



Financial Support
Services Unit
(FSSU)

Preparing for the
August 2026 Year
End

1



Webinar Information



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



Recording



Email



Handouts &
Slides



Website:
www.fssu.ie



Support
(01) 269 0677



Q&A

Agenda

- 1 Preparing for the Year end – a new FSSU training format
- 2 Key points including Timeline in preparing for August 2026 Year end
- 3 What is new & worth noting for 25/26
- 4 FSSU Year End Resources - Overview
- 5 Conclusion & Summary

Preparing for the Year End -

A new FSSU Training Format

August webinar 1 – Plan, update and prepare

Year End Checklist – Draft in handouts

New for Aug 2026 – A schedule of small videos covering the Y/E Checklist

FSSU Year End Guideline 25/26 – September

October Webinar 2 – Moving to new Financial Year

2. Key points in Preparing for the August 2026 Year End

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Your Key Points Success Checklist

✓ BEFORE 31 AUGUST

- Update BrightBooks
- Correct financial year
- Verify opening balances
- Check 1 Sept journals

✓ DURING SEPTEMBER

- Open Y/E file & gather documentation
- Reconcile bank accounts
- Review I&E & General ledger
- Meet with Principal & FSC

✓ KEY YEAR-END REVIEWS

- Review postings
- Check grants in advance
- Review accruals/prepayments
- Calculate unspent grants

✓ WORK WITH EXT ACCOUNTANT

- Contact early
- Agree sharing process
- Ready by 30 Sept 2026
- Remember to run data validation checks

✓ USE FSSU RESOURCES

- Guideline
- Checklist
- Support videos
- FSSU support

Provide accurate records, clear supporting documentation and a well-organised Year-End Accounts File.

Preparing for the August 2026 Year End

Your Success Action Plan - Timeline

-  **PLAN** (August)
- Update BrightBooks and check housekeeping issues
 - Reconcile bank accounts
 - Open Year-End File
 - Contact External accountant

Start Early
Get Organised

-  **REVIEW** (September Weeks 1-2)
- Review General Ledger
 - Review Income & Expenditure
 - Investigate variances
 - Ringfenced Grants calculations
 - Meet with Principal and Finance sub committee to review figures

Review reports for accuracy

Within 10 days of Sept meet with school management

-  **FINALISE** (September Weeks 3-4)
- Verify Balance Sheet balances for accuracy
 - Accruals & Prepayments
 - Record Unspent Ringfenced Grant journals

Extra attention to detail, watch short videos for guidance
*Journals to adjust for unspent ringfenced grants & other adjustments

-  **EXTERNAL ACCOUNTANT REVIEW** (30 September 2026)
- Print a final BOM reporting pack
 - Supporting documentation complete
 - Share files with External Accountant

FSSU Y/E Checklist
Videos
Webinars

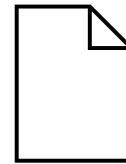
🏁 YEAR END COMPLETE

- Import Budget for new FY
- Keep BB updated for the new financial year
- Remember to run the once the year end adjustments are recorded in BB

Year-End Accounts File

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-  Final Reports
-  Resources & Guidelines
-  Bank
-  Suppliers & Accruals
-  Debtors & Prepayments
-  VAT
-  Payroll
-  Income & Grants
-  Ringfenced Grants
-  Fixed Assets



Important Dates



Key Message:

Remember to run the year end in Brightbooks as soon as Year end adjustments are recorded

Practical guidance for preparing for Year end (July – August)

- Check key Housekeeping issues

Setup

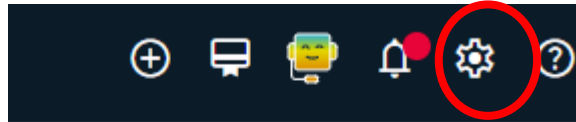
- Ensure Financial Year is 25/26
- Running Data validation checks are vital

Opening Balances accuracy

- Ensure Year end balances at 31.8.202x were restated by the accountant
- Ensure the required journals were recorded at 1.9.202x

Checking the Financial Year in Brightbooks

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Step 1

Check the Financial Year End on BrightBooks

Instructions

Click on Settings > Click Accounting Periods

Accounts

Setup

Accounting Periods

Departments

Intrastat

Standard Notes

Year ended 31 Aug 2026 [Current]

START DATE	END DATE
01/09/2025	31/08/2026

NO. OF PERIODS

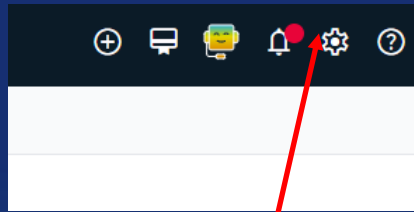
12

Generate

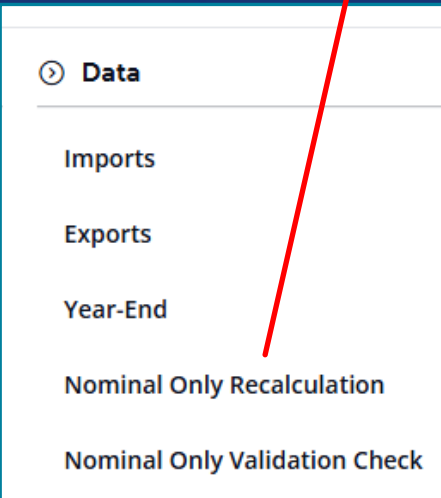
Step 4: Running Year end in BrightBooks

- BrightBooks accounts is date driven so you can run a new Financial Year. Once the accountant has processed adjustments for August 2025 are processed in BrightBooks.
- Click [here](#) to see the "Quick Reference Guide on Brightbooks". This guide contains instructions

Overview of Brightbooks data validation checks



Nominal only recalculation

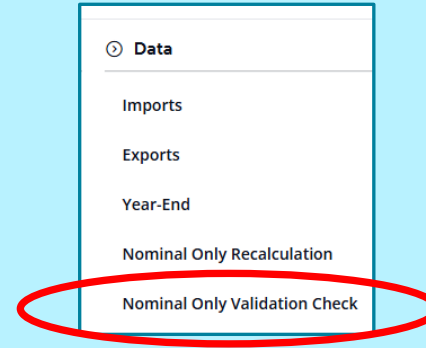


BOM Monthly Reports from BrightBooks

Final accuracy checklist

	Month end reports	Comments	Month:XX 202X
D A T A C H E C K	Run the Simple TB to ensure the totals match for debits and credits	A standard accounting check to ensure the accuracy of the figures before running final reports	Checked
		<i>If for any reason the totals do not agree / Run the Nominal Only Recalculation under settings / Data (see further information below)</i>	Let the FSSU know also
	Re run the Simple TB and check that the totals match	If there is still a problem contact the BrightBooks support team for a resolution	
	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		

Nominal-only validation check



This check is useful if there is a discrepancy between the bank reconciliation and the balance sheet figures.

If this shows a validation error, it can usually be resolved by running a Nominal Only Recalculation.

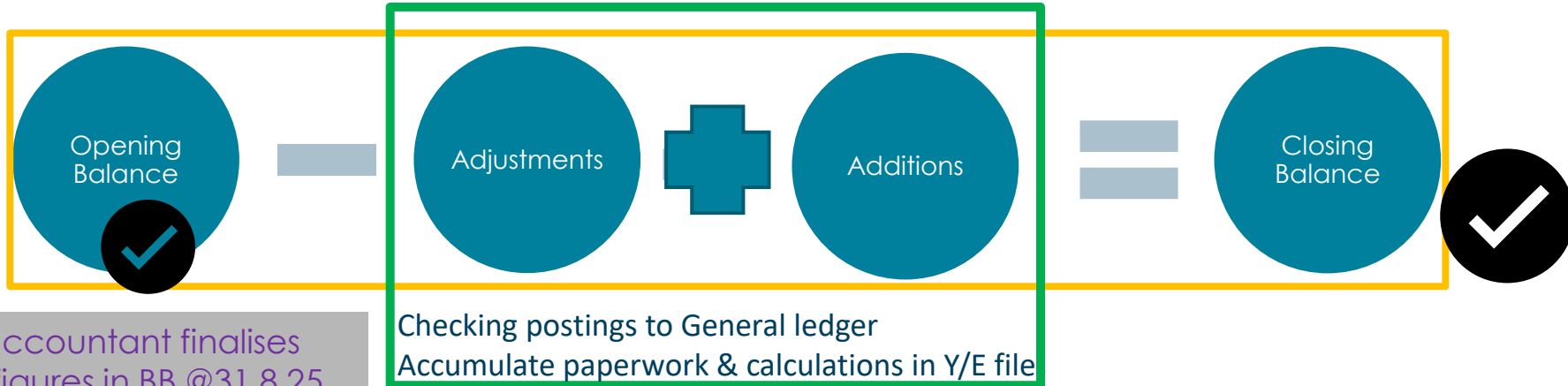
In the event of the recalculation not sorting the problem, please contact Brightbooks support to complete an enhanced recalculation.

Opening balances in Brightbooks should always be the accountant's figures

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The Balance Sheet report shows the school's assets and liabilities at a specific date in time.

The Accountant should always give the Year end adjustments to the school and these journal adjustments should be recorded in Brightbooks



Ensure accountant finalises the Y/E figures in BB @31.8.25

Checking postings to General ledger
Accumulate paperwork & calculations in Y/E file

Month 1 - 25/26

Key adjustments are required @ 1.9.2025

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- ✓ DE Grants in Advance
- ✓ Free schoolbook grant 25/26
- ✓ Unspent Ringfenced grants
- ✓ Reversing Accruals
- ✓ Reversing Prepayments - Schoolbooks



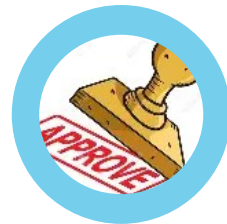
August Year end Accounts: Roles and Responsibilities Reminder



Preparation



Reviewing



Approval



Pass the
information
to the
Accountant
by Sept 30th

Practical guidance for preparing for Year end

Liaise with the External Accountant

- ✓ Year end accounts file for August 2026 – filling up nicely

Contact and check in with the External Accountant

Discussion on the process of passing the required information to them for Y/E Aug 2026

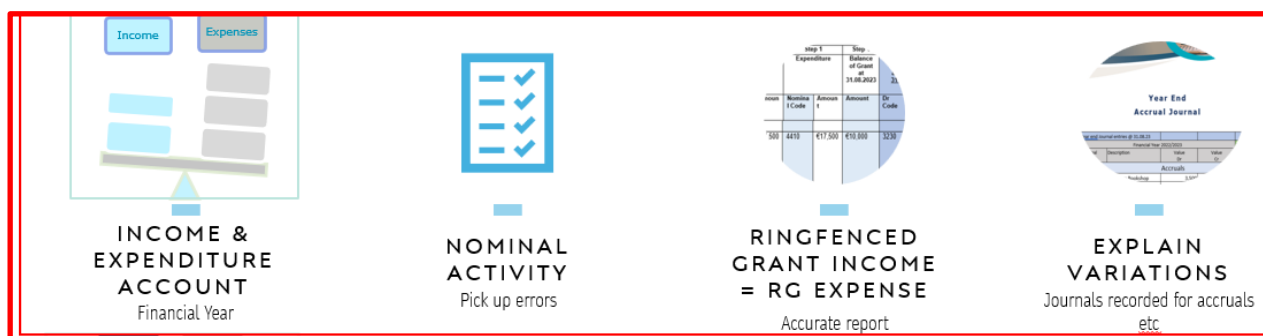
Consider Electronic Sharing with Accountant

Ensure External Accountant has access to the BrightBooks software

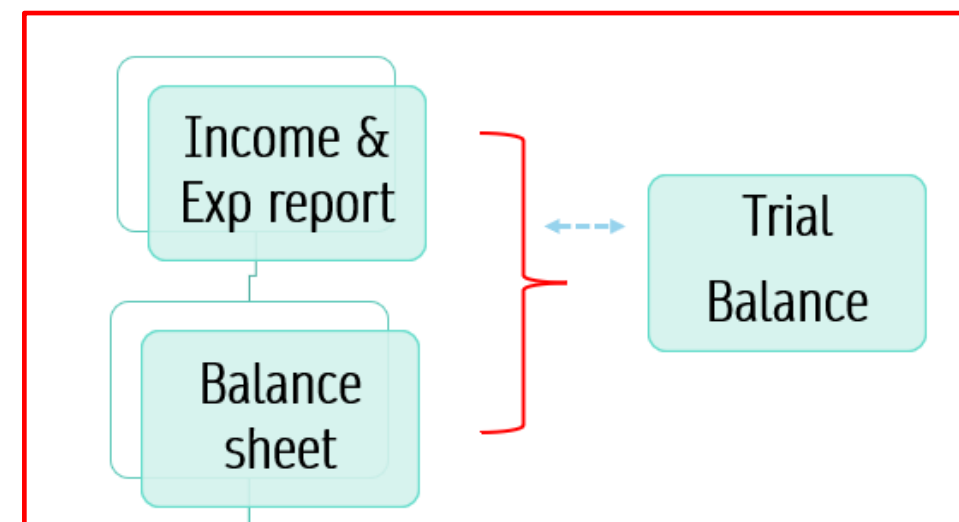
The Financial Year end Dealing with the External Accountant

External Accountant will focus on the Trial Balance

Remember to run the data validation checks @ 30th Sept to ensure the Trial Balance balances & key figures cross check



General Ledger



Information gathering & supporting paperwork is vital

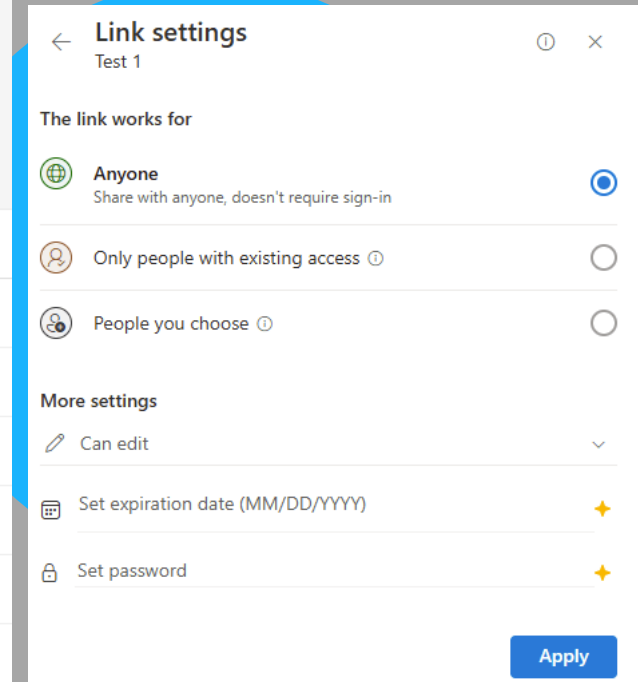
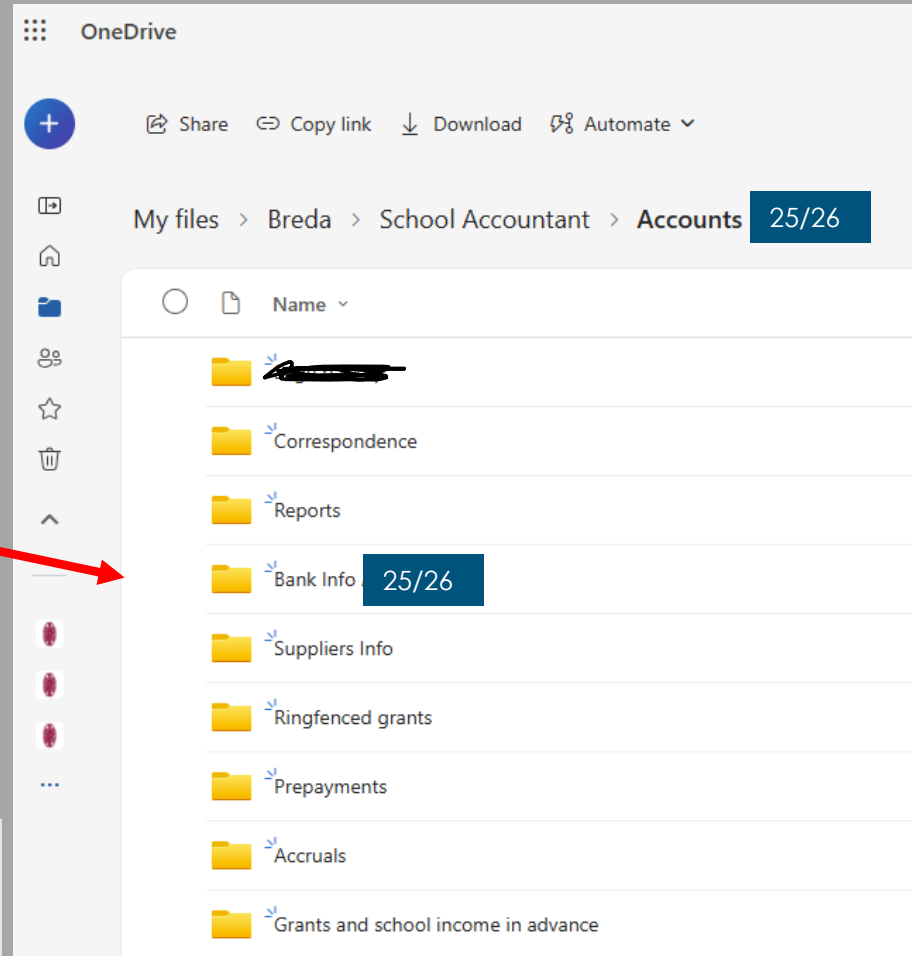
Electronic sharing with the External Accountant

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Liaise with your IT support to set up a shared drive with the School accountant

Password can be put on key files

- Final Reports
- ✓ Resources & Guidelines
- Bank
- Suppliers & Accruals
- Debtors & Prepayments
- VAT
- Payroll
- Income & Grants
- Ringfenced Grants
- Fixed Assets



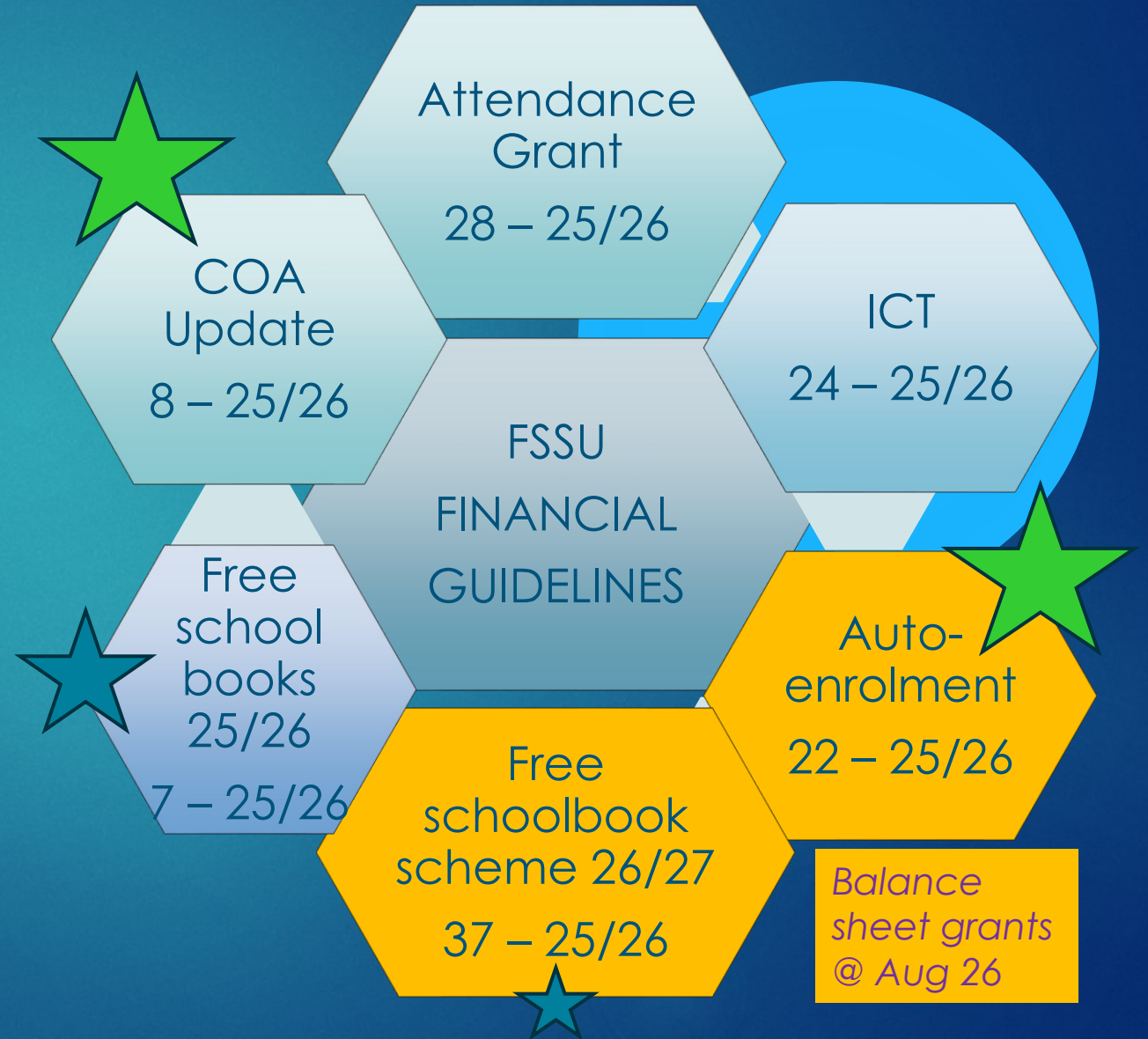
3. What is new & worth noting for FY 25/26

The FSSU Guidelines will outline any new funding or financial matters for schools

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Update BrightBooks accurately for the 12 months to Aug 26

Bus Escort Grant – new guidance for Y/E



COA Update: New Nominal codes for 25/26

Guideline 8 – 25/26

✓ New Codes - Autoenrolment

Income & Expenditure codes

- Code 4200 Bus escort Er pension
- Code 4201 Other Em pension

Cost for education salaries

Balance sheet code

- Code 2241 AE Pension control account

✓ Special Class non Capital expense

I&E Account

- Code 4611
- In a mainstream school
Supplies and materials for class activities
Bus hire for swimming

✓ Mobile Phone Storage Solutions Grant Unspent

Balance sheet

- Code 2187

Ensure the BrightBooks Chart of accounts agrees to the latest FSSU Chart of accounts

Other points worth noting for 25/26

Guideline 8 – 25/26

Code 3170: new name Other Subjects Grant:

Example : New Grant

- Drama, Film, and Theatre studies

Support students with attendance at performances and the applied creative tasks

Code 3245: new name Science Subjects Grant Example :

- Climate Action & Sustainable Development Grant

Support engagement with new subject

- Science Implementation Grant

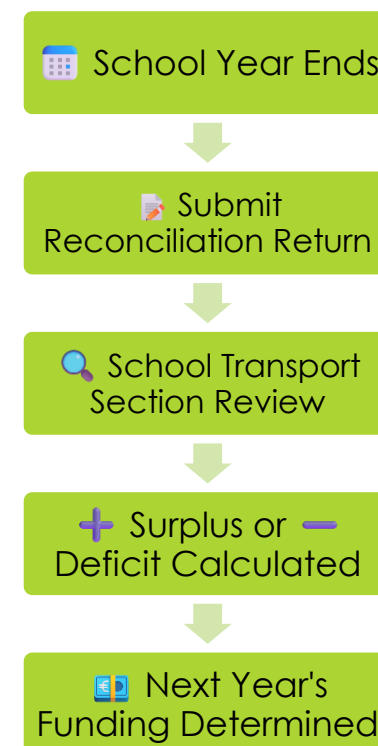
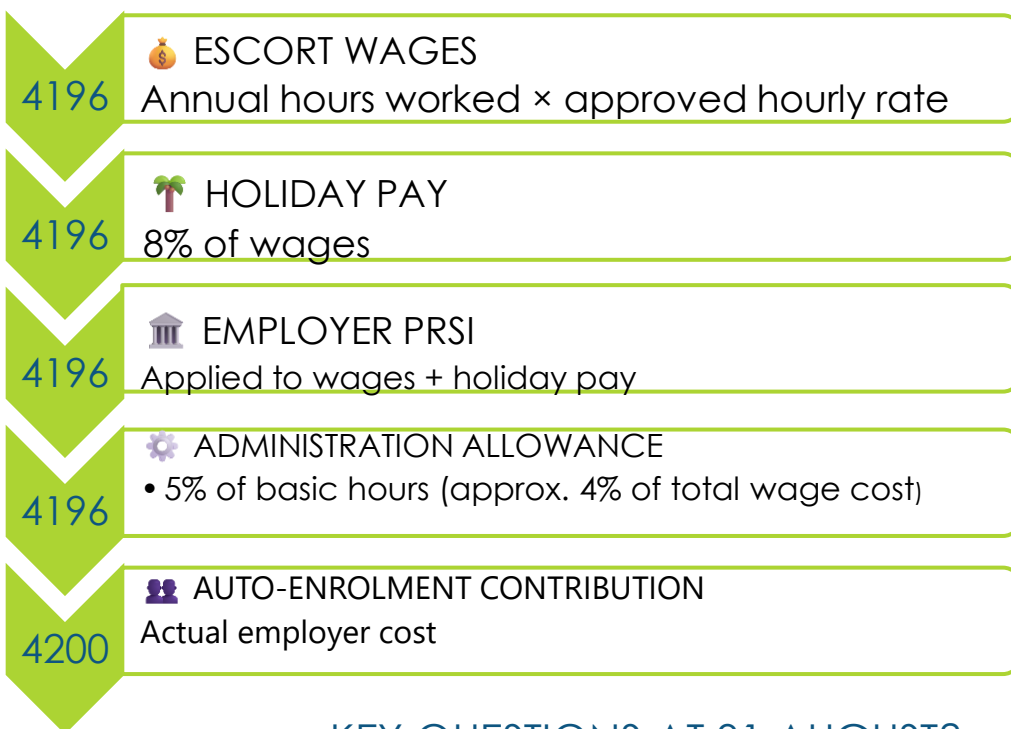
Support roll out of revised LC science subjects

Check that those new grants are recorded to the appropriate nominal codes

Treatment of Bus Escort Grant income

Updated Guidance

Components of Bus Escort Grant Funding

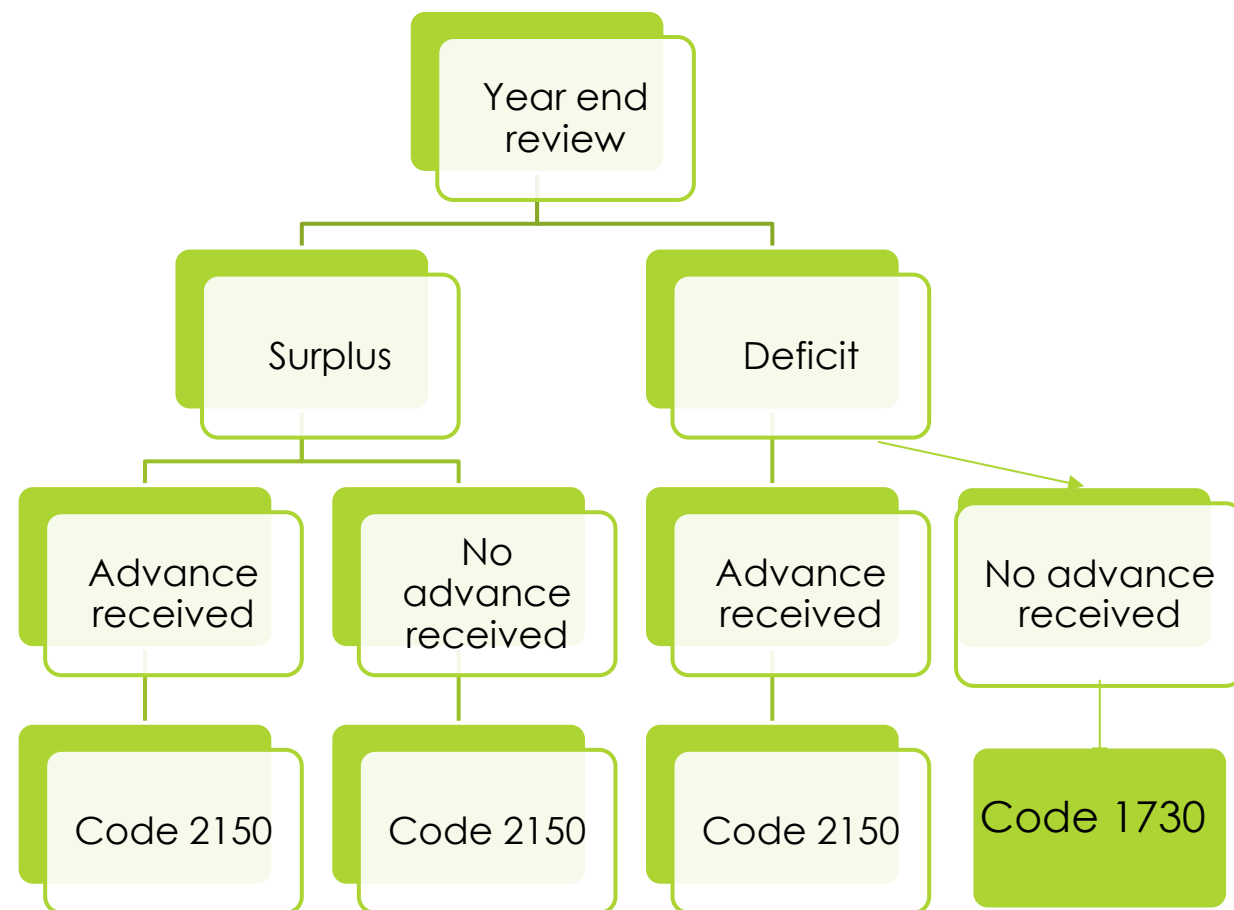


KEY QUESTIONS AT 31 AUGUST?

- ✓ Is there a surplus or deficit on current year funding?
- ✓ Has the advance grant for next year been received?

Bus Escort Grant Year end accounting treatment

- Record all Bus Escort Grant income to Nominal Code 3294 – Bus Escort Grant.
- At year-end, identify:
 - Is there a surplus or deficit on current year funding?
 - Has the advance grant for next year been received?
- Surpluses and advance funding should be carried forward as "Grants Received in Advance" (2150).
- Where a deficit exists and no balancing grant has been received, recognise the amount as a "Grant Due" (1730).



FSSU Guidelines – Summary of key Grants

Guideline	Topic	Overview
07– 2025/2026	 FREE SCHOOLBOOKS GRANT	3151/3152 4731/4113 2160
22 – 2025/2026	 Autoenrollment	2241
28– 2025/2026	 Attendance Grant	3290
43 – 2025/2026	 Summer Program 2026 Make return on Esinet portal, and the grant will be paid in October 2026 – Treat as grant due at 31.8.2026	1730/3293 4909 2171



Financial Guideline 2025/2026 Community & Comprehensive, Primary & Voluntary Secondary Schools

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Accounting for Auto-Enrolment (MyFutureFund)

1. Introduction

Auto-enrolment (AE) was introduced on 1st January 2026. The scheme is called “MyFutureFund” and is designed for employees who do not already have a pension. Under auto-enrolment, the employee, employer, and Government will each make contributions into the employee’s retirement savings account.

3. Accounting Treatments

➤ AE Employee Contribution

Deductions made for Auto Enrolment from an employees pay can be recorded using existing nominal codes already available within the FSSU Chart of Accounts e.g.

A/c Code	Description	Type	Category
4196	Bus Escort Wage Expense	Expenditure	Education Salary
5010	Caretaker Wage Expense	Expenditure	Repairs, Maintenance & Establishment
5110	Cleaners Wage Expense	Expenditure	Repairs, Maintenance & Establishment
6010	Clerical Officers/Secretarial Wage Expense	Expenditure	Administration

➤ AE Employer Contribution

The FSSU [Chart of Accounts for 2025-2026](#) have been updated with additional nominal codes to account for the employer’s contribution for Auto Enrolment.

The employer contribution expense can be recorded under the relevant employer pension expense code e.g.

A/c Code	Description	Type	Category
4200	Bus Escort Employer Pension Expense	Expenditure	Education Salary
4201	Other Employer Pension Expense	Expenditure	Education Salary
5030	Caretaker Employer Pension Expense	Expenditure	Repairs, Maintenance & Establishment
5112	Cleaners Employer Pension Expense	Expenditure	Repairs, Maintenance & Establishment
6050	Clerical Officers / Secretarial Employer Pension Expense	Expenditure	Administration

Those using payroll journals can account for the liability under the following code:

A/c Code	Description	Type	Category
2241	Auto-Enrolment Pension Control Account	Current Liability	Accruals

FSSU Guidelines – Summary of key Grants 25

Create Departments in Sage 50 for reporting on ringfenced grants

Guideline	Topic	Overview
37 – 2025/2026	 FREE SCHOOLBOOKS GRANT <i>For 26/27 School Year</i>	2150 1720
24– 2025/2026	ICT	3921 1461 / 2165
42 – 25/26	Special Classes Main stream school with a special class	3010 4611

Balance sheet



Financial Guideline 2025/2026 Primary Schools, Community & Comprehensive Schools and Voluntary Secondary Schools

P28 &
42

Special Class Grants for School Year 2026/2027

Enhanced Capitation Rate Post Primary: Special Class Grant for MMLD class only	3010	Capitation Grant	4611	Special Class Non- Capital Expense *2	N/A Note 1	Special class grant – board has discretion of how it is spent
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***1 Note:** With the exception of the above two Enhanced Capitation Grant's any grant unspent at the year-end must be accounted for as Unspent at the year end, see appropriate nominal code above.

***2 Note:** For mainstream schools with a special class a new nominal code was added to the chart of accounts in 25/26 to allow them to record and budget for the special class. A non-capital expense for a special class in a mainstream school refers to operational costs. These non-capital expenses might include:

- > Consumable items for class activities – e.g., ingredients for baking/cooking, seeds and gardening supplies for sensory garden activities.
- > Classroom supplies and materials – e.g., sensory tools and educational games.
- > Transportation costs – e.g., bus hire for activities such as swimming lessons or therapeutic horse riding.
- > Subscription fees – e.g., educational software, online learning platforms, or therapeutic program access.

Code 4611 is designated specifically for mainstream schools with special classes and should not be used by special schools. Special schools must allocate their expenditure to the appropriate individual expense codes.

4 FSSU Resources

Webinars, videos on demand database, templates and support to help you through the Year End process

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FSSU Guidelines 25/26

Accounting treatments and reporting requirements



Training Webinars

On our website — Sept 2025 & Spring 2026



Year end Guideline with Year End Checklist

Comprehensive checklist



2 Live Webinars

Interactive year-end sessions



Templates

Ready-to-use financial templates



Final Reports
Resources & Guidelines
Bank



Short Videos for Key Y/E Tasks

New walkthroughs for common tasks

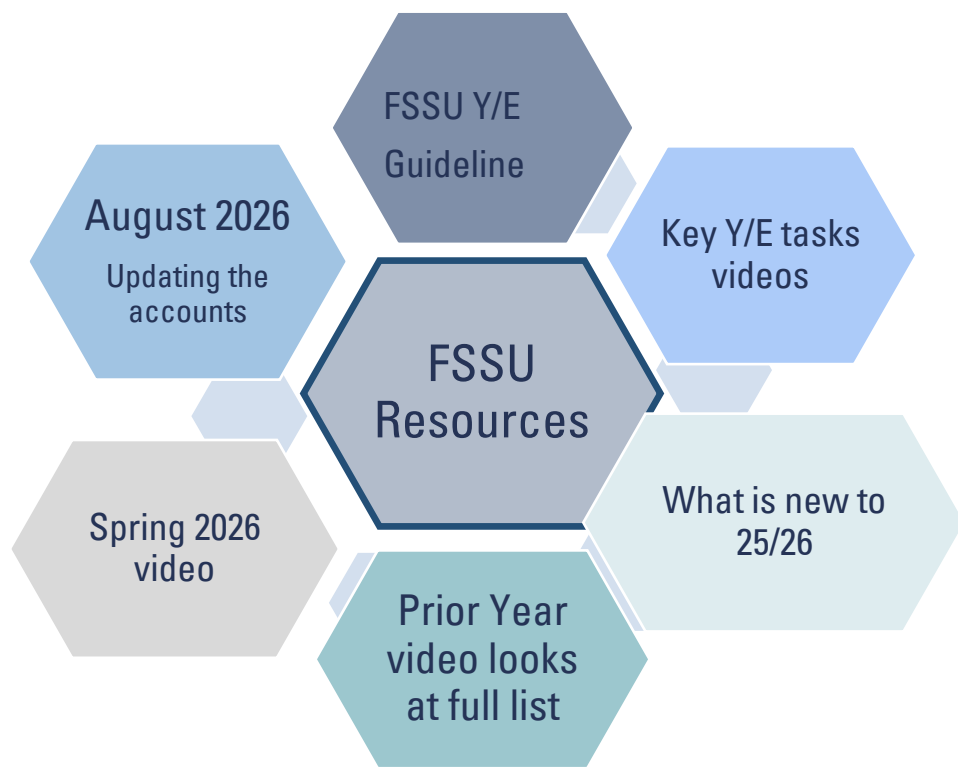
New



Remote Support from Team

One-to-one help when you need it

FSSU Resources Timeline Use



- August Webinar – Guidance on preparing and organising the Accounts preparation
- September – Webinar free to give more time to accounts personnel
 - Year end guideline 25/26
 - Year end checklist
 - Short videos supporting the checklist
 - Spring 2026 Webinar – Reviewing the Income & Expenditure Report
 - Unspent Ringfenced Grants and Income Template
- October Webinar – Focus on moving to New Financial Year
- Prior Year end videos with a comprehensive look at checklist

Resources available to assist with completion of the Year End Checklist

Autumn 2025 webinars with a fully comprehensive outline of the Year end process along with the 2026 Short videos

Introduction to the Year End

Webinar Overview

This webinar focuses on certain key tasks outlined in the FSSU Year-end guideline for 24/25 the extra attention to detail that is required to ensure that the Year-end accounts are prepared on a timely and accurate basis.

Webinar Handouts

- Presentation Slides
- Chart of Accounts
- Calculation of Unspent Grants Template

Webinar Recording



Webinar Recording



Date Held: 02/09/2025

-  Short videos - overview
-  Guidance for reviewing I&E Bank
-  Suppliers & Accruals
-  Debtors & Prepayments
-  VAT
-  Payroll
-  Income & Grants
-  Ringfenced Grants
-  Fixed Assets
-  Guidance for reviewing Balance Sheet

FSSU Training Resources –

Following slides to highlight some key points taken from the available FSSU resources relevant to finalising the August 2026 accounts

Spring 2026
Webinar

Reviewing the BOM
Reports

Short Videos

Unspent Ringfenced Grants

-  Short videos - overview
-  Guidance for reviewing I&E
-  Bank
-  Suppliers & Accruals
-  Debtors & Prepayments
-  VAT
-  Payroll
-  Income & Grants
-  Ringfenced Grants
-  Fixed Assets
-  Guidance for reviewing Balance Sheet

 Short  Practical  On Demand  Step-by-Step

A. Revision of Spring 2026 Webinar

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FREE SCHOOLBOOKS GRANT

CHECKING FIGURES IN BRIGHTBOOKS FOR ACCURACY & COMPLETENESS



Free Schoolbooks Grant

Free
Schoolbook
& Admin
Grant – 3151
& 3152

- Based on enrolment numbers
- Covers the purchase of books and resources
- Covers the administrative work required to administer the scheme

Free Schoolbook Grant

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Ringfenced

Paid In Advance

Income and
Expenditure

- Grant for the **current period**.
- N/C 3151 Free Schoolbook Scheme Grant
- N/C 4731 Free Schoolbook Scheme Grant Expense

Free Schoolbook Grant received in March 2026

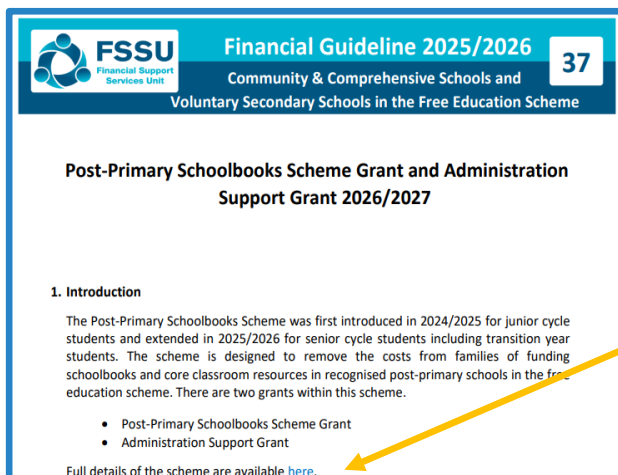
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Balance Sheet

- Grant received for the **next academic year**
N/C 2151 Book grant in Advance
- Expenditure related to the **next academic year**
N/C 1720 Prepayments

Full details of scheme is linked on the Guideline

The balances in 2151 and 1720 will be supported by the DE Remittance and related invoices in the Year end accounts file.



Tips for reviewing the General Ledger postings

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Common Errors to watch out for:

 The Free Schoolbook Grant is received in Advance of the new school Year

↔ The books will usually be bought prior to the start of the new financial year

 Ensure that the current year figures are correct in the I&E account

Free Schoolbook Grant Income

- ✓ Free Schoolbook Grant (future Year) should initially be recorded in Balance Sheet code 2151.
 - ❖ Common error: posting directly to code 3151.

Free schoolbook expenses

- ✓ Future-year purchases should be recorded in code 1720.
 - ❖ Common error: posting directly to code 4731.

Year-End Journals and opening journals

- ✓ Ensure opening balances are adjusted correctly at 1 September.
- ✓ Review postings to key balance sheet balances for accuracy.

Review Free Schoolbook Grant Department Report to ensure the figures make sense

- ❖ Always check supporting DE Remittances and paperwork if in any doubt

Free Schoolbook Grant

Review and amend transaction example

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Explainable

Code	Description	Current €	Budget €	Variance €	Comp. Balance €
Income					
Department of Education					
3151	Free school book grant	71,980.10	68,823.00	3,157.10	35,599.00

General Ledger Card

3151 - Free school book grant

Select Code

Print

Back

Run

Period ▼

Financial Year ▼

Sep-20XX ▼

Aug-20XX ▼

Date	Period	Description	Notes	Product	Debit	Credit	Balance
01 Sep 20XX	Sep-20XX	<u>Nominal Journal</u> Free School Book Scheme Grant Rev. YE Jr	Free School Book Scheme Grant			863.00	-863.00
05 Apr 20XX	Apr-20XX	<u>Receipt 64</u> FSBS grant 20XX/20XX ⓘ DE FSBS 20XX/20XX	FSBS grant 20XX/20XX		-	71,117.10	-71,980.10
Total					0.00	71,980.10	-71,980.10
							-71,980.10 BALANCE

Unspent Grant balance
brought forward
Comparative Balance

Edit Nominal code on a Bank Receipt

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05 Apr 20XX

Apr-20XX

Receipt 64
FSBS grant 20XX/20XX ⓘ
DE FSBS 20XX/20XX

FSBS grant
20XX/20XX

- 71,117.10

Quick Receipt

BANK ACCOUNT

1800 Current Account 1 ▼

LODGEMENT NO.

DE 156942

LODGEMENT DATE

05/04/20XX

Date	Payment Type	DEP	Ref. No.	Customer	Notes/Narrative	Amount	VAT Code	VAT	Nom. Code	
05/04/20XX	EFT ▼	FSBG ▼	DE FSBS 20XX/20XX	▼	FSBS grant 20XX/20XX ⓘ	71117.10	Z 0.00% (Zero) ▼	0.00	2151	ⓘ

Review posting of Grant to General Ledger for accuracy prior to finalising Year end balances Example 2

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Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departments
2151-Book Grant Received in Advance								
2151	01/09/2025	14	TBJRNL	Opening Balance		302,308.74	-302,308.74	Free Book Scheme
2151	01/09/2025	194	NJRNL	Freebooks Scheme 2025/2026	302,308.74		-	Free Book Scheme
2151	23/04/2026	2556	RCPT	FREE BOOKS SENIOR CYCLE 2026/2027	-	98,825.00	-98,825.00	Free Book Scheme
2151	23/04/2026	2557	RCPT	FREE BOOKS TY 2026/2027	-	12,354.00	-111,179.00	Free Book Scheme
2151	23/04/2026	2555	RCPT	FREE BOOKS JUNIOR CYCLE 2026/2027	-	182,928.00	-294,107.00	Free Book Scheme
2151	02/06/2026	2592	RCPT	ADMIN GRANT BOOKS 2026/2027	-	7,978.53	-302,085.53	Free Book Scheme
Totals:					€302,308.74	€604,394.27	€-302,085.53	
Totals:					€302,308.74	€604,394.27	€-302,085.53	

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departments
3151-Free School Books Scheme Grant								
3151	01/09/2025	192	NJRNL	Unspent 2024/2025	-	18,550.38	-18,550.38	Free Book Scheme
3151	01/09/2025	194	NJRNL	JC BOOK 2025/2026	-	177,366.00	-195,916.38	Free Book Scheme
3151	01/09/2025	194	NJRNL	TY 2025/2026	-	11,360.00	-207,276.38	Free Book Scheme
3151	01/09/2025	194	NJRNL	LC BOOK 2025/2026	-	105,905.00	-313,181.38	Free Book Scheme
Totals:					-	€313,181.38	€-313,181.38	
Totals:					-	€313,181.38	€-313,181.38	

Review posting of related expenditure to General Ledger

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Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departments
1720-Prepayments								
1720	01/09/2025	14	TBJRNL	Opening Balance	6,500.00	-	6,500.00	Spain Trip
1720	01/09/2025	14	TBJRNL	Opening Balance	406.00	-	6,906.00	BERLIN TRIP
1720	01/09/2025	14	TBJRNL	Opening Balance	100.00	-	7,006.00	Kilkenny 6th Year Trip 24
1720	01/09/2025	194	NJRNL	Freebook expenses	-	181,063.76	-174,057.76	Free Book Scheme
1720	01/09/2025	14	TBJRNL	Opening Balance	181,063.76	-	7,006.00	Free Book Scheme

Free School Book Grant Expense	Freebook expenses	173,289.51
Adm Salaries Free School Book	Free books	7,774.25

Code	Date	Doc.No.	Type	Details	Debit	Credit	Balance	All other departments
4731-Free School Book Grant Expense								
4731	01/09/2025	194	NJRNL	Freebook expenses	173,289.51	-	173,289.51	Free Book Scheme
4731	02/09/2025	159794	PINV	Offex Office Solutions-Sharpener	73.73	-	173,363.24	Free Book Scheme
4731	04/02/2026	35519	PINV	Iara Art Supplies-vwatercolour arts	811.71	-	269,140.01	Free Book Scheme
4731	04/02/2026	283963	PINV	STAKELUM-Novels	461.76	-	269,601.77	Free Book Scheme
4731	24/02/2026	2026-01-529	PINV	BOOK HEAVEN-Novels LGBTQ	261.01	-	269,862.78	Free Book Scheme
4731	04/03/2026	10595	PMT	Josie Keogh Paper SPHE CBA	45.55	-	269,908.33	Free Book Scheme
4731	18/03/2026	286943	PINV	STAKELUM-Merchant of Venice JC	313.80	-	270,222.13	Free Book Scheme
4731	18/03/2026	105383	PINV	PADRAIG O CIARDHA T/A CSS- Leaving Certificate Practicals	722.62	-	270,944.75	Free Book Scheme
4731	19/04/2026	10882	PMT	THE RANGE - HOME ECONOMICS PRACTICALS	427.41	-	271,372.16	Free Book Scheme
4731	25/05/2026	220626	PINV	PATRICIA STAFFORD- Numeracy Library	196.45	-	271,568.61	Free Book Scheme
Totals:					€271,568.61	-	€271,568.61	
Totals:					€271,568.61	-	€271,568.61	

Free Schoolbook Scheme – Year-End Summary

CURRENT YEAR INCOME

✓ 3151 Free Schoolbook Grant
Income for current academic
year

CURRENT YEAR EXPENDITURE

✓ 4731 Book Grant Expense
Current year costs

FUTURE YEAR INCOME

✓ 2151 Grant in Advance
Next academic year

FUTURE YEAR EXPENDITURE

✓ 1720 Prepayments
Next academic year costs

UNSPENT GRANT BALANCE

✓ Balance Sheet Liability

Journal required

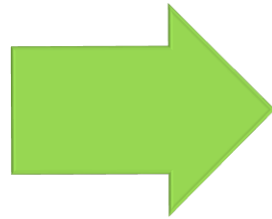
YEAR-END CHECK

✓ Template + paperwork
Review postings

Recording Income received and Expenditure in Advance

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Upon Receipt



Balance Sheet

2105 School Income received in advance
2150-2152 Grants in Advance

Expenditure in Current Period



Balance Sheet

1720 Prepayments

B. Short FSSU Video – Calculating Unspent Ringfenced Grants

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

Video topics include:

- Introduction to year end videos
- Bank
- Payroll and the control account
- VAT & RCT control accounts
- Income and Grants received in advance
- Creditors & Accrual
- **Unspent ringfenced grants**
- Prepayments and Debtors
- Reviewing the income and expenditure report
- Reviewing the balance sheet report
- Working with the accountant
- Reports to run for year end

These resources are designed to make the year-end process easier and help ensure the accountant receives a complete and accurate set of records.

- ▶ Some extracts from the short video for Unspent ringfenced grants at Year end
- ▶ The 4 steps in dealing with the unspent amount of the Free Schoolbook Grant at Year end
- ▶ A worked example showing how the template works and how to record the related Year end journal

Steps in dealing with Unspent Ringfenced Grants at Year End

1. Review Grant Income & Expenditure
2. Complete the FSSU Template
3. Using the Calculate unspent balances – prepare the journal entries
4. Record the Year-End Journals for the relevant unspent amounts & verify the Balance sheet balances

BOM Income and Expenditure Account

From Month 1, September 2025

Month 12, August 2026

Chart of Accounts: FSSU

		Period	Free S/bool FSBG Admin	
Income				
Department Income				
3010	Capitation	125,450		
3050	Ancillary/School Support Services Grant	73,699		
3100	Secretarial Grant	21,829		
3130	Caretaker Grant	17,885		
3140	Special Education Equipment Grant	0		
3151	Free Schoolbook Grant	313,181	313,181	
3152	Free Schoolbook Admin Grant	7,678		7,678
3230	ICT Grant Non Capital	3,469		
3240	Supervision and Substitution Grant	6,208		
3245	Science Subjects Grant	2,450		
3255	State Exam Income	4,000		
3276	Temporary Accommodation Grant Income	11,851		
3289	Once-Off Cost of Living Grant	0		
3290	Other Non Capital DE Grant Income	1,800		
3293	Summer Provision Grant	840		
3294	Bus Escort Grant	12,513		
Total Department Income:		609,470		
Total Other Income:		13,930		
TOTAL Income:		623,400		
Education Salaries				
4113	Free Schoolbook Admin Wages Expense	7,774		-7,774
4150	Supervision and Substitution Wages Expense	5,800		
4155	State Exam Wages Expense	10,085		
4196	Bus Escort Wages Expense	12,045		
4200	Bus Escort Employer Pension Expense	3		
4201	Other Employer Pension Expense	166		
Total Education Salaries:		43,321		
Education Other				
4410	ICT Grant Non - Capital Expense	3,469		
4731	Free Schoolbook Grant Expense	284,504	-284,504	
Total Education Other:		351,829		
NET PROFIT/(LOSS)		35,681	28,677	-96
<i>Unspent Nominal Code</i>			<i>2160</i>	<i>2160</i>
Unspent Ringfenced Grants			-28,677	
NET PROFIT after adjusting Ringfenced Grants			7,004	

Ringfenced Grants – Calculation of unspent amounts

Impact on I&E Bottom line

Reported Surplus	€35,681
Less Unspent Grant	(€28,677)
Actual Surplus	€7,004

Run and Review the Department report for the Free Schoolbooks Grant

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2026					
2026					
2025					
Code	Description	Current Period	Budget	Variance	Comparative
		€	€	€	€
Income and Expenditure Account					
Income					
Income Department Grants					
3151	Free School Books Scheme Grant	313,181.38	-	313,181.38	161,596.62
3152	Administration support book scheme grant	7,677.74	-	7,677.74	2,318.68
		€320,859.12	-	€320,859.12	€163,915.30
	TOTAL Income	€320,859.12	-	€320,859.12	€163,915.30
Expenditure					
Expenditure Education Salary					
4113	Free School Book Admin Wages Expense	7,774.25	-	7,774.25	3,664.48
		€7,774.25	-	€7,774.25	€3,664.48
Expenditure Education Other					
731	Free School Book Grant Expense	271,568.61	-	271,568.61	160,250.82
4741	Classroom resources	12,935.91	-	12,935.91	-
		€284,504.52	-	€284,504.52	€160,250.82
	TOTAL Expenditure	€292,278.77	-	€292,278.77	€163,915.30
	NET SURPLUS/DEFICIT	€28,580.35	-	€28,580.35	-

Distribute Department report to staff in charge of the Free Schoolbook Grant scheme in the school for review at least on a quarterly basis

Ready now to complete the Template

Complete the FSSU Template

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WORKSHEET: CALCULATION UNSPENT GRANTS										
GRANT		Balance Unspent B/fwd	Current Year Grant Income			Current Year	Expenditure	Current Year Surplus/Deficit	Total Grant Unspent	
	NOMINAL CODE	ENTER AMOUNT	NOMINAL CODE	ENTER AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	NOMINAL CODE	€ AMOUNT
Free School Book Scheme Grant	2160	18,550.00	3151	294,631.00	Free Schoolbook Grant Expense	4731	284,504.00	10127	2160	28677
Free School book Scheme Admin Grant	2160		3152	7,678.00	Free Schoolbook Admin Salaries Expense	4113	7,775.00	-97	2160	-97

- ▶ The balance B/F should be the accountant's figure
- ▶ DE Remittance to support the Grant Income figure
- ▶ Invoices to support the current year expenditure

Calculate Unspent Balances and Prepare the Journal

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WORKSHEET: CALCULATION UNSPENT GRANTS

GRANT		Balance Unspent B/fwd	Current Year Grant Income			Current Year Expenditure		Current Year Surplus/Deficit	Total Grant Unspent	
	NOMINAL CODE	ENTER € AMOUNT	NOMINAL CODE	ENTER € AMOUNT		NOMINAL CODE	ENTER € AMOUNT	€	NOMINAL CODE	€ AMOUNT
Free School Book Scheme Grant	2160	18,550.00	3151	294,631.00	Free Schoolbook Grant Expense	4731	284,504.00	10127	2160	28677
Free School book Scheme Admin Grant	2160		3152	7,678.00	Free Schoolbook Admin Salaries Expense	4113	7,775.00	-97	2160	-97

Balance in 2160 = 0

• Journal entry @ 31.8.202x

• Dr 3151 €28,677
CR 2160 €28,677

Unspent balance @ 31.08.25

€28,677 Cr

BOM Balance Sheet @ Year end

-  Short videos - overview
-  Guidance for reviewing I&E
-  Bank
-  Suppliers & Accruals
-  Debtors & Prepayments
-  VAT
-  Payroll
-  Income & Grants
-  Ringfenced Grants
-  Fixed Assets
-  Guidance for reviewing Balance Sheet

Calculation of Unspent Ringfenced Grants

Balance Sheet - FREBO

Date Range		1st Sep 2025 To 31st Aug 2026	
Code	Description	2026	2025
		Current	Comparative
		€	€
Balance Sheet			
Fixed Assets			
Current Assets			
Current Asset Debtors and Prepayments			
1720	Prepayments	-	181,063.76
Current Liability Accruals			
2151	Book Grant Received in Advance	302,085.53	302,308.74
2160	Book Grant unspent	28,677.00	18,550.38

Balances should be supported by calculations and relevant paperwork

Include these in the Year end file for the External Accountant

Year-End Success Checklist - reminder of the Roadmap

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1 PLAN EARLY

- ✓ Open Year-End File
- ✓ Gather documentation
- ✓ Know deadlines

CHECK Brightbooks

- ✓ August updated
- ✓ Trial balance and validation checks
- ✓ Sept journals posted

REVIEW ACCOUNTS

- ✓ Print & Review GL & BOM reports
- ✓ Review the accounts with Principal and FSC

GATHER EVIDENCE

- ✓ Bank recs complete
- ✓ Accruals/prepayments
- ✓ Payroll, VAT, grants filed

WORK WITH EXT ACCOUNTANT

- ✓ Agree sharing process
- ✓ Ready by 30 Sept
- ✓ Year End by 10 Oct

USE FSSU SUPPORTS

- ✓ FSSU Y/E Guideline
- ✓ Y/E Checklist
- ✓ Short videos & webinars

KEY DATES: 30 Sept 2026 | 30 Nov 2026 | 31 Dec 2026 | 28 Feb 2027

Update Accurately • Review Carefully • Organise Continuously

Conclusion & Key Reminders

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✓ START EARLY – Open your Year-End Accounts File and gather documentation.

✓ FOCUS ON ACCURACY – Update August accounts carefully and review variances.

✓ REVIEW THE BALANCE SHEET – Ensure balances are accurate and supported.

✓ WORK WITH YOUR External ACCOUNTANT. Remember to run data validation checks and check reports

✓ USE FSSU RESOURCES – Guideline, Y/E Checklist, Videos and Support Team

KEY DATES: 30 Sept 2026 | 28 Feb 2027 | Run Year end in BrightBooks immediately after Y/E adj

Good preparation, good organisation and accurate records are the foundations of a smooth Year-End process.

FSSU > Post-Primary > Topics > BrightBooks > Webinar Recordings > Year End

PRINT

All Topics

Adult Education

After School Study

Asset, Buildings & Stock



Banking



BrightBooks



Budgeting



Cash and School Income



Charities Regulator



Chart of Accounts

Covid-19



Year End

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- Prepayments and Debtors
- Reviewing the Income and Expenditure Report
- Reviewing the Balance Sheet Report
- Working with the Accountant
- Reports to run for Year End

Thank you for attending our webinar

If you have any other questions, please call or email us:

Phone: Post Primary (01) 2690677

Email: info@fssu.ie



Q&A

