Bank

School Liabilities

- Suppliers
- Grants in advance
- Income in advance
- Ringfenced Grants
- Revenue due
- Pensions due
- Accruals
- Loans

Financed By:

- Capital & Reserves
- Reserves B/F
- Contribution towards fixed assets
- Income and expenditure balance for current year

Assets – Liabilities = Net Worth

Generating the Balance sheet report in BrightBooks

15

The screenshot shows the BrightBooks web interface. The browser address bar displays the URL: <https://books.brightsg.com/reports/Reports.aspx?id=Fq4TCcahJcSaeIWN/vJCCRisWgnwXRgY4g937m%20N/eHAjb9DCVCxCIPU7hBs6p8VHY6XxU%20MxsPEenfz4GZI%20Q==>. The page title is "Report".

The left sidebar contains navigation options: Overview, Customers, Purchases, Banking, General Ledger, CRM, Reports, and Add-ins. The "Reports" option is highlighted with a green arrow pointing to it from the left.

The main content area is titled "Report" and is divided into two sections: "Favourites" and "Customers".

The "Favourites" section lists several reports, each with a star icon on the right. The "Balance Sheet" report is highlighted with a blue box and a green arrow pointing to it from the left. Another green arrow points from the right to the star icon next to the "Balance Sheet" report.

The "Customers" section lists various reports, each with a star icon on the right.

Favourites		
Aged Supplier Balance Summary		★
Balance Sheet		★
Bank Reconciliation		★
General Ledger Account Activity		★
Income&Expenditure		★
Payments Report		★
Trial Balance		★
Trial Balance - Formatted		★

Customers					
Aged Customer Balance Detailed	★	Price History	★	Sales Invoice & Credit Notes	★
Aged Customer Balance Summary	★	Product Price List	★	Sales Invoice Detailed	★
Batch Sales Invoice Print	★	Recurring Sales Invoice	★	Sales Invoice Margin	★
Customer Activity	★	Recurring Sales Invoice Detailed	★	Sales Quotes / Orders Report	★
Customer Statements	★	Recurring Template	★		

Generating the reports in Brightbooks

Balance Sheet [Back](#) [Print](#) [Excel](#) [Save](#) [Email](#)

PERIOD FROM: Sep-2022 **XX** PERIOD TO: Feb-2023 **XX** ADD: *Leave Blank*

[Run](#) [Advanced Settings](#)

XX

Layout of the Balance Sheet Report

Balance Sheet				
Date Range		1st Sep 2025 To 28th Feb 2026		
Code	Description	2026 Current €	2025 Comparative €	
Balance Sheet				
Fixed Assets				
Fixed Asset Fixed asset				
	Capital: Fixtures, Fittings and Equipment Cost B/Fwd	36,779.31	36,779.31	
1420	Capital: ICT Cost B/Fwd	100,379.06	100,379.06	
1461	Capital: ICT Additions	120,037.18	117,198.58	
		€257,195.55	€254,356.95	
	TOTAL Fixed Assets	€257,195.55	€254,356.95	
Current Assets				
Current Asset Debtors and Prepayments				
1720	Prepayments	-	85,600.00	
		-	€85,600.00	
Bank and Cash Accounts				
1800	No 1 Account	326,141.96	253,179.99	
		€326,141.96	€253,179.99	
	TOTAL Current Assets	€326,141.96	€253,179.99	
Current Liabilities				
Current Liability Creditors				
2100	Purchase Ledger Control	46,623.99	18,063.16	
		€46,623.99	€18,063.16	
Current Liability Accruals				
2105	School Income Received in Advance	100.00	-	

2. Understanding Prepayments

What are prepayments?

How to account for prepayments

Monitoring the General ledger balance of code 1720 for accuracy

What are Prepayments?

A prepayment arises when a school pays for a cost in advance of receiving the benefit

Example: ICT Annual Maintenance cost paid in July for cover running July to June – 10 months relate to the next financial year

Example: Books bought under the Free schoolbook grant scheme for the future academic and financial year

Prepayments Example



ICT Annual Maintenance

Pay €19,682 on July 1 for 12 months ICT Maintenance



Financial Year ending Aug 31:

Expense: €3,280 in the BOM Income & Exp Account code 4420

Prepayment: €16,402 in the BOM Balance sheet code 1720

BOM Monthly Reports

21

ICT Maintenance July – June 202x

Must show the amount paid in advance in the BS

BOM Income and Expenditure

ICT Maintenance for July – Aug relating to the financial year to Aug 202x. Record in code 4420

BOM Balance sheet

The insurance cost for Sept – June relates to the future Financial Year and is shown in code 1720 in the Balance sheet

BOM I&E
New Fin Year

Journal entry at 1.9.202X required to move the insurance cost for Sept – June *from* code 1720 (Cr) in the Bal Sheet to *the* maintenance expense code 4420 (Dr) in the I&E for the new Financial Year

Prepayments Code 1720

22

Other Examples of costs prepaid in current year for future use

- Free Schoolbooks grant expense for a later financial year
- Payroll cost for admin of the schoolbooks grant for a later financial year
- Deposit on school tour for a later academic year
- Science Implementation Grant (Future Year) expense
- Subscriptions
- Software licences
- Maintenance contracts

Reversing Prepayments

**Journal
1-9-2025
DR Expense code
CR 1720**

Prepayments @ 31-8-2025

School Insurance	€5,000.00
NAPD	€1,500.00
Computer Maintenance	€5,500.00
Books in Advance	€11,500.00
Science Subjects Expense	€5,650.00
	<hr/>
	€29,150.00

JOURNALS DETAILS

DATE	REF NO.	TYPE
01/09/2025	Prepd 25	Journal

Code	Description	Notes	Debit	Credit	DEP
1720	Prepayments	Allianz Insurance,NAPD & comp Maint	0.00	12,000.00	AOD
5450	General Insurance Expense	Allianz Insurance	5,000.00	0.00	AOD
6700	Annual Subscriptions Expense	NAPD 25-26	1,500.00	0.00	AOD
4420	Computer Maintenance & Support Expense	Comp Maint Advance charge	5,500.00	0.00	AOD

Balances Forward

- The Accountants figures

Movements for the Financial Year

- Journals @ 1.9.20xx
- Look up general ledger activity checking for accuracy
- Supporting paperwork for movements in the current Financial Year

Closing Balance

- Does balance make sense?
- Follow up minus balances

BOM Balance sheet

Reviewing General ledger activity for Balance sheet codes

Reversing Prepayments

**Journal
1-9-2025
DR Expense code
CR 1720**

Prepayments @ 31-8-2025

School Insurance	€5,000.00
NAPD	€1,500.00
Computer Maintenance	€5,500.00
Books in Advance	€11,500.00
Science Subjects Expense	€5,650.00
	<hr/>
	€29,150.00

JOURNALS DETAILS

DATE

01/09/2025

REF NO.

Rev Prepd

TYPE

Journal

Code	Description	Notes	Debit	Credit	DEP
4390	Science Expense	Reverse Prepaid Expense	5,650.00	0.00	SCIEN
4731	Free Schoolbook Grant Expense	Reverse Prepaid Expenses	11,500.00	0.00	JCFBS
1720	Prepayments	Reverse Prepaid 31-8-2025	0.00	17,150.00	AOD

Reversing Prepayments

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2025 To 31st Aug 2026


Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
5450-General Insurance Expense							
5450	01/09/2025			Balance Forward	-	-	-
5450	01/09/2025	48	NURNL	Allianz Insurance	5,000.00	-	5,000.00
Totals:					€5,000.00	-	€5,000.00
Totals:					€5,000.00	-	€5,000.00

Reversing Prepayments

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2025 To 31st Aug 2026

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
4731-Free Schoolbook Grant Expense							
4731	01/09/2025			Balance Forward	-	-	-
4731	01/09/2025	50	NURNL	Reverse Prepaid Expenses	11,500.00	-	11,500.00
Totals:					€11,500.00	-	€11,500.00
Totals:					€11,500.00		€11,500.00

Reversing Prepayments

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 2025 To 31st Aug 2026

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
1720-Prepayments							
1720	01/09/2025			Balance Forward	29,150.00	-	29,150.00
1720	01/09/2025	48	NJRNL	Allianz Insurance,NAPD & comp Maint	-	12,000.00	17,150.00
1720	01/09/2025	50	NJRNL	Reverse Prepaid 31-8-2025	-	17,150.00	-
Totals:					€29,150.00	€29,150.00	-
Totals:					€29,150.00	€29,150.00	-

Review Balance sheet before & after adjustments

Balance Sheet
C&C Demo School

Current Assets:

Date Range: 1st Sep 2025 To 31st Aug
2026

		2026	2025
Code	Description	Current	Comparative
		€	€
Current Assets			
Debtors & Prepayments			
1720	Prepayments	-	29,150.00
1730	Grants Due	-	13,450.00
		-	€42,600.00

Recording amounts prepaid in the current financial year in BrightBooks

BrightBooks Need Help?

Quick Purchase Invoice

Date	Ref.No.	Inv. No.	Supplier	Supplier Name	Gross	VAT Code	VAT	Net	Code
12/03/2026	123	567	SCH004	Schoolbooks Direct	6,000.00	Z 0.00% (Zero)		00	1720

Information Message
You have selected Prepayment control code.
Close

Net	Code	Notes
6,000.00	4731	Book Grant Expense

Accounting for Prepayments in BrightBooks

Journal entry to move from I&E to Balance sheet

General Ledger

Chart of Accounts [Journals](#) VAT Returns VIES INTRASTAT

Journals

Debit
Enter the amount here for debit value, the sum of all debit value should match with the sum of all credit value

JOURNALS DETAILS

DATE: 12/03/2026 REF NO.: TYPE: journal [Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	AOD
4731	Free School Book Grant Expense	Schoolbooks 26/27	0.00	6,000.00	BGR
1720	Prepayments	Schoolbooks 26/27	6,000.00	0.00	BGR

Monitoring the nominal ledger balance of code 1720 for accuracy

► Look up the nominal ledger activity for code 1720 for the financial year to date and check postings

1. Is opening balance as per statutory accounts?
2. Know the breakdown of this balance
3. Have the prepayments carried forward and relating to new financial year being journalled out of code 1720 and recorded as an expense in the new years I&E account?
4. Have supporting calculations for any new prepayments posted in the current year
5. Know the exact makeup of the closing balance at month end

► Balance at 30.9.20xx would be expected to be zero

► Review the Balance sheet balances monthly – Does the prepayments balance make sense at month end?

► Follow up and correct credit balances

1720 Prepayments

Show: This Financial Year Date: 01/09/2025 to 31/08/2026 Type: All O/S Only Trans. 1 to 20257

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
		01/09/2025			0	B/Fwd Balance	131505.18	131505.18	
18813	JC	01/09/2025			0	Colorimeter, Water Bath, Precision B...	5290.05		5290.05
18815	JC	01/09/2025			0	Microscopes	1410.79		1410.79
19935	JC	01/09/2025			0	Free Schoolbooks Admin Salaries	9393.78		9393.78
20053	JC	01/09/2025	Y/E Adj		0	Journals 25/26	10385.03		10385.03
20055	JC	01/09/2025	Y/E Adj		0	Stationary 25/26	12031.08		12031.08
20057	JC	01/09/2025	Y/E Adj		0	Schoolbooks 25/26	80343.48		80343.48
20059	JC	01/09/2025	Y/E Adj		0	schoolbooks	662.97		662.97

Schoolbooks bought for 26/27 will appear here on the debit side later in the year

The balance of €11,988 can only be carried forward if it is a legitimate prepayment and is not an expense for the current financial year – e.g. a deposit for a school trip not yet taken

Balance: 11988.00

Prepayments

Summary of key learning points

Common school prepayments: Amounts paid in advance for:

Schoolbooks, insurance , maintenance contracts, subscriptions, and software licenses

The opening balance at 1.9.202X should be the Accountant's figure as per the statutory accounts

Invoices cannot be coded directly to a control accounts including code 1720

Code to I&E and then record a journal entry to move relevant amount to the Balance sheet code 1720

The balance in code 1720 should be

quantifiable

be supported with invoices and calculations and should be legitimate prepayments.

A credit balance in code 1720 should be followed up and corrected

Monitor the nominal activity postings regularly throughout the year for accuracy

Accounting for Grants received in Advance

Opening Balances & adjustments

Recording Income in the New Financial Year

Reporting

Opening Balances and Adjustments

35

Grant	For the period	Element in Advance
Non-Pay Grant	July/August/September	1/3
Non-Teaching Pay Grant	July/August/September	1/3
SSSF Grant	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	100%

Opening Balances and Adjustments

Calculation of Grants Received in Advance Template

School Name	Sample C&C school		
School Roll Number	12345A		
Year Ended	31st August 20XX		Enter € in yellow box below

Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Accounts Debit Code	BrightBooks Accounts Credit Code
Non-Pay Grant - July Instalment	€42,216.00	1/3	€14,072.00	3010	2150
Non-Teaching Pay Grant -July Instalment	€38,402.01	1/3	€12,800.67	3030	2150
SSSF Grant - June Instalment	€26,540.00	50%	€13,270.00	3050	2150
Subtotal	€107,158.01		€40,142.67		

Grant's below are received in full for the next school year. On receipt of the grant it can be posted directly to the grant received in advance code

	€ Amount Received		€ In Advance	Brightbooks code	
Free School Book Grant	€226,265.00	100%	€226,265.00		2151
Free School Book Admin Grant	€6,738.09	100%	€6,738.09		2151
DEIS Grant	€0.00	100%	€0.00		2152
Subtotal	€233,003.09		€233,003.09		
TOTAL			€273,145.76		


Opening Balances and Adjustments

Calculation of Grants Received in Advance Template					
School Name	Sample C&C school				
School Roll Number	12345A				
Year Ended	31st August 20XX	Enter € in yellow box below			
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Accounts Debit Code	BrightBooks Accounts Credit Code
Non-Pay Grant - July Instalment	€42,216.00	1/3	€14,072.00	3010	2150
Non-Teaching Pay Grant -July Instalment	€38,402.01	1/3	€12,800.67	3030	2150
SSSF Grant - June Instalment	€26,540.00	50%	€13,270.00	3050	2150
Subtotal	€107,158.01		€40,142.67		
Grant's below are received in full for the next school year. On receipt of the grant it can be posted directly to the grant received in advance code					
	€ Amount Received		€ In Advance	Brightbooks code	
Free School Book Grant	€226,265.00	100%	€226,265.00		2151
Free School Book Admin Grant	€6,738.09	100%	€6,738.09		2151
DEIS Grant		100%	€0.00		2152
Subtotal	€233,003.09		€233,003.09		
TOTAL			€273,145.76		
<p>Instructions:</p> <p>1) Enter the school name and roll number in the white boxes</p> <p>2) Enter the grant amount received the in the yellow boxes. Received in Advance please leave the yellow cell € Amount Received blank.</p> <p>3) In BrightBooks Accounts post a journal entry for each of the above grants with the € element received in advance to the Debit & Credit codes identified above. Alternatively you can use the next sheet to import the journal, see instructions on the next tab.</p>					
<p>> <u>Calculation</u> Journal Import Instructions Journal +</p>					

Opening Balances and Adjustments

Date	Ref	Type	Note	Code	Item Line Note	Debit	Credit	Division
31/08/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	3010	Non-Pay Grant		14072	NPG
31/08/20XX	YR END ADJ	Journal	Non-Pay Grant Element Received in Advance	2150	Grants Received in Advance		14072	NPG
31/08/20XX	YR END ADJ	Journal	Non-Teacher pay Grant Element Received in Advance	3030	Non-Teaching Pay Grant		12801	NTPG
31/08/20XX	YR END ADJ	Journal	Non-Teacher pay Grant Element Received in Advance	2150	Grants Received in Advance		12801	NTPG
31/08/20XX	YR END ADJ	Journal	SSSF grant element received in advance	3050	SSSF Grant		13270	SSSF
31/08/20XX	YR END ADJ	Journal	SSSF grant element received in advance	2150	Grants Received in Advance		13270	SSSF

JOURNALS DETAILS

DATE 31/08/20XX 
REF NO. DE in advnc
 TYPE Journal 
[Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
3010	Capitation/Non Pay Budget	July instalment 1/3 in advance	14,072.00	0.00	NTP
3030	Non Teachers Pay Budget	July Instalment 1/3 in advance	12,800.67	0.00	NPG
3050	Ancillary/School Support Services Grant	June Inst 50% in adv	13,270.00	0.00	SSSF
2150	Grants Received in Advance	NTP, NPG & SSSF in advance	0.00	40,142.67	AOD

Total Debit Amount 40,142.67
 Total Credit Amount 40,142.67
Balance 0.00

3010 – Non Pay Grant

General Ledger Card

3010 - Capitation/Non Pay Budget

Select Code

Print

Back

Run

Transaction Date

Custom

01/07/20XX

31/08/20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
14 Jul 20XX	Jul-20XX	Receipt 71 July inst			-	42,216.00	-42,216.00
31 Aug 20XX	Aug-20XX	Nominal Journal 42 July instalment 1/3 in advance DE in advnc	July instalment 1/3 in advance		14,072.00	-	-28,144.00
Total					14,072.00	42,216.00	-28,144.00
							-28,144.00

3030 – Non Teacher Pay Grant

General Ledger Card

3030 - Non Teachers Pay Budget

Print

Back

Run

Transaction Date

Custom

01/07/20xx

31/08/20xx

Select Code

Date	Period	Description	Notes	Product	Debit	Credit	Balance
14 Jul 20XX	Jul-20XX	Receipt 72 July Inst			-	38,402.00	-38,402.00
31 Aug 20XX	Aug-20XX	Nominal Journal 42 July Instalment 1/3 in advance DE in advnc	July Instalment 1/3 in advance		12,800.67	-	-25,601.33
Total					12,800.67	38,402.00	-25,601.33
							-25,601.33
							BALANCE

3050 – School Support Services Grant

General Ledger Card

3050 - Ancillary/School Support Services Grant

Select Code

Print

Back

Run

Transaction Date

Custom

01/07/20XX

31/08/20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
14 Jul 20XX	Jul-20XX	Receipt 73 July Inst			-	26,540.00	-26,540.00
31 Aug 20XX	Aug-20XX	Nominal Journal 42 June Inst 50% in adv DE in advnc	June Inst 50% in adv		13,270.00	-	-13,270.00
Total					13,270.00	26,540.00	-13,270.00
							-13,270.00

-13,270.00

Income & Expenditure Report

42

Income and Expenditure Account		Debit	Credit
Income			
Income Department Grants			
3010	Capitation/Non Pay Budget	-	28,144.00
3030	Non Teachers Pay Budget	-	25,601.33
3050	Ancillary/School Support Services Grant	-	13,270.00
		-	67,015.33

Calculation of Grants Received in Advance Template

School Name	Sample C&C school				
School Roll Number	12345A				
Year Ended	31st August 20XX	Enter € in yellow box below			
Grant Name	€ Amount Received	Element in Advance	€ Element in Advance	BrightBooks Accounts Debit Code	BrightBooks Accounts Credit Code
Non-Pay Grant - July Instalment	€42,216.00	1/3	€14,072.00	3010	2150
Non-Teaching Pay Grant -July Instalment	€38,402.01	1/3	€12,800.67	3030	2150
SSSF Grant - June Instalment	€26,540.00	50%	€13,270.00	3050	2150
Subtotal	€107,158.01		€40,142.67		

Grant's below are received in full for the next school year. On receipt of the grant it can be posted directly to the grant received in advance code

	€ Amount Received		€ In Advance	Brightbooks code
Free School Book Grant	€226,265.00	100%	€226,265.00	2151
Free School Book Admin Grant	€6,738.09	100%	€6,738.09	2151
DEIS Grant		100%	€0.00	2152
Subtotal	€233,003.09		€233,003.09	
TOTAL			€273,145.76	

When funds are received into the bank

Quick Receipt

BANK ACCOUNT

1800 Current Account 1

LODGEMENT NO.

LODGEMENT DATE

13/03/20xx




Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code	
05/03/20xx	EFT	BGRSC	DE BOOK GRANT REC IN ADV		DE BOOK GRANT	226,265	Z 0.00%		000 2151	
05/03/20xx	EFT	BGRSC	DE ADMIN GRANT REC IN ADV		ADMIN GRANT	6,738.09	Z 0.00%		000 2151	

Recording the Income in the New Financial Year

JOURNALS DETAILS

DATE 
REF NO.
TYPE 
[Add Attachment](#)
Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2150	Grants Received in Advance	NPG 1/3 in advance	14,072.00	0.00	NPG
3010	Capitation/Non Pay Budget	NPG 1/3 in advance	0.00	14,072.00	NPG
2150	Grants Received in Advance	NTP 1/3 in advance	12,800.67	0.00	NTP
3030	Non Teachers Pay Budget	NTP 1/3 in advance	0.00	12,800.67	NTP
2150	Grants Received in Advance	50% SSSF In advance	13,270.00	0.00	SSSF
3050	Ancillary/School Support Services Grant	50% SSSF in advance	0.00	13,270.00	SSSF
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	AOD 

Total Debit Amount **40,142.67**
 Total Credit Amount **40,142.67**
Balance **0.00**

Recording the Income in the New Financial Year

JOURNALS DETAILS

DATE: 01/09/20XX REF NO.: FSBK In adv TYPE: Journal [Add Attachment](#) Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2151	Book Grant Received in Advance	FSBG in adv	226,265.00	0.00	JCFSB
3151	Free Schoolbook Grant	JC FSBG	0.00	92,700.00	JFSB
3151	Free Schoolbook Grant	TY FSBG	0.00	17,040.00	JFSB
3151	Free Schoolbook Grant	SC FSBG	0.00	116,525.00	JFSB
2151	Book Grant Received in Advance	Admin Support in adv	6,738.09	0.00	ADMIN
3152	Free Schoolbook Admin Grant	Admin support in adv	0.00	6,738.09	ADMIN

[Add New Line](#) [Delete](#) [Disallow Tax](#)

Total Debit Amount 233,003.09
Total Credit Amount 233,003.09
Balance 0.00

Reporting

47

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

Total Only

FEATURES

Suppress Zeros

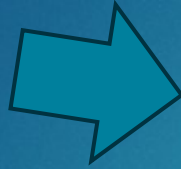
Show Balance Forward

Show Opening Balance Journals

Show Future Opening Balances

Page Break

Current Year



Reporting in Brightbooks

General Ledger Account Activity C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug 20XX

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2150-Grants Received in Advance							
All other departments							
2150	01/09/20XX	28	NJRNL	DE grants in Advance NPG/NTPG/SSSF	57,566.67	-	57,566.67
2150	31/08/20XX	42	NJRNL	NTP, NPG & SSSF in advance	-	40,142.67	17,424.00
Subtotal for All other departments					€57,566.67	€40,142.67	€17,424.00
Totals:					€57,566.67	€40,142.67	€17,424.00
2151-Book Grant Received in Advance							
Book grant SC							
2151	01/09/20XX	29	NJRNL	Book Grant Advance 2025	10,800.00	-	10,800.00
2151	19/03/20XX	62	RCPT	FSBG JC	-	92,700.00	-81,900.00
2151	19/03/20XX	63	RCPT	FSBG SC	-	116,525.00	-198,425.00
2151	19/03/20XX	61	RCPT	FSBG TY	-	17,040.00	-215,465.00
Subtotal for Book grant SC					€10,800.00	€226,265.00	€-215,465.00
Free schoolbook scheme							
2151	01/09/20XX	30	NJRNL	Admin Grant	2,318.79	-	-213,146.21
2151	01/09/20XX	22	NJRNL	Tfr New JCFSBG to Income	139,050.00	-	-74,096.21
2151	19/05/20XX	74	RCPT	Admin support Grant	-	6,738.09	-80,834.30
Subtotal for Free schoolbook scheme					€141,368.79	€6,738.09	€-80,834.30
Totals:					€152,168.79	€233,003.09	€-80,834.30

General Ledger Account Activity

C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug 20XX

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance
2150-Grants Received in Advance							
2150	01/09/20XX	44	NJRNL	NTP 1/3 in advance	12,800.67	-	12,800.67
2150	01/09/20XX	44	NJRNL	NPG 1/3 in advance	14,072.00	-	26,872.67
2150	01/09/20XX	44	NJRNL	50% SSSF in advance	13,270.00	-	40,142.67
Subtotal for					€40,142.67	-	€40,142.67

Totals: €40,142.67 - €40,142.67

2151-Book Grant Received in Advance

2151	01/09/20XX	45	NJRNL	FSBG in adv	226,265.00	-	226,265.00
2151	01/09/20XX	45	NJRNL	Admin Support in adv	6,738.09	-	233,003.09
Subtotal for					€233,003.09	-	€233,003.09

Totals: €233,003.09 - €233,003.09

Totals: €273,145.76 - €273,145.76

49

New Year

Reporting
in
Brightbooks

Reporting in Brightbooks

50

Balance Sheet
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug 20XX

		20XX	20XX
Code	Description	Current	Comparative
		€	
Current Liabilities			
Creditors			
2100	Creditors Control Account	19,786.00	6,698.00
		€19,786.00	€6,698.00
Accruals			
2105	School Income Received in Advance	11,695.00	18,060.50
2150	Grants Received in Advance	40,142.67	57,566.67
2151	Book Grant Received in Advance	233,003.09	152,168.79
2152	DEIS Grant Received in Advance	-	35,450.00
2160	Book Grant unspent	4,530.00	-
2166	Minor Works Grant Unspent	19,000.00	-
2167	JCSP Grant Unspent	45,875.00	-
2170	Supervision and Substitution grant unspent	1,774.00	-
2171	Other Ringfenced Grants Unspent	158.00	3,054.00
2230	ASC Control Account	416.40	208.20
2250	PAYE/PRSI/USC/LPT Control Account	925.76	925.76

BrightBooks

Non-Pay Grant - €14,072
 Non-Teaching Pay Grant - €12,800.67
 SSSF Grant - June Instalment - €13,270

Free School Book Admin Grant - €6,738.09
 Free School Book Grant - €226,265

Opening Balances & adjustments



Recording the Grant in the New Year



How this appears in your reports

Summary

Other Income Received in Advance

School Income in Advance

Recognising income in the new financial year

How this appears in your reports

What is School Income Received in Advance

53

School Generated Income

- Transition Year Income
- School Administration Charges
- Locker Income
- Student Insurance

Grant Income

- Free Schoolbook Grant
- Free School book Admin Grant
- SSSF Grant
- Supervision & Substitution Grant

Recording Income in Advance

54

Banking

Bank Account **Receipts** Payments Bank Reconciliation Bank Feeds

€0.00 MONTH TO DATE €11,736.02 YEAR TO DATE €0.00 UNALLOCATED

Receipts Filter Receipt

Email Delete Search New Quick Receipt

<input type="checkbox"/>	Date	Doc. No.	Ref. No.	Customer/Paid by/Notes	Bank	Amount	Discount	Allocated
<input type="checkbox"/>	31 Jan 20XX	RCPT 93*	Cash	LODGED AN POST 3570	AIB School A/c	345.00	0.00	
<input type="checkbox"/>	28 Jan 20XX	RCPT 95*	Cash	AIT CAPITATION 3010	AIB School A/c	150.00	0.00	
<input type="checkbox"/>	28 Jan 20XX	RCPT 97*	Cash	UNPAY D/DEBIT 2250	AIB School A/c	2,593.05	0.00	

Recording Income in Advance

Quick Receipt

BANK ACCOUNT
1800 Current Account 1

LODGEMENT NO.
Income

LODGEMENT DATE
09/07/20XX

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code
09/07/20XX	EFT	TY	TY Crgs		TY crgs	6,500	Z 0.00%	0.00	2105
09/07/20XX	EFT	AOD	Locker		Locker	2,000	Z 0.00%	0.00	2105
09/07/20XX	EFT	AOD	School Admin chgs		School Admin chgs	2,540	Z 0.00%	0.00	2105
09/07/20XX	EFT	INS-S	Student insurance		Student insurance	655	Z 0.00%	0.00	2105
						11,695.00		0.00	

General Ledger Activity View

General Ledger

Overview **Chart of Accounts** Journals VAT Returns VIES INTRASTAT

Customers

Purchases

Banking

General

Chart of Accounts **Print** **New** **View** **Budget**

Code	Description
	Income and Expenditure Account
	Income

Accruals

2105	School Income Received in Advance
------	-----------------------------------

General Ledger Activity View

General Ledger Card
 2105 - School Income Received
 in Advance
[Select Code](#)

Print

Back

Run

Period

Last Year

Sep-20XX

Aug-20XX

Date	Period	Description	Notes	Product	Debit	Credit	Balance
09 Jul 2025	Jul-2025	Receipt 57 School Admin chgs	School Admin chgs		-	2,540.00	-2,540.00
09 Jul 2025	Jul-2025	Receipt 58 Student Insurance	Student Ins		-	655.00	-3,195.00
09 Jul 2025	Jul-2025	Receipt 56 Locker Income	Locker		-	2,000.00	-5,195.00
09 Jul 2025	Jul-2025	Receipt 55 TY CRGS	TY		-	6,500.00	-11,695.00
Total					-	11,695.00	-11,695.00
							-11,695.00
							BALANCE

General Ledger Activity View

58

- Overview
- Customers
- Purchases
- Banking
- General Ledger
- CRM
- Reports
- Add-ins

Report

Favourites

General Ledger Account Activity

Customers

Purchases

Banking

General Ledger

Audit Trail	★	Income&Expenditure - Periodic	★	Trial Balance - Formatted	★
Balance Sheet	★	Intrastat Details	★	Trial Balance - Periodic	★
Budget Details	★	Journal Listing	★	VAT Return	★
Budget Periodic Comparison	★	OSS Sales VAT Report	★	VIES Details	★
General Ledger Account Activity	★	Return of Trading Details	★	Yearly Budget Comparison	★
Income&Expenditure	★	Trial Balance	★		

General Ledger Account Activity Report

59

General Ledger Account Activity

Back

Quick Print

Print

Excel

Save

Email

BASED ON Period

PERIOD FROM Sep-20XX PERIOD TO Aug-20XX

ACCT. CODE FROM 2105 ACCT. CODE TO 2105

DEP All

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

Run

Advanced Settings

General Ledger Account Activity

C&C Demo School

Code	Date	Doc.No.	Type	Details
------	------	---------	------	---------

SORTING

1. Code Total

2. Department Total

Total Only

FEATURES

Suppress Zeros

Show Balance Forward

Show Opening Balance Journals

Show Future Opening Balances

Page Break

Date Range: 1st Sep 20XX To 31st Aug 20XX

Credit	Balance
-	-

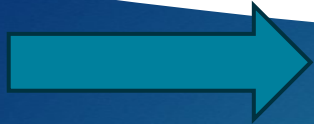
Cancel

Update

General Ledger Activity View

General Ledger Account Activity
C&C Demo School Date Range: 1st Sep 20XX To 31st Aug 20XX

Date	Doc.No.	Type	Details	Debit	Credit	Balance
2105-School Income Received in Advance						
2105						
All other departments						
09/07/20XX	56	RCPT	Locker	-	2,000.00	2,000.00
09/07/20XX	57	RCPT	School Admin chgs	-	2,540.00	2,540.00
Subtotal for All other departments					€4,540.00	€4,540.00
Transition year						
09/07/20XX	55	RCPT	TY	-	6,500.00	6,500.00
Subtotal for Transition year					€6,500.00	€6,500.00
Student Insurance						
09/07/20XX	55	RCPT	Student ins in adv	-	655.00	655.00
Subtotal for Student insurance					€655.00	€655.00
Subtotal for 2105					€11,695.00	€11,695.00
Totals:				-	€11,695.00	€11,695.00
Totals:				-	€11,695.00	€11,695.00



Recording Income in the New Year

DATE: 01/09/20XX REF NO.: Sch Gen Inc in adv TYPE: Journal [Add Attachment](#) Max file size 4 MB.

Code	Description	Notes	Debit	Credit	DEP
2105	School Income Received in Advance	School Generated in Advance	11,695.00	0.00	AOD
3310	Transition Year Income	School Generated in Advance	0.00	6,500.00	TY
3370	Locker Income	School Generated in Advance	0.00	2,000.00	AOD
3390	School Administration Charges	School Generated in Advance	0.00	2,540.00	AOD
3535	Student Insurance Income	Student insurance in adv	0.00	655.00	INS-S

[Add New Line](#) [Delete](#) [Disallow Tax](#)

Total Debit Amount	11,695.00
Total Credit Amount	11,695.00
Balance	0.00

- Overview
- Customers
- Purchases
- Banking
- General Ledger
- CRM
- Reports**
- Add-ins

Report

Favourites			
General Ledger Account Activity		★	
Income&Expenditure		★	
Trial Balance - Formatted		★	
Customers			
Purchases			
Banking			
General Ledger			
Add-in	★	Income&Expenditure - Periodic	★ Trial Balance - Formatted ★
Balance Sheet	★	Intrastat Details	★ Trial Balance - Periodic ★
Budget Details	★	Journal Listing	★ VAT Return ★
Budget Periodic Comparison	★	OSS Sales VAT Report	★ VIES Details ★
General Ledger Account Activity	★	Return of Trading Details	★ Yearly Budget Comparison ★
Income&Expenditure	★	Trial Balance	★

Income & Expenditure - All
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug
20XX

Code	Description	Current Period	Budget	Variance	Comp. Balance
		€	€	€	€

Income and Expenditure Account
Income

Code	Description	Current Period	Budget	Variance	Comp. Balance
		€	€	€	€

School Generated Income

3310	Transition Year Income	6,500.00	-	6,500.00	9,000.00
3350	Hire of Facilities Rental Income	-	1,000.00	-1,000.00	-
3370	Locker Income	2,000.00	4,000.00	-2,000.00	4,405.50
3390	School Administration Charges	2,540.00	-	2,540.00	6,455.00
3395	Practical Subjects Income	-	2,600.00	-2,600.00	-
3420	Canteen Income	-	48,000.00	-48,000.00	-
3440	Uniforms Income	-	-	-	1,625.00
3495	Mock Exam Income	-	13,440.00	-13,440.00	-
3500	Games Income	-	-	-	1,525.00
3510	Bus Income	-	13,500.00	-13,500.00	-
3520	School Musical/Drama Income	-	4,000.00	-4,000.00	-
3535	Student Insurance Income	655.00	-	655.00	-

Income and Expenditure Review

PERIOD FROM



Sep-20XX

PERIOD TO

Aug-20XX

TYPE

Both

DEP

- Both
- I&E Account
- Balance Sheet
- Both

Run

Advanced Settings

Trial Balance - Formatted
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug 20XX

		PRIOR YEAR
Code	Description	Current
		€
Balance Sheet		
Fixed Assets		
Current Assets		
Bank		
1800	Current Account 1	11,695.00
		€11,695.00
Current Liabilities		
Accruals		
2105	School Income Received in Advance	11,695.00
		€11,695.00

Prior
Year
Review

Trial Balance - Formatted
C&C Demo School

Date Range: 1st Sep 20XX To 31st Aug
20XX

NEW YEAR

Code	Description	Current
		€

Income and Expenditure Account

School Generated Income

3310	Transition Year Income	6,500.00
3370	Locker Income	2,000.00
3390	School Administration Charges	2,540.00
3440	Uniforms Income	-
3500	Games Income	-
3535	Student Insurance Income	655.00
		€11,695.00

Balance Sheet

Fixed Assets

Current Assets

Bank

1800	Current Account 1	11,695.00
		€11,695.00

New Academic Year Review

Reviewed School Income in Advance



Recognised income in the new financial year



How this appears in your reports

Summary

Summary of key learning points

67

- Use balance sheet codes where the transactions are of a capital nature or related to future years
- Prepayments: Amounts paid in advance for such things as Schoolbooks, Maintenance contracts, Subscriptions and Software Licenses/ recognised as a cost in the year it relates to by means of a journal entry
- Grants/ Income in advance – Received before the financial year to which it relates/ treated as a liability in the year received/ Recognised as income in the year it relates to (Using a journal entry)
- Follow up and ensure that the relevant journal entries are recorded as appropriate at 01/09/20XX, check postings to the nominal ledger accounts and ensure that the balance sheet balances make sense at month end

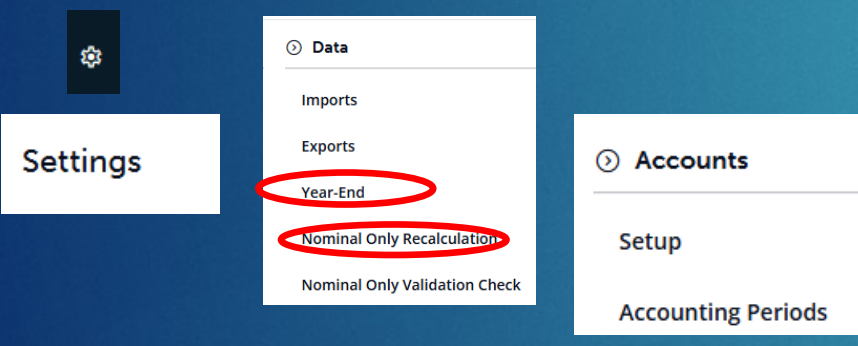
BrightBooks

Important Housekeeping points

BOM Monthly Reports from BrightBooks

Final accuracy checklist

Month end reports	Comments	Month:	Checked
D A T A C H E C K	Run the Simple TB to ensure the totals match for debits and credits	Let the FSSU know also	
	<i>If for any reason the totals do not agree</i>		
	Re-run the Simple TB and check that the totals match		
After running the Simple TB for accuracy check on Data Run the BOM Monthly reporting pack Follow the guidance points below on cross checking of reports			



Settings

- Data
 - Imports
 - Exports
 - Year-End
 - Nominal Only Recalculation
 - Nominal Only Validation Check
- Accounts
 - Setup
 - Accounting Periods

Year ended 31 Aug 2026 [Current]

START DATE: 01/09/2025

END DATE: 31/08/2026

NO. OF PERIODS: 12

Generate

✓ Run a data check on Bright Books monthly

✓ Check that the appropriate Journals were recorded at @ 1.9.202X

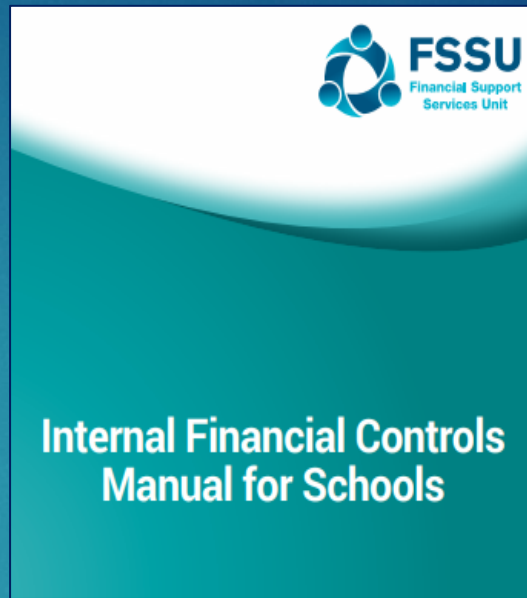
✓ Ensure that Accountants Year end adjustments are recorded in BB to ensure that opening balances are correct for the new financial year

✓ Run the Year end in BrightBooks as soon as accountant has finalised the year end accounts

✓ Check that the Year end in BrightBooks is for the current financial year

✓ Failure to run the appropriate Year end procedures and not performing data checks can impact on the integrity of the accounts data and the accuracy of the BOM Monthly reporting

Resources available - Where to get more help



This is a screenshot of the FSSU website's navigation bar. On the left is the FSSU logo and the text "FSSU Financial Support Services Unit". To its right is a teal button labeled "POST-PRIMARY". Further right is a search bar with the word "Search" inside and a teal "Search" button. To the right of the search bar is a calculator icon and a "Remote Support" button with a person icon, which is highlighted with a red box. Above the search bar are links for "About Us", "Circulars", "Search A-Z", and "Publications". To the right of these links is a "CONTACT US" button. Below the search bar is a teal navigation menu with the following items: "Home", "Topics" (highlighted with a red box), "Training" (highlighted with a red box), "Guidelines" (highlighted with a red box), "School Management", and "External Accountants/Auditors".

Thank You

Any questions please email



info@fssu.ie

Tel: Post Primary : 01 269 0677

www.fssu.ie

Q&A

