

# Preparing the Year-End Accounts Information

## Payroll Control Accounts



## Year End Accounts Preparation Checklist

Before you send your end of year accounts to your accountant for submission to FSSU, please ensure you have completed the following checklist.

|    | Action                                                                                                                                                                                                                                                                             | Completed                |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 7  | Payroll records: Print individual employee payroll records for the period 1st September to 31st August, print copy of the payroll summary for the previous year and have a backup of the payroll saved to a memory stick up to 31st August. (Where payroll journals are utilised). | <input type="checkbox"/> |
| 8  | The PAYE/PRSI/USC/LPT control account (nominal code 2250) should equate to the PAYE/PRSI/USC/LPT that is owed to Revenue at 31st of August                                                                                                                                         | <input type="checkbox"/> |
| 9  | The net wages control account (code 2200) should be zero or any balance explained.                                                                                                                                                                                                 | <input type="checkbox"/> |
| 10 | Other wage related control account balances (e.g., Auto-Enrolment Pension, Union Fees, Single Public Pension Scheme, ASC) should equate to amounts owed at 31st August (if recording payroll using the payroll journal)                                                            | <input type="checkbox"/> |

# Year-end Accounts Preparation checklist

## Preparing for the Year-End

Preparing for the year end is an important part of the school's financial reporting process. The accounts personnel is responsible for completing the year-end accounts package and gathering the supporting documentation required by the school's accountant to prepare the annual accounts.

To help you with this process, we have developed a range of resources:

### Year-End Guideline and Checklist

The Year-End Guideline includes a practical checklist to help you complete each stage of the year-end process and ensure all required information is available for the accountant.

- Guideline on preparation of the year end

### Webinar – Preparing for the Year End

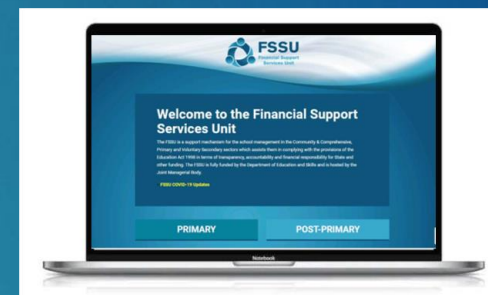
. It provides guidance on getting ready for the Year end process in terms of reviewing and gathering information for the accountant and making use of the FSSU Year end resources that are available.

- Presentation slides

### Year-End Video Series

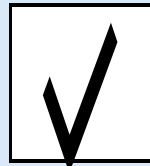
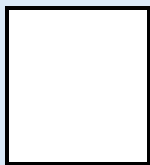
Our short videos follow the Year-End Guideline and Checklist, with each topic covered separately. You can watch the full series or go directly to the area where you need additional guidance

## Further resources



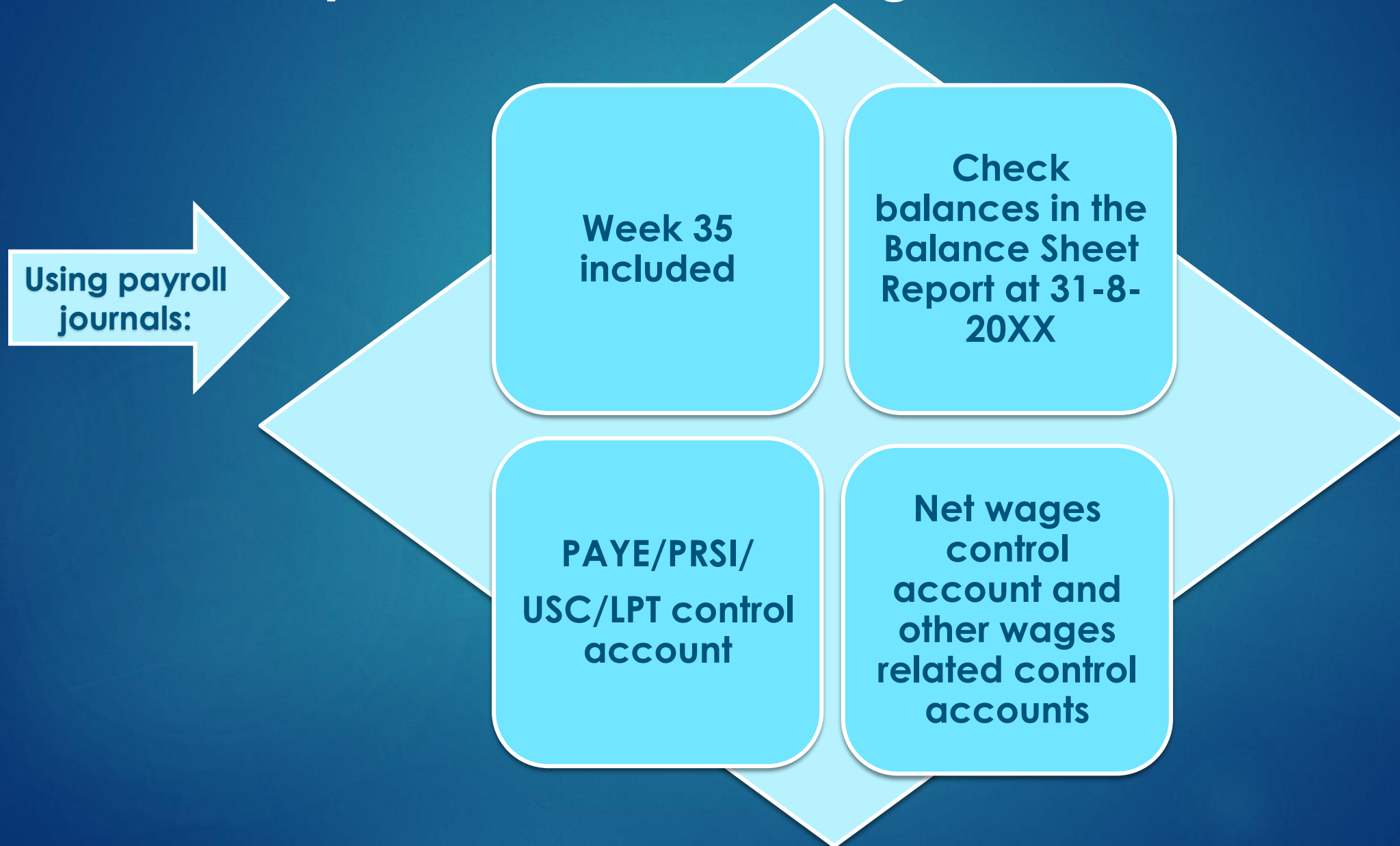
# Actions 7-10 Payroll

3

|    |                                                                                                                                                                                                                                                                                    |                                                                                       |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 7  | Payroll records: Print individual employee payroll records for the period 1st September to 31st August, print copy of the payroll summary for the previous year and have a backup of the payroll saved to a memory stick up to 31st August. (Where payroll journals are utilised). |    |
| 8  | The PAYE/PRSI/USC/LPT control account (nominal code 2250) should equate to the PAYE/PRSI/USC/LPT that is owed to Revenue at 31st of August                                                                                                                                         |    |
| 9  | The net wages control account (code 2200) should be zero or any balance explained.                                                                                                                                                                                                 |    |
| 10 | Other wage related control account balances (e.g., Auto-Enrolment Pension, Union Fees, Single Public Pension Scheme, ASC) should equate to amounts owed at 31st August (if recording payroll using the payroll journal)                                                            |  |

# Review Payroll costs to 31<sup>st</sup> August

4



# Review Payroll costs to 31<sup>st</sup> August

5

| Department sanctioned clerical officer                    |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
|-----------------------------------------------------------|----------|--------------------|------------------|--------|-------|------|----------|---------|-------|----------|------------|------------------------|---------------------|------------|
|                                                           | GrossPay | SPSPS<br>Deduction | ASC<br>Deduction | PAYE   | USC   | LPT  | EE PPRSI | ER PRSI | EE AE | Net Pay  | Due to Rev | Due to DPER<br>(SPSPS) | Due to DEY<br>(ASC) | Total Cost |
| Week                                                      |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| 32                                                        | 873.04   | 35.8               | 8.57             | 103.06 | 17.21 | 0.00 | 36.67    | 98.22   | 0.00  | 671.73   | 255.16     | 35.8                   | 8.57                | 971.26     |
| 33                                                        | 873.04   | 35.8               | 8.57             | 103.06 | 17.21 | 0.00 | 36.67    | 98.22   | 0.00  | 671.73   | 255.16     | 35.8                   | 8.57                | 971.26     |
| 34                                                        | 873.04   | 35.8               | 8.57             | 103.06 | 17.21 | 0.00 | 36.67    | 98.22   | 0.00  | 671.73   | 255.16     | 35.8                   | 8.57                | 971.26     |
| 35                                                        | 873.04   | 35.8               | 8.57             | 103.06 | 17.21 | 0.00 | 36.67    | 98.22   | 0.00  | 671.73   | 255.16     | 35.8                   | 8.57                | 971.26     |
|                                                           |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
|                                                           | 3,492.16 | 143.20             | 34.28            | 412.24 | 68.84 | -    | 146.68   | 392.88  | -     | 2,686.92 | 1,020.64   | 143.20                 | 34.28               | 3,885.04   |
|                                                           |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Payroll Journal                                           |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Nom Code                                                  |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| 6010 Clerical Officer Wages                               |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| 2200 Net Wages Control                                    |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| 2250 PAYE/PRSI Control                                    |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| 2220 Single Public Service Pension Scheme Control Account |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| 2230 ASC Control Account                                  |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Notes/ Comments                                           |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Gross Pay W32-35                                          |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Net Pay WK 32-35                                          |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Payroll taxes Wk 32-35                                    |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Due - DEPER Wk 32-35                                      |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| Due to DEY (ASC) WK 32-35                                 |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| DR                                                        |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| CR                                                        |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €3,885.04                                                 |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €2,686.92                                                 |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €1,020.64                                                 |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €143.20                                                   |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €34.28                                                    |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €3,885.04                                                 |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |
| €3,885.04                                                 |          |                    |                  |        |       |      |          |         |       |          |            |                        |                     |            |

# Review August Payroll Journal

6

**JOURNALS DETAILS**

DATE

31/08/20XX

REF NO.

August Wk 35

TYPE

Journal

| Code | Description                                          | Notes                  | Debit    | Credit   | DEP |
|------|------------------------------------------------------|------------------------|----------|----------|-----|
| 6010 | Clerical Officers/Secretarial Wages Expense          | Gross Pay Wk 32- 35    | 3,885.04 | 0.00     | AOD |
| 2200 | Net Wages Control Account                            | Net Pay to Wk 32- 35   | 0.00     | 2,686.92 | AOD |
| 2250 | PAYE/PRSI/USC/LPT Control Account                    | Payroll taxes Wk 32-35 | 0.00     | 1,020.64 | AOD |
| 2220 | Single Public Service Pension Scheme Control Account | Due - DPER Wk 32-35    | 0.00     | 143.20   | AOD |
| 2230 | ASC Control Account                                  | Due - DEY (ASC)        | 0.00     | 34.28    | AOD |
|      |                                                      |                        | 0.00     | 0.00     | AOD |
|      |                                                      |                        |          |          |     |
|      |                                                      |                        |          |          |     |

Add New Line

Delete

Disallow Tax

Total Debit Amount

3,885.04

Total Credit Amount

3,885.04

Balance

0.00

# Review Income & Expenditure and Balance Sheet Reports

7

## Income and Expenditure Account

### Income

### Expenditure

### Administration

|      |                                             |                  |
|------|---------------------------------------------|------------------|
| 6010 | Clerical Officers/Secretarial Wages Expense | 3,885.04         |
|      |                                             | <b>€3,885.04</b> |



## Accruals

|      |                                                      |           |
|------|------------------------------------------------------|-----------|
| 2105 | School Income Received in Advance                    | 1,500.00  |
| 2150 | Grants Received in Advance                           | 24,555.31 |
| 2200 | Net Wages Control Account                            | -         |
| 2220 | Single Public Service Pension Scheme Control Account | 143.20    |
| 2230 | ASC Control Account                                  | 68.56     |
| 2250 | PAYE/PRSI/USC/LPT Control Account                    | 1,020.64  |



# Review Payroll costs to 31<sup>st</sup> August

8

Check  
balances in  
the Balance  
Sheet Report  
at 31-8-20XX

| Week | Gross Pay | PAYE   | USC   | LPT  | EE PRSI | ER PRSI | EE AE | Net Pay  | Due to Rev | Auto enro Employer | Due to Naersa | Total Cost |
|------|-----------|--------|-------|------|---------|---------|-------|----------|------------|--------------------|---------------|------------|
| 32   | 873.04    | 103.06 | 17.21 | 0.00 | 36.67   | 98.22   | 13.10 | 703.00   | 255.16     | 13.10              | 26.20         | 984.36     |
| 33   | 873.04    | 103.06 | 17.21 | 0.00 | 36.67   | 98.22   | 13.10 | 703.00   | 255.16     | 13.10              | 26.20         | 984.36     |
| 34   | 873.04    | 103.06 | 17.21 | 0.00 | 36.67   | 98.22   | 13.10 | 703.00   | 255.16     | 13.10              | 26.20         | 984.36     |
| 35   | 873.04    | 103.06 | 17.21 | 0.00 | 36.67   | 98.22   | 13.10 | 703.00   | 255.16     | 13.10              | 26.20         | 984.36     |
|      | 3,492.16  | 412.24 | 68.84 | 0.00 | 146.68  | 392.88  | 52.40 | 2,812.00 | 1,020.64   | 52.40              | 104.80        | 3,937.44   |

| Payroll Journal                           |                        |          |
|-------------------------------------------|------------------------|----------|
| Nom Code                                  | Notes/ Comments        |          |
| 6010 Clerical Officer Wages               | Gross Pay W32-35       | 3,885.04 |
| 6050 Clerical Officer employer Pension AE | ER Auto Enrolment      | 52.40    |
| 2200 Net Wages Control                    | Net Pay WK 32-35       | 2,812.00 |
| 2250 PAYE/PRSI Control                    | Payroll taxes Wk32-35  | 1,020.64 |
| 2241 Auto enrolment Pension Control A/c   | ER & EE Auto enrolment | 104.80   |
|                                           |                        | <hr/>    |
|                                           |                        | 3,937.44 |

# Review August Payroll Journal

9

## JOURNALS DETAILS

DATE

31/08/20XX



REF NO.

August Wk 35

TYPE

Journal

[Add Attachment](#)

Max file size 4 MB.

| Code | Description                                           | Notes                         | Debit    | Credit   | DEP |
|------|-------------------------------------------------------|-------------------------------|----------|----------|-----|
| 6010 | Clerical Officers/Secretarial Wages Expense           | Gross Pay Wk 32- 35           | 3,885.04 | 0.00     | AOD |
| 6050 | Clerical Officer/Secretarial Employer Pension Expense | ER Auto Enrolment Wk 32- 35   | 52.40    | 0.00     | AOD |
| 2200 | Net Wages Control Account                             | Net Pay to Wk 32- 35          | 0.00     | 2,812.00 | AOD |
| 2250 | PAYE/PRSI/USC/LPT Control Account                     | Payroll taxes Wk 32-35        | 0.00     | 1,020.64 | AOD |
| 2241 | Auto-Enrolment Pension Control Account                | AE Liability/ Naersa Wk 32-35 | 0.00     | 104.80   | AOD |
|      |                                                       |                               |          |          |     |
|      |                                                       |                               |          |          |     |

Add New Line

Delete

Disallow Tax

|                     |             |
|---------------------|-------------|
| Total Debit Amount  | 3,937.44    |
| Total Credit Amount | 3,937.44    |
| <b>Balance</b>      | <b>0.00</b> |

# Review Income & Expenditure and Balance Sheet Reports

10

## Expenditure Administration

|      |                                                       |                  |
|------|-------------------------------------------------------|------------------|
| 6010 | Clerical Officers/Secretarial Wages Expense           | 3,885.04         |
| 6050 | Clerical Officer/Secretarial Employer Pension Expense | 52.40            |
|      |                                                       | <b>€3,937.44</b> |



## Accruals

|      |                                        |                   |
|------|----------------------------------------|-------------------|
| 2105 | School Income Received in Advance      | 1,500.00          |
| 2150 | Grants Received in Advance             | 24,555.31         |
| 2241 | Auto-Enrolment Pension Control Account | 26.20             |
| 2250 | PAYE/PRSI/USC/LPT Control Account      | 1,020.64          |
| 2260 | Reverse VAT Control Account            | 2,700.00          |
| 2270 | RCT Control Account                    | 4,000.00          |
|      |                                        | <b>€33,802.15</b> |

# Review Nominal Activity

11

## General Ledger Account Activity

C&C Demo school

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

| Code                                        | Date       | Doc.No. | Type  | Details                       | Debit         | Credit         | Balance        |
|---------------------------------------------|------------|---------|-------|-------------------------------|---------------|----------------|----------------|
| 2241-Auto-Enrolment Pension Control Account |            |         |       |                               |               |                |                |
| <b>All other departments</b>                |            |         |       |                               |               |                |                |
| 2241                                        | 11/08/20XX | 16      | PMT   | AE Payment/Naersa Wk 32       | 26.20         | -              | 26.20          |
| 2241                                        | 18/08/20XX | 18      | PMT   | AE Payment/Naersa Wk 33       | 26.20         | -              | 52.40          |
| 2241                                        | 25/08/20XX | 20      | PMT   | AE Payment/Naersa Wk 34       | 26.20         | -              | 78.60          |
| 2241                                        | 31/08/20XX | 8       | NJRNL | AE Liability/ Naersa Wk 32-35 | -             | 104.80         | -26.20         |
| <b>Subtotal for All other departments</b>   |            |         |       |                               | <b>€78.60</b> | <b>€104.80</b> | <b>€-26.20</b> |
| <b>Totals:</b>                              |            |         |       |                               | <b>€78.60</b> | <b>€104.80</b> | <b>€-26.20</b> |
| <b>Totals:</b>                              |            |         |       |                               | <b>€78.60</b> | <b>€104.80</b> | <b>€-26.20</b> |

Liability

# Review Nominal Activity

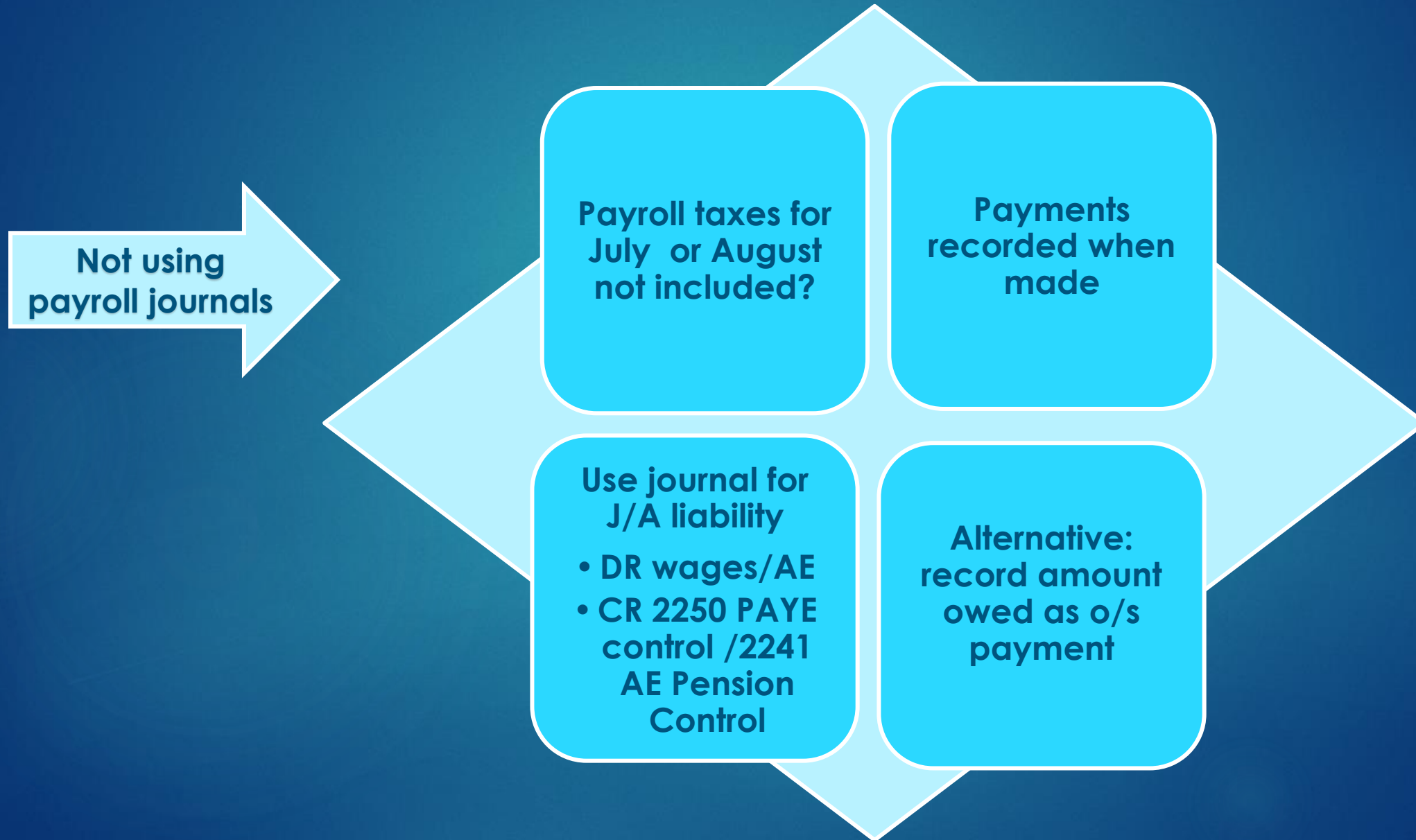
12

| General Ledger Account Activity |            |         |       |                      | Date Range: 1st Aug 20XX To 31st Aug 20XX |           |          |
|---------------------------------|------------|---------|-------|----------------------|-------------------------------------------|-----------|----------|
| Heanors C&C Demo school         |            |         |       |                      |                                           |           |          |
| Code                            | Date       | Doc.No. | Type  | Details              | Debit                                     | Credit    | Balance  |
| 2200-Net Wages Control Account  |            |         |       |                      |                                           |           |          |
| 2200                            | 07/08/20XX | 15      | PMT   | Net Pay CO Wk 32     | 703.00                                    | -         | 703.00   |
| 2200                            | 14/08/20XX | 17      | PMT   | Net Pay CO Wk 33     | 703.00                                    | -         | 1,406.00 |
| 2200                            | 21/08/20XX | 19      | PMT   | NET Pay CO Wk 34     | 703.00                                    | -         | 2,109.00 |
| 2200                            | 28/08/20XX | 21      | PMT   | Net Pay CO Wk 35     | 703.00                                    | -         | 2,812.00 |
| 2200                            | 31/08/20XX | 8       | NJRNL | Net Pay to Wk 32- 35 | -                                         | 2,812.00  | -        |
| Subtotal for                    |            |         |       |                      | €2,812.00                                 | €2,812.00 | -        |
| Totals:                         |            |         |       |                      | €2,812.00                                 | €2,812.00 | -        |
| Totals:                         |            |         |       |                      | €2,812.00                                 | €2,812.00 | -        |

Balanced

# Review Payroll costs to 31<sup>st</sup> August

13



# FSSU Contact Details

Financial Support Services Unit



Phone

**01 269 0677**



Email

**info@fssu.ie**

**Please contact the FSSU if you need support.**



**[www.fssu.ie](http://www.fssu.ie)**



# Thank You

FINANCIAL SUPPORT SERVICES UNIT  
(FSSU)