

Accounting for Grants received in Advance

Department Grants Received in Advance

Recording Grant in the New Financial Year

Reporting

What are Department Grants Received in Advance ?

- Received before the financial year to which it relates
- They are treated as a liability in the year they are received
- Recognised as income in the year it relates to

What Department Grants are Received in Advance ?

- Free Schoolbook Grant
- Free Schoolbook Admin Grant
- DEIS Grant

Grant	Covering the period	Element received in advance	Balance Sheet Code Journal DR
★ Free Schoolbook Scheme Grant	Next Academic Year	100%	2151
★ Scheme Administration Grant	Next Academic Year	100%	2151
★ DEIS Grant*	Next Academic Year	100%	2152

Set up a department in Sage for each grant

FSSU Chart of Accounts

Effective for the year ended 31st August 2026

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

- Home
- Business dashboard
- Customers
- Quotations
- Sales orders
- Invoices and credits
- Suppliers
- Products and services
- Bank accounts
- Nominal codes
- VAT
- Transactions
- Fixed assets
- Departments**
- Diary

Icons for: Edit, Activity, Budgets, Departmental profit & loss, Departmental balance sheet, Swap, Clear, Print list, Send to Excel, Reports, Show me how

Refresh | Filter | Search... | All records (1000)

Reference	Name
0	Default
1	COVID
2	DEIS
3	Summer Works
4	Emergency Works
5	Creative Arts
6	UCC Grant
7	School Meals
8	SSSF
9	Science Implementation
10	Free Schoolbook Grant
11	Free Schoolbook Admin Grant
12	
13	
14	
15	
16	
17	
18	
19	

Department Record

Print list

Details

Memo

Reference: 12

Name: xxxxxxxx

Notes

Record 1 of 1

Save Close

Departments in Sage

Home

Business dashboard



Customers

Quotations

Sales orders

Invoices and credits

Suppliers

Products and services

Bank accounts

Nominal codes

VAT

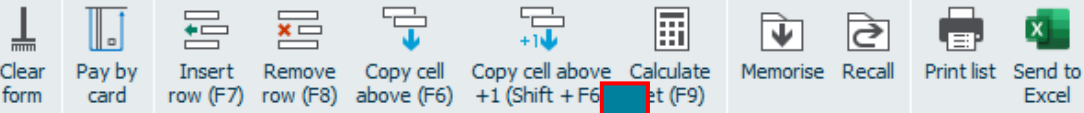
Transactions

Fixed assets

Departments

Diary

Bank Receipts



Bank
N/C

Tax Rate

Bank*	Attach	Date*	Ref	Ex.Ref	N/C*	Department*	Details	Net	T/C*	Tax	Gross
1800	+	05/03/20XX	DE FSB Grant		2151	10	DE FSB Grant rec in advance	88000.00	T9	0.00	88000.00
1800	+	05/03/20XX	DE FSB Admin Grant		2151	11	DE FSB Admin Grant rec in Advance	3730.59	T9	0.00	3730.59
1800	+	05/03/20XX	DEIS Grant		2152	2	DEIS Grant rec in Advance	25000.00	T9	0.00	25000.00

116730.59 0.00 116730.59

Save Close

Recording the Grant in Sage when received

- Home
- Business dashboard
- Customers
- Quotations
- Sales orders
- Invoices and credits
- Suppliers
- Products and services
- Bank accounts
- Nominal codes
- VAT
- Transactions
- Fixed assets
- Departments**
- Diary

Icons for: Edit, Activity, Budgets, Departmental profit & loss, Departmental balance sheet, Swap, Clear, Print list, Send to Excel, **Reports**, Show me how

Refresh Filter

Reference	Name
0	Default
1	COVID
2	DEIS
3	Summer Works
4	Emergency Works
5	Creative Arts
6	UCC Grant
7	School Meals
8	SSSF
9	Science Implementati
10	Free Schoolbook Grant
11	Free Schoolbook Admin Grant
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	

- All reports
- Advanced budgets
- Balance sheet
- Department details
- My department reports
- Nominal analysis**
- Profit and loss
- Variance

Name
★ BOM Balance Sheet
★ Departmental Analysis (Totals)
★ Nominal Departmental Analysis (Detailed)
★ Nominal Ledger Departmental Analysis

Criteria for Departmental Analysis (Totals)

Criteria Values

Enter the values to use for the criteria in this report

Nominal Code Between (inclusive) 2151 and 2152

Transaction Date Between (inclusive) 1/09/20XX and 31/08/20XX

Transaction No Between (inclusive) 1 and 99999999

Department Between (inclusive) 0 and 999

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

Buttons: Help, OK, Cancel

Date: 13/03/20XX

Sample school

Page: 1

Time:

Departmental Analysis (Totals)

N/C From 2151

Tran Date From 01/09/20XX

Tran No From 1

Department From 0

N/C To 2152

Tran Date To 31/08/20XX

Tran No To 99,999,999

Department To 999

Dept Number Dept Name

Debit

Credit

Balance

2 DEIS
10 Free Schoolbook Grant
11 Free Schoolbook Admin Grant

25,000.00
88,000.00
3,730.59
116,730.59

-25,000.00
-88,000.00
-3,730.59
-116,730.59

8

Reporting in Sage

Checking the balance sheet in Sage

File Edit View Modules Settings Connected services Tools Favourites WebLinks Software updates Help

- Home
- Business dashboard
- Customers
- Quotations
- Sales orders
- Invoices and credits
- Suppliers
- Products and services
- Bank accounts
- Nominal codes
- VAT

New Edit Wizard Duplicate Activity Journal entry Journal reversal Prepayments Accruals Budgets Chart of accounts Trial balance Profit & loss Balance sheet Ratio Comparative profit & loss Variances Prior year Delete Swap Clear Print list Send to Excel Reports Show me how

Refresh Filter Search... All records (377)

All reports

Name	Debit
Balance sheet	
Day books	
My nominal code reports	
BOM Balance Sheet	
BOM Income and Expenditure Account	

Nominal activity

Nominal budgets

Nominal details

Profit and loss

Trial balance

Criteria for BOM Balance Sheet

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) Brought forward 9: 2(and 12: August 20XX

Chart of Accounts: Is 2: FSSU

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

Help OK Cancel

Date: 09/03/20XX

Time:

Sample school
BOM Balance Sheet

Page: 1

Chart of Accounts: FSSU

	<u>Period</u>	<u>Prior Year</u>	
	Brought Fwd - Aug 20XX	Sep 2022 - Aug 20XX	
<u>Current Liabilities</u>			
Creditors			
2100	Purchase Ledger Control	44,074.42	44,074.42
	Total Creditors:	44,074.42	44,074.42
Accruals			
2105	School Income Received in Advance	11,695.00	33,778.77
2106	G Jenkins Bequest Fund	16,882.00	16,882.00
2150	Grants Received in Advance	17,600.00	42,361.21
2151	Book Grant in Advance	91,730.59	91,730.59
2152	Deis Grant Received in Advance	25,000.00	52,712.00
2165	ICT Grant Unspent	(12,454.00)	(12,454.00)
2171	Other ringfenced grants unspent	(38,085.38)	(38,085.38)
2173	Summer Works Grant Unspent	484.64	484.64
2200	Wages Control	(5,192.40)	(5,192.40)
2230	ASC Control Account	570.24	570.24
2250	PAYE/PRSI/USC/LPT Control	330.35	330.35
2260	Reverse VAT Control Account	18,845.69	18,845.69
2310	Bank Loans	5,527.18	5,527.18
2440	Accruals	12,707.69	12,707.69
	Total Accruals:	145,641.60	220,198.58

Current Account

Sample Balance Sheet Report

Recording the Income in the New Financial Year

Grant	Covering the period	Element received in advance	Balance Sheet Code Journal DR	Grant Income Code Journal CR
★ Free Schoolbook Scheme Grant	Next Academic Year	100%	2151	3151
★ Scheme Administration Grant	Next Academic Year	100%	2151	3152
★ DEIS Grant*	Next Academic Year	100%	2152	3020

Books purchased in advance of next year

Year 1: Grant received in advance of next academic year

Action	DR/CR	Nominal Code	Description
Free Schoolbooks Grant Received	DR	1800	Current Account 1 Current Asset
	CR	2151	Book Grant Received in Advance Current Liability

When Grant is received

Expense incurred in advance of next academic year.

Action	DR/CR	Nominal Code	Description
Expenditure for Books that will not be used until next school year	DR	1720	Prepayments Current Asset
	Cr	1800*	Current Account 1 Current Asset
<i>If using the supplier module, post the invoice/portion of invoice to 1720</i>			

When Books purchased in advance

Action	DR/CR	Nominal Code	Description
Reversal of Prepayment	DR	4731	Free Schoolbooks Grant Expense Expense
	CR	1720	Prepayments Current Asset

Next school year

Home

Business dashboard

Customers

Quotations

Sales orders

Invoices and credits

Suppliers

Products and services

Bank accounts

Nominal codes



New



Edit



Wizard



Duplicate



Activity



Journal entry

Refresh



Filter

Search...

N/C

1400

1401

1402

1410

1411

1412

1420

1421

1422

1425

RECORDING
THE INCOME IN
THE NEW
FINANCIAL
YEAR

Recording the Income in the New Financial Year

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: grants rec in adv | Posting Date: 01/09/20XX | Balance: 0.00

N/C*	Name	Ex.Ref	Department*	Details	T/C*	Debit	Credit
2152	Deis Grant Received in Advance		2	transfer of DEIS inc rec in adv	T9	25000.00	0.00
3020	DEIS Grant		2	transfer of DEIS inc rec in adv	T9	0.00	25000.00
2151	Book Grant in Advance		10	transfer of FSB rec in adv	T9	88000.00	0.00
3151	Free Schoolbook Grant		10	transfer of FSB rec in adv	T9	0.00	88000.00
2151	Book Grant in Advance		11	transfer of FSB Admin rec in adv	T9	3730.59	0.00
3152	Free Schoolbook Admin Grant		11	Transfer of admin grant rec in adv	T9	0.00	3730.59
						116730.59	116730.59

Reverse Journals Reversing Date

Save Close



Customers

Quotations Refresh Filter Search... All records (377)

N/C	Name	Inactive	Debit
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		

Nominal codes

My nominal code reports

Nominal activity

Nominal budgets

- ★ BOM Balance Sheet
- ★ BOM Income and Expenditure Account

Criteria for BOM Income and Expenditure Account

Criteria Values

Enter the values to use for the criteria in this report

Period: Between (inclusive) 1: September 20XX and 12: August 20XX

Chart of Accounts: Is 2: FSSU

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

Help OK Cancel

RUNNING THE BOM
INCOME AND
EXPENDITURE REPORT

BOM Income and Expenditure Account

From: Month 1, September

To: Month 12, August

Chart of Accounts: FSSU

	<u>Period</u>	<u>Budget</u>	<u>Difference</u>	<u>Prior Year</u>	
Income					
Department Income					
3010	Capitation/Non Pay Budget	0.00	115,800.00	(115,800.00)	0.00
3020	DEIS Grant	25,000.00	1.00	24,999.00	0.00
3021	Early Start Programme	0.00	2.00	(2.00)	0.00
	Materials/Equipment/Parental Involvement				
3022	Early Start Programme Capitation	0.00	3.00	(3.00)	0.00
3030	Non Teachers Pay Budget	0.00	4.00	(4.00)	0.00
3050	Ancillary/School Support Services Grant	0.00	67,350.00	(67,350.00)	0.00
3100	Secretarial Grant	0.00	9,950.00	(9,950.00)	0.00
3130	Caretaker Grant	0.00	16,350.00	(16,350.00)	0.00
3140	Special Education Equipment Grant	0.00	5.00	(5.00)	0.00
3141	Mobile Phone Pouches Grant	0.00	6.00	(6.00)	0.00
3151	Free Schoolbook Grant	88,000.00	74,750.00	13,250.00	0.00
3152	Free Schoolbook Admin Grant	3,730.59	5,612.23	(1,881.64)	0.00
3155	School Library Books Capital Grant	0.00	7.00	(7.00)	0.00
3170	Special Subject Grant	0.00	8.00	(8.00)	0.00
3190	JCSP Grant	0.00	6,300.00	(6,300.00)	0.00
3200	Transition Year Grant	0.00	5,000.00	(5,000.00)	0.00
3210	Leaving Certificate Applied Grant	0.00	15,900.00	(15,900.00)	0.00
3220	Grant for Traveller Students	0.00	5,987.50	(5,987.50)	0.00
3230	ICT Grant Non Capital	0.00	9.00	(9.00)	0.00
3240	Supervision and Substitution Grant	0.00	14,859.00	(14,859.00)	0.00
3245	Science Subjects Grant	17,600.00	15,325.00	2,275.00	0.00
3255	State Exam Income	0.00	10.00	(10.00)	0.00

Income
and
Expenditure
Report
in the
New
Financial
year

Date: 09/03/20XX

Time:

Sample school
BOM Balance Sheet

Page: 1

Chart of Accounts: FSSU

	<u>Period</u>	<u>Prior Year</u>	
	Brought Fwd - Aug 20XX	Sep 2022 - Aug 20XX	
<u>Current Liabilities</u>			
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	Total Creditors:	44,074.42	44,074.42
Accruals			
2105	School Income Received in Advance	33,778.77	33,778.77
2106	G Jenkins Bequest Fund	16,882.00	16,882.00
2150	Grants Received in Advance	0.00	17,600.00
2151	Book Grant in Advance	0.00	91,730.59
2152	Deis Grant Received in Advance	0.00	25,000.00
2165	ICT Grant Unspent	5,546.00	5,546.00
2170	Supervision & Substitution Grant Unspent	1,774.00	1,774.00
2171	Other Non- Capital Ringfenced Grants	158.00	158.00
2173	Summer Works Grant Unspent	484.64	484.64
2200	Wages Control	2,607.60	2,607.60
2230	ASC Control Account	570.24	570.24
2250	PAYE/PRSI/USC/LPT Control	330.35	330.35
2260	Reverse VAT Control Account	18,845.69	18,845.69
2310	Bank Loans	5,527.18	5,527.18
2440	Accruals	12,707.69	12,707.69
	Total Accruals:	99,212.16	233,542.75

Current Account

Balance Sheet Report in the New Financial year

Department Grants Received in Advance

- Where balances come from and how they should appear in Sage
- Checked what to look for to make sure balances have carried forward correctly into the new financial year

Recording the Grant in the New Year

- Explained how income is recognised in the new financial year, and how previously deferred income is correctly released.

How this appears in your reports

- Looked at financial reporting to ensure income appears in the correct year.

Summary