

Accounting for Grants received in Advance

Opening Balances & adjustments

Recording Income in the New Financial Year

Reporting

Opening Balances and Adjustments

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
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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		
Instructions: 1) Enter the school name and roll number in the white boxes 2) Enter the grant amount received the in the yellow boxes. Received in Advance please leave the yellow cell € Amount Received blank. 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.					
> Calculation Journal Import Instructions Journal +					

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

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 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

Income & Expenditure Report

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	<div style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></div> 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	JCFSB
3151	Free Schoolbook Grant	TY FSBG	0.00	17,040.00	JCFSB
3151	Free Schoolbook Grant	SC FSBG	0.00	116,525.00	JCFSB
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

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	NJRN	DE grants in Advance NPG/NTPG/SSSF	57,566.67	-	57,566.67
2150	31/08/20XX	42	NJRN	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	NJRN	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	NJRN	Admin Grant	2,318.79	-	-213,146.21
2151	01/09/20XX	22	NJRN	Tfr New JCFBSG 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



Reporting in Brightbooks

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

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