FSSU Video Series

Preparing the Year-End Accounts Information

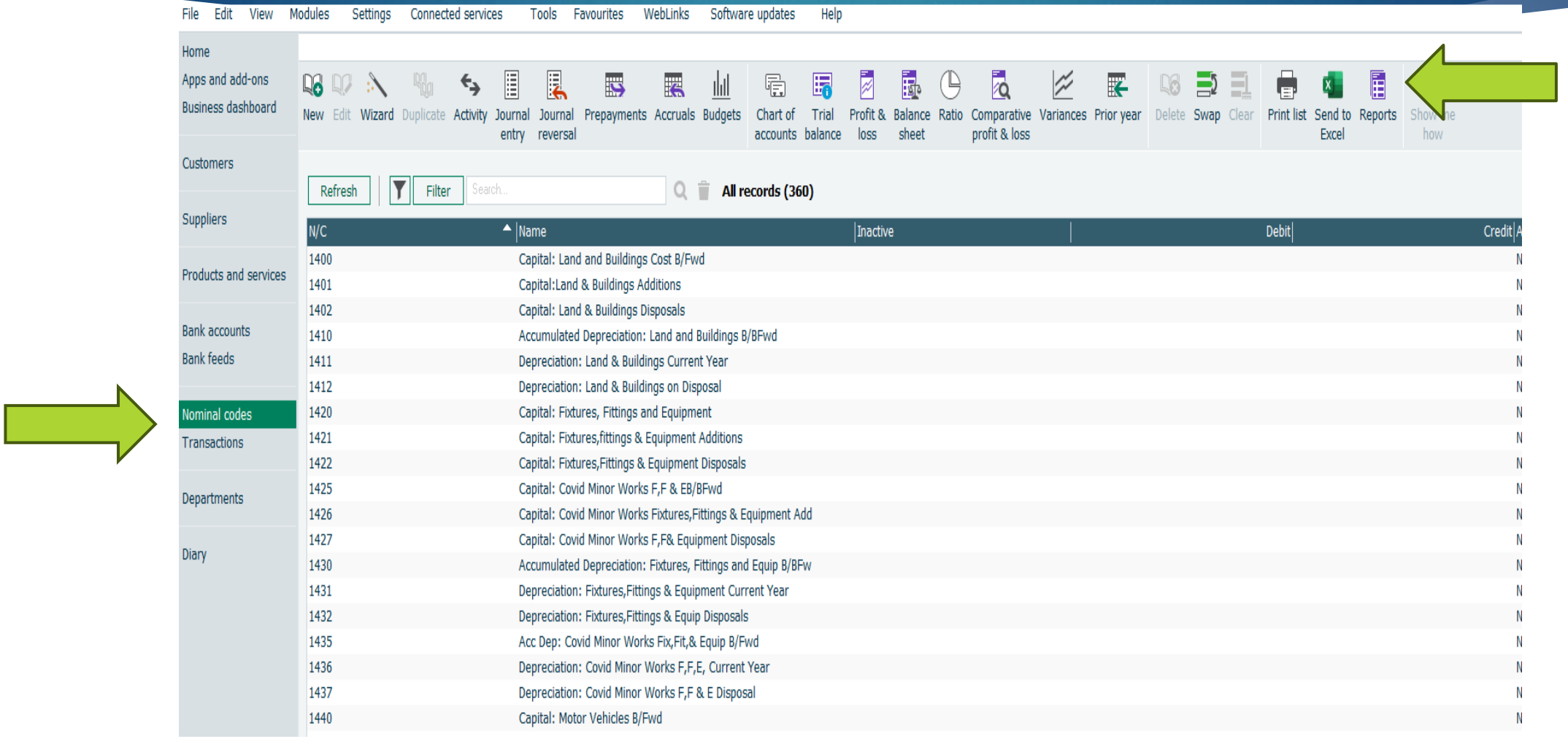
Reports to run for Year End Sage Accounts

Reports

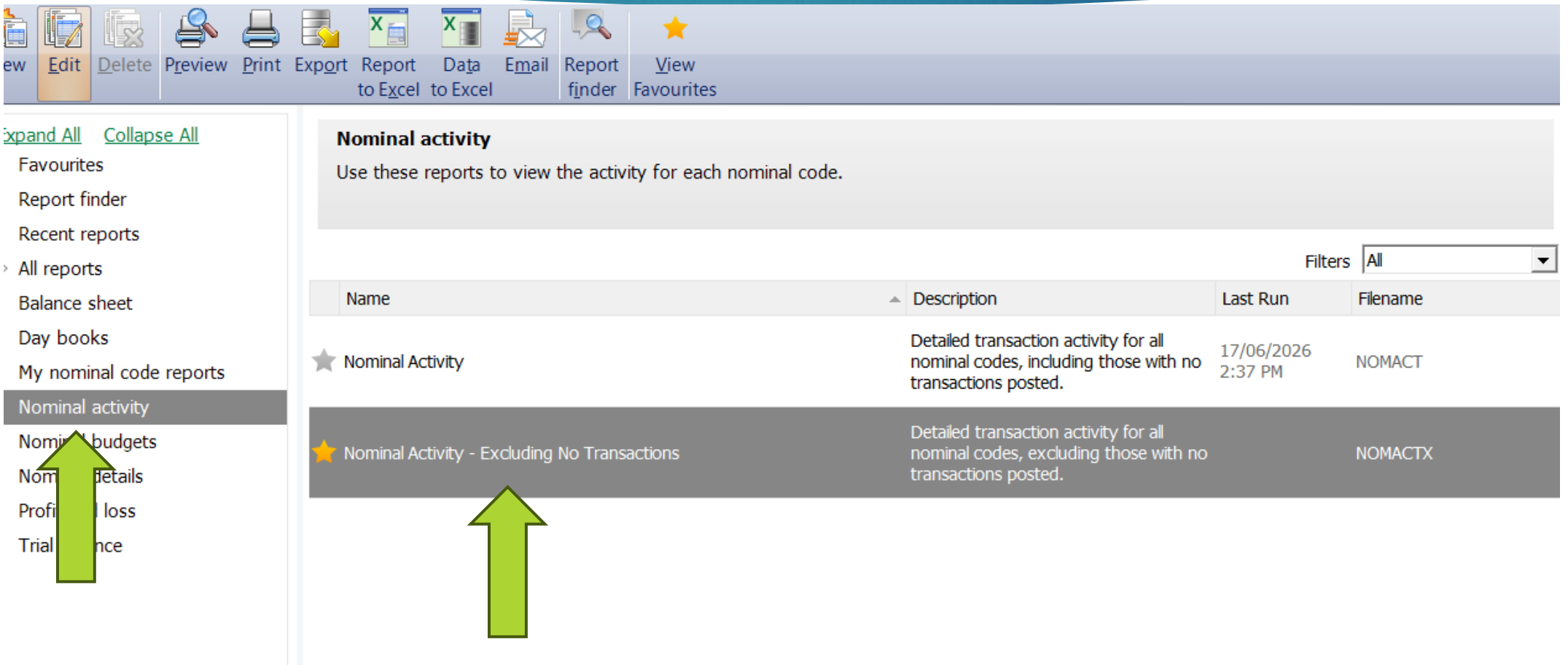
- Nominal Activity
- Unreconciled Payments/Receipts
- Aged Creditor Report
- Aged Debtors report
- Department report for code 2105
- Trial Balance
- Income & Expenditure
- Balance Sheet

FSSU Financial Support Services Unit ©

Nominal Activity Report



Nominal Activity Report



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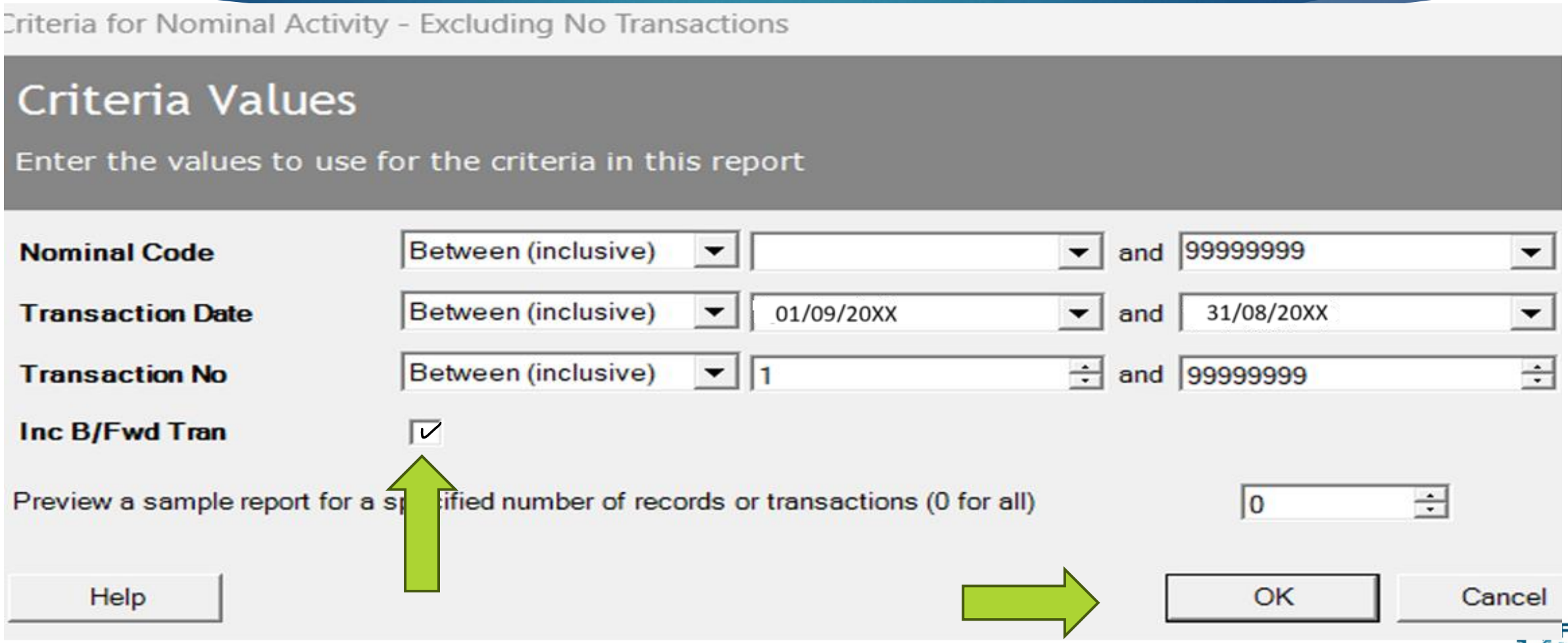
Nominal Activity Report



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Nominal Activity Report Function

Time: 13:46:43

Nominal Activity - Excluding No Transactions

N/C: 5010 **Name:** Caretaker Wages Expense **Account Balance:** 2,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
22	BP	31/08/20	1800	Caretaker	Caretaer Wages	0	T9	2,000.00	2,000.00		-	N
							Totals:		2,000.00			
							History Balance:		2,000.00			

N/C: 5110 **Name:** Cleaners Wages Expense **Account Balance:** 3,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
21	BP	31/08/20	1800	Cleaner	Wages	0	T9	3,000.00	3,000.00		-	N
							Totals:		3,000.00			
							History Balance:		3,000.00			

N/C: 5315 **Name:** Minor Works Grant (Non Capital) Expense **Account Balance:** 2,000.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
20	BP	31/08/20	1800	Painting	Painting	0	T9	2,000.00	2,000.00		-	N
							Totals:		2,000.00			
							History Balance:		2,000.00			

N/C: 5550 **Name:** Light and Power Expense **Account Balance:** 800.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
23	BP	31/08/20	1800	ESB	ESB Aug	0	T9	800.00	800.00		-	N
							Totals:		800.00			
							History Balance:		800.00			

N/C: 6300 **Name:** Printing and Stationery Expense **Account Balance:** 100.00 DR

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
24	BP	31/08/20	1800	Stationary	Stationary	0	T9	100.00	100.00		-	N
							Totals:		100.00			
							History Balance:		100.00			

- This report helps identify any errors/Misclassification/duplication of postings that have occurred
- Shows a breakdown of activity that has occurred per code/category
- Checks against year end timing-ensuring transactions have been recorded in the correct accounting period

Nominal Activity Review

Sample school **Page:** 1

Nominal Activity - Excluding No Transactions

Date From: 1/09/20XX **N/C From:** 3230
Date To: 31/08/20XX **N/C To:** 5000
Transaction From: 1
Transaction To: 99999999

N/C: 3230 **Name:** ICT Grant Non Capital Income **Account Balanc** 0.00

No	Type	Date	Accou	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
17635	BR	30/04/20XX	3230	ICT Grant	ICT Grant Non Capital Income	0	T9			4500	-	-
17637	BR	30/04/20XX	3230	School Books	School Books Grant	12	T9			3000.00	-	N

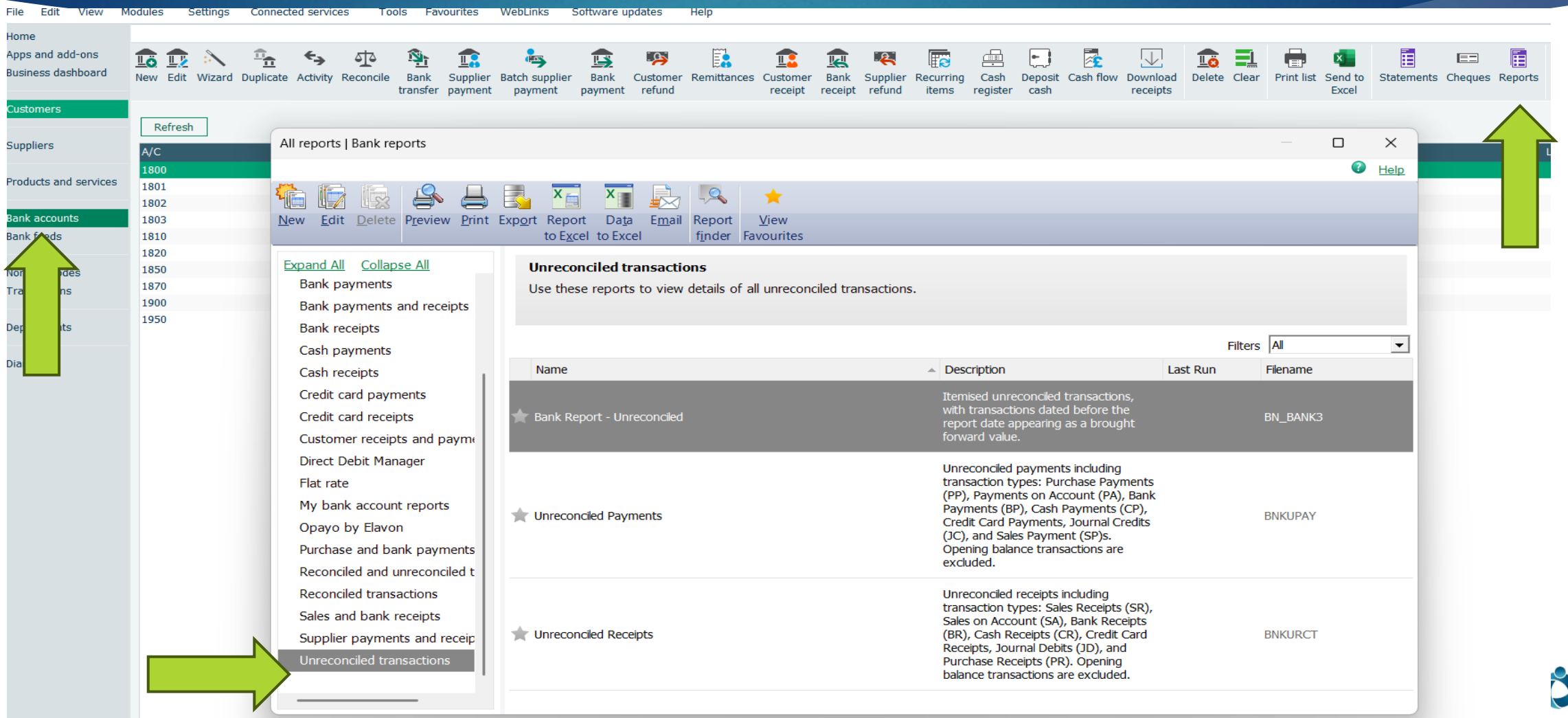
Totals: 7500.00

N/C: 4410 **Name:** ICT Grant Non Capital Expense **Account Balanc** 0.00

No	Type	Date	Accou	Ref	Details	Dept	T/C	Value	Debit	Credit	V	B
16252	BP	01/10/20XX	4410	Repairs	Maintenance Screwdriver				50.00			
17623	BP	01/06/20XX	4410	ICT Grant	Software Licence				200.00			

Totals: 250.00

Unreconciled Payments/Receipts



Function of Unreconciled payments/receipts report

Time: 13:49:13

Unreconciled Payments

Date From: 01/09/20XX
DateTo: 31/08/20XX

Bank From: 1800
Bank To: 1800

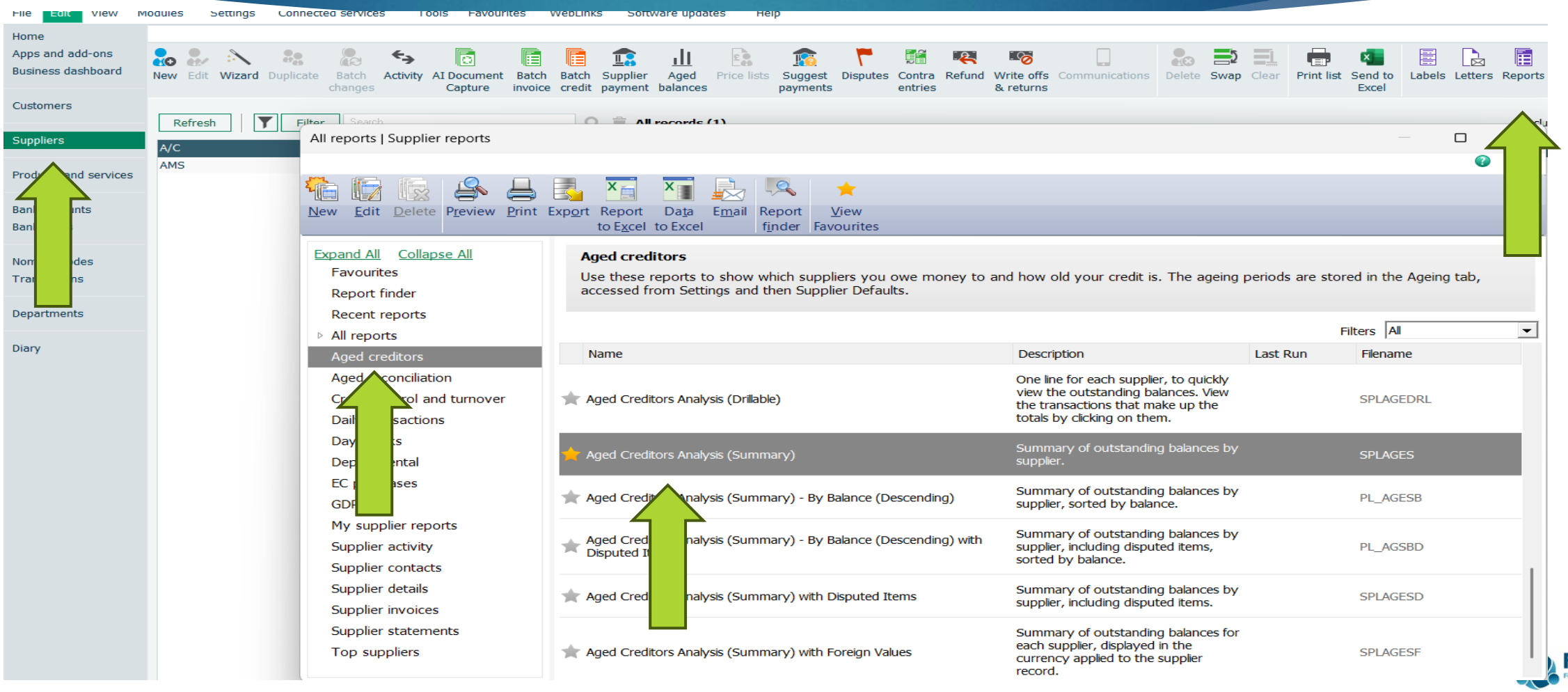
Transaction From: 1
Transaction To: 99,999,999

Bank: 1800 **Bank Account Name:** Current Account 1 **Currency:** Euro

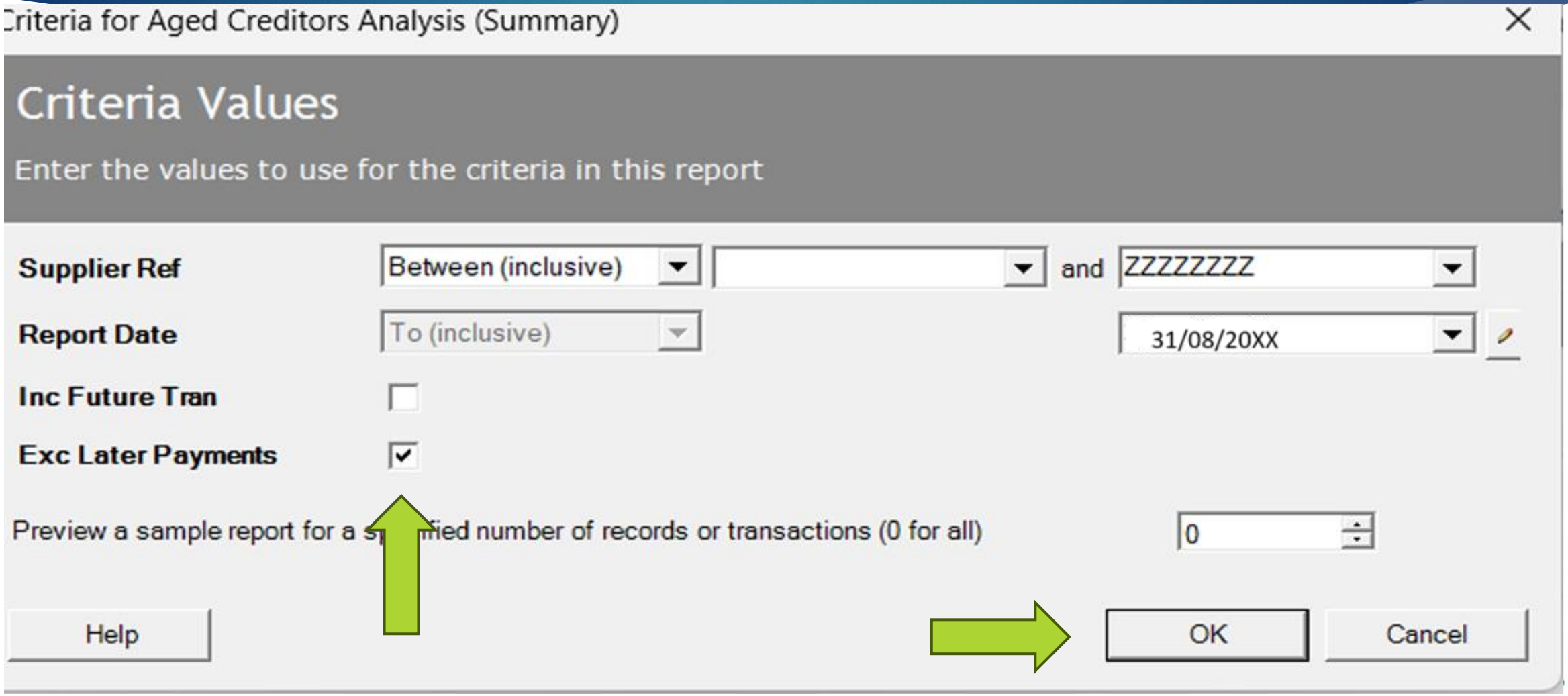
No	Type	Date	Ref	Details	Amount €
20	BP	31/08/2026	Painting	Painting	2,000.00
21	BP	31/08/2026	Cleaner	Wages	3,000.00
22	BP	31/08/2026	Caretaker	Caretaer Wages	2,000.00
23	BP	31/08/2026	ESB	ESB Aug	800.00
24	BP	31/08/2026	Stationar	Stationary	100.00
25	BP	31/08/2026	Classroon	Furniture	5,000.00
				Total €	12,900.00

- Identifies outstanding payments/receipts that have not yet cleared the bank
- Supports the bank reconciliation by highlighting transactions that require investigation or matching
- Detects errors such as duplicate entries/Omitted transactions or incorrect posting dates
- Ensures that the bank statements and bank account ledger match

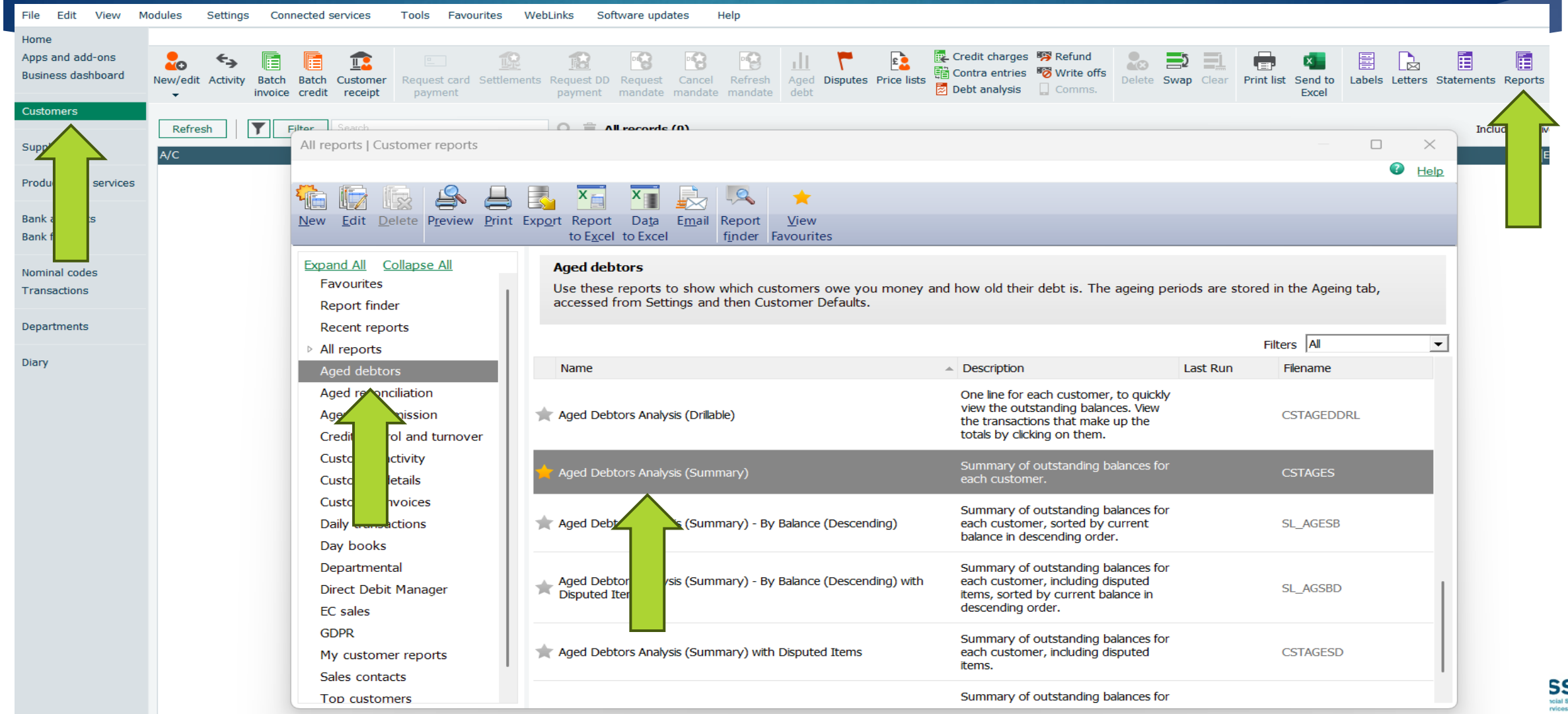
Aged Creditors Report



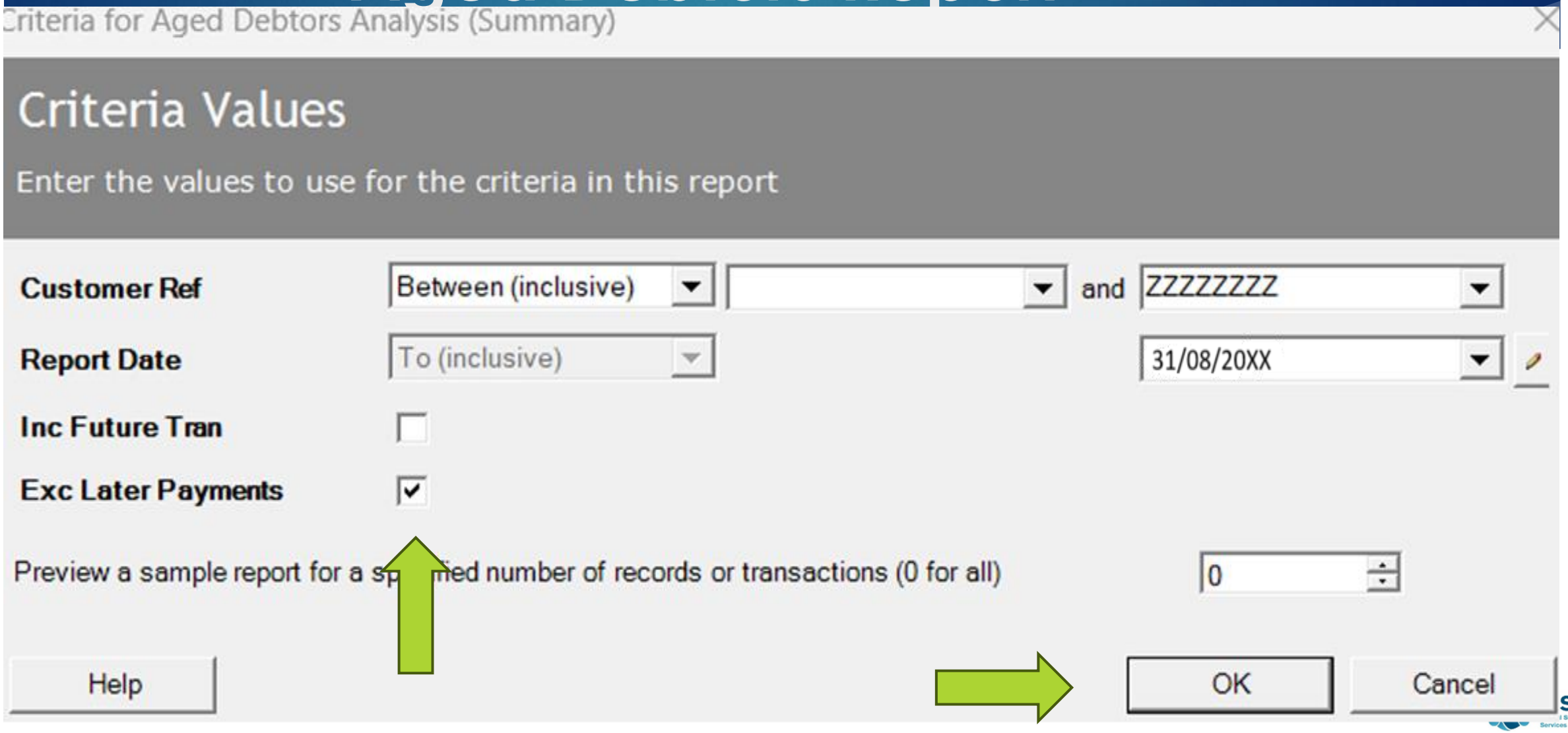
Aged Creditors Report



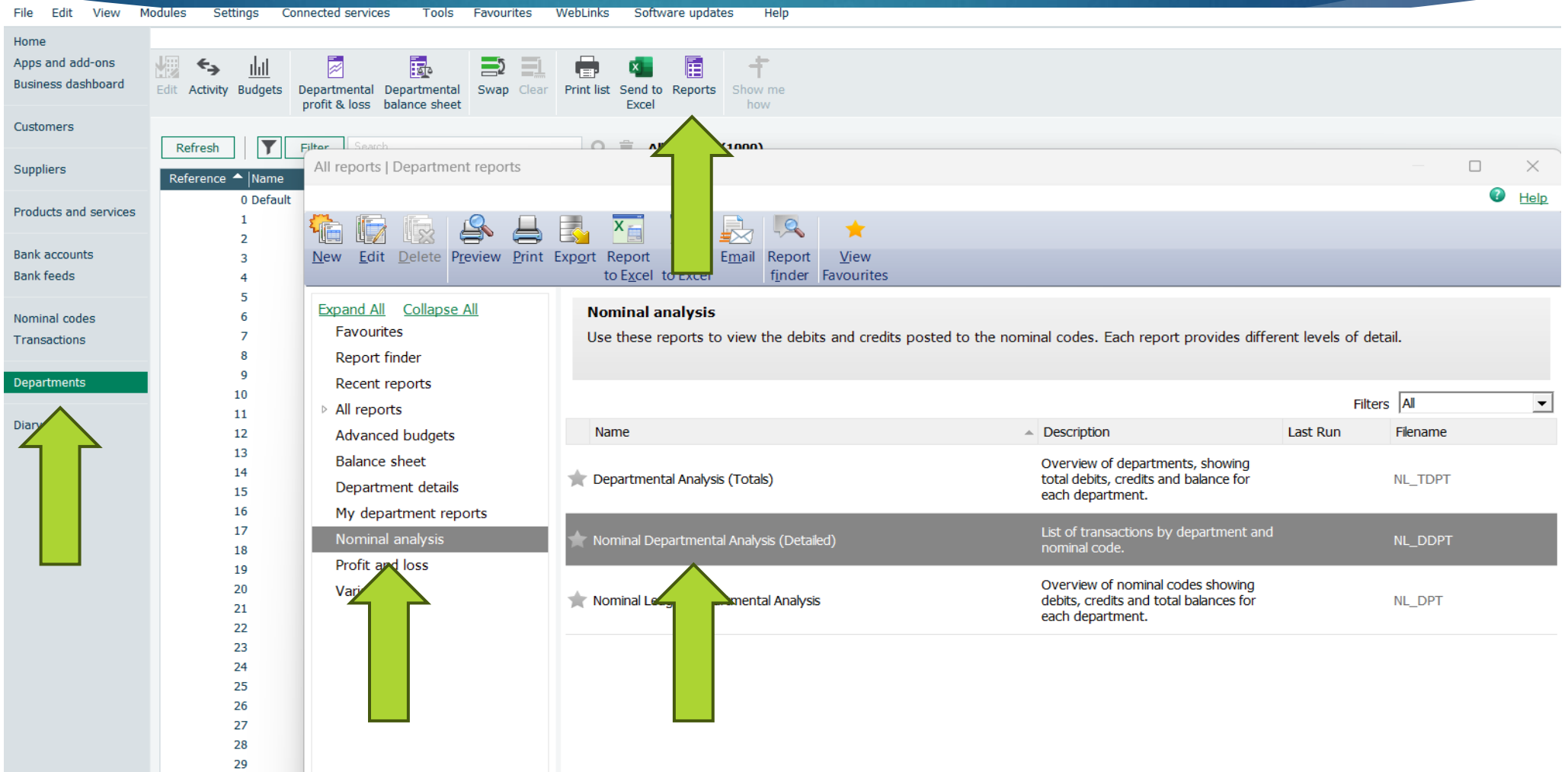
Aged Debtors Report



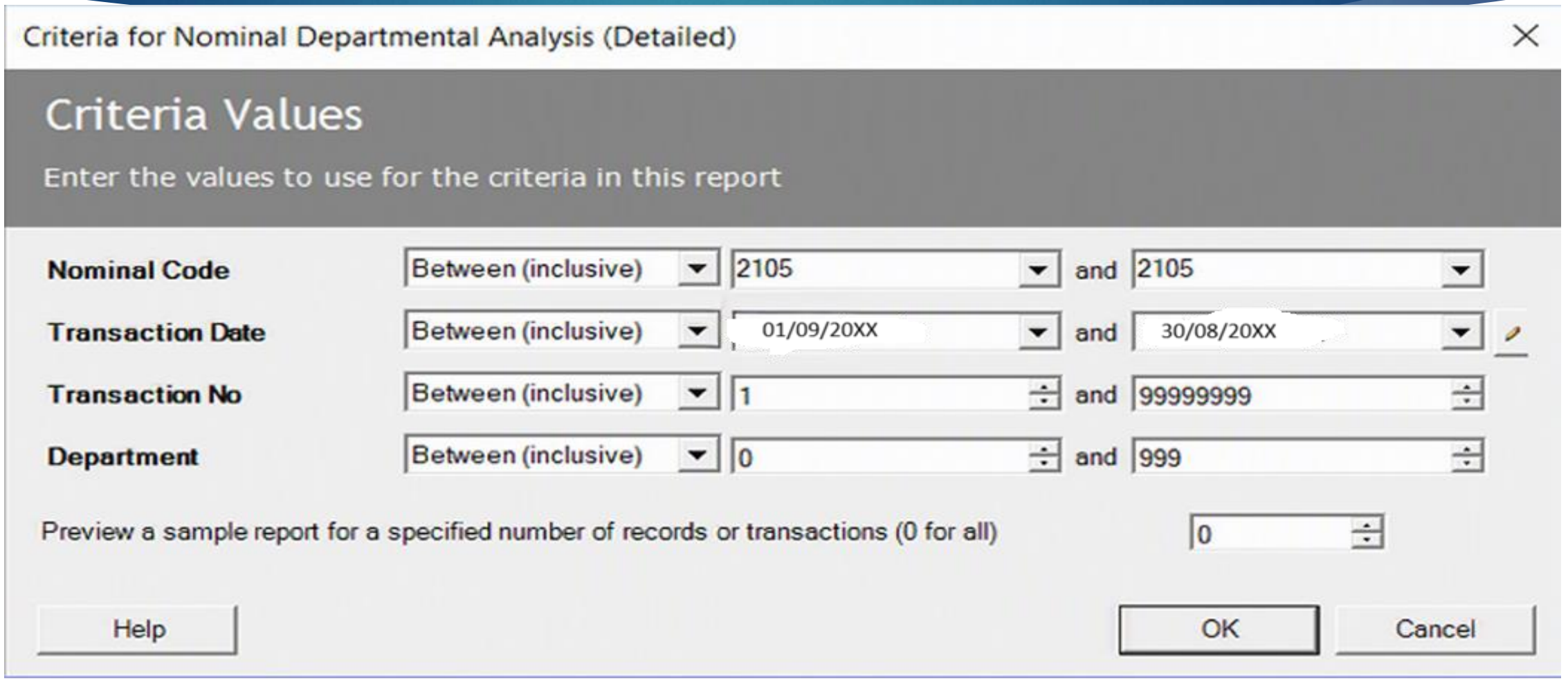
Aged Debtors Report



Department Report For Code 2105



Department Report For Code 2105



Code 2105 School Income Received in Advance

Time: 13:52:14

Nominal Activity - Excluding No Transactions

Date From: 01/09/20XX
Date To: 30/08/20XX

N/C From: 2105
N/C To: 2105

Transaction From: 1
Transaction To: 99,999,999

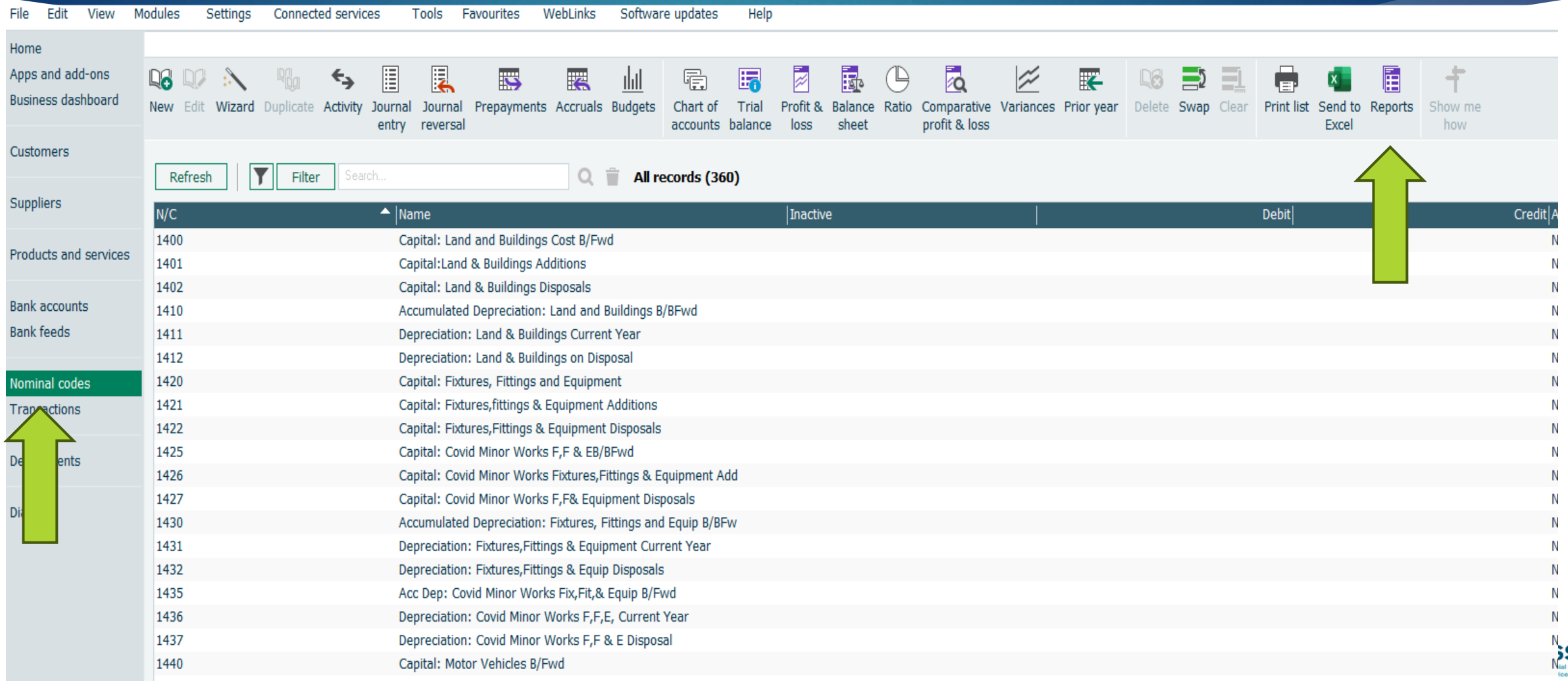
N/C: 2105 **Name:** School Income Received in Advance **Account Balance:** 5,000

No	Type	Date	Account	Ref	Details	Dept	T/C	Value	Debit	Credit
26	BR	31/08/2026	1800	TY Fees 27	TY Student Fees Term Sept 26	0	T9	5,000.00		5,000.00
							Totals:			5,000.00
							History Balance:			5,000.00

This report helps identify any school income which has been received in advance of the next school year

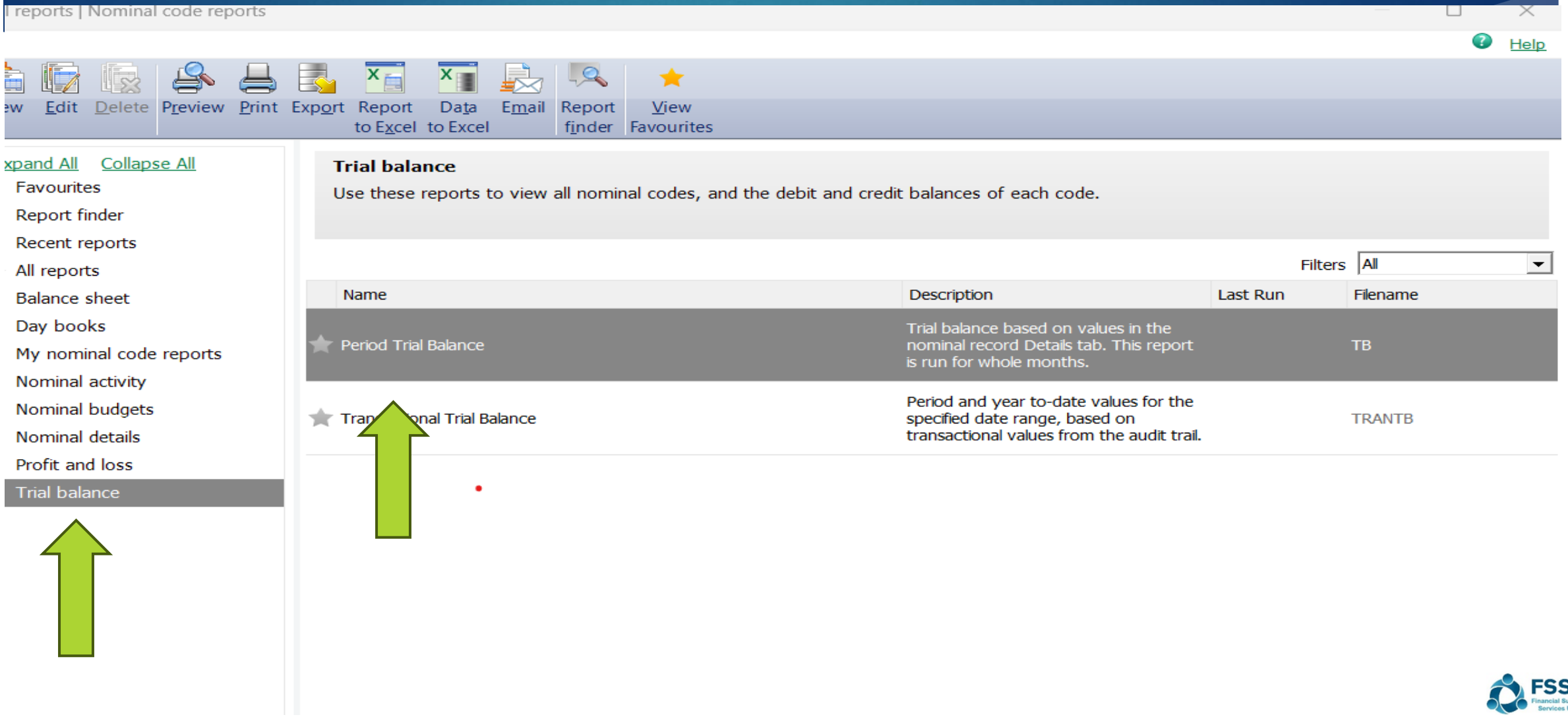
Income treated as a liability as the school has an obligation to provide the related services in the next accounting year e.g TY Charges paid in June for new school year

Trial Balance



N/C	Name	Inactive	Debit	Credit	A
1400	Capital: Land and Buildings Cost B/Fwd				N
1401	Capital:Land & Buildings Additions				N
1402	Capital: Land & Buildings Disposals				N
1410	Accumulated Depreciation: Land and Buildings B/BFwd				N
1411	Depreciation: Land & Buildings Current Year				N
1412	Depreciation: Land & Buildings on Disposal				N
1420	Capital: Fixtures, Fittings and Equipment				N
1421	Capital: Fixtures,fittings & Equipment Additions				N
1422	Capital: Fixtures,Fittings & Equipment Disposals				N
1425	Capital: Covid Minor Works F,F & EB/BFwd				N
1426	Capital: Covid Minor Works Fixtures,Fittings & Equipment Add				N
1427	Capital: Covid Minor Works F,F& Equipment Disposals				N
1430	Accumulated Depreciation: Fixtures, Fittings and Equip B/BFw				N
1431	Depreciation: Fixtures,Fittings & Equipment Current Year				N
1432	Depreciation: Fixtures,Fittings & Equip Disposals				N
1435	Acc Dep: Covid Minor Works Fix,Fit,& Equip B/Fwd				N
1436	Depreciation: Covid Minor Works F,F,E, Current Year				N
1437	Depreciation: Covid Minor Works F,F & E Disposal				N
1440	Capital: Motor Vehicles B/Fwd				N

Trial Balance



FSSU Financial Support Services Unit ©

Function of the Trial Balance Report

Time: 13:42:31

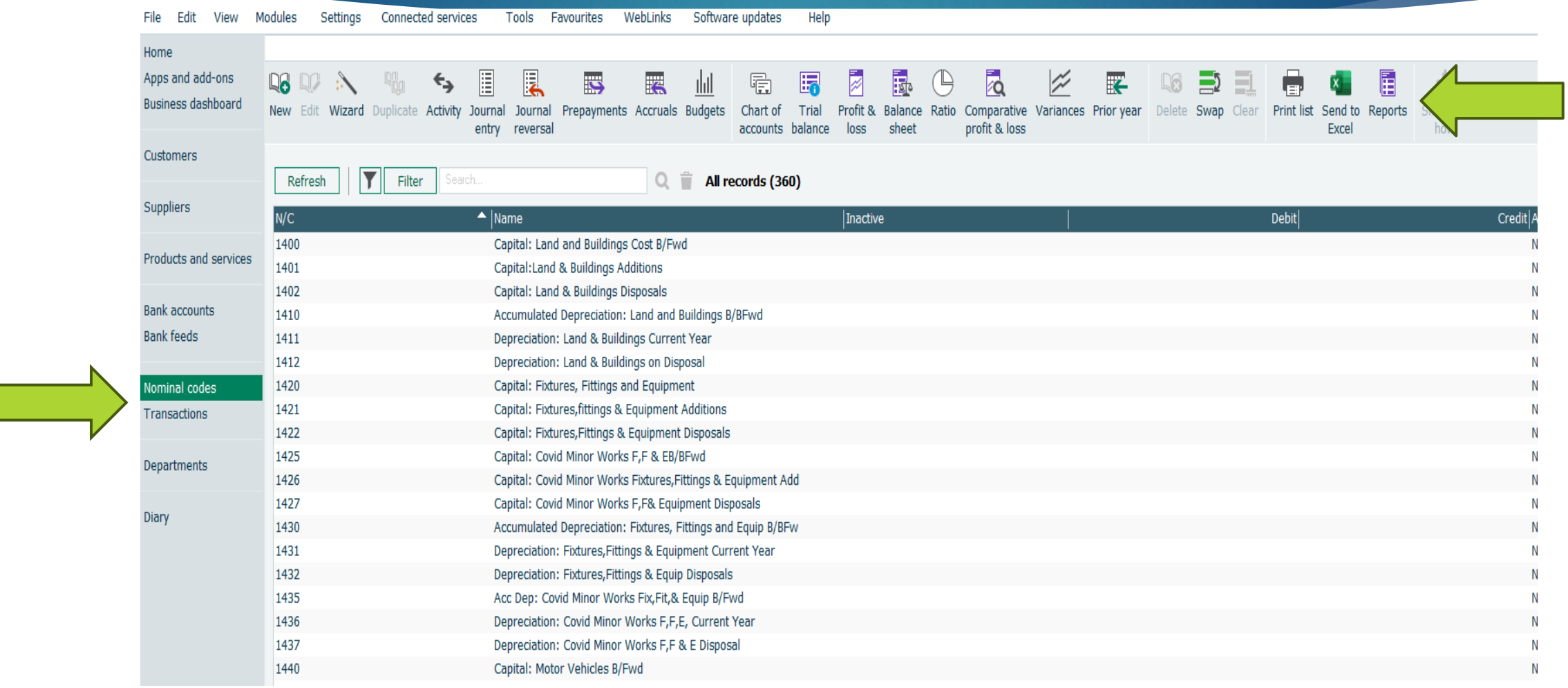
Period Trial Balance

To Period: Month 12, August 20XX

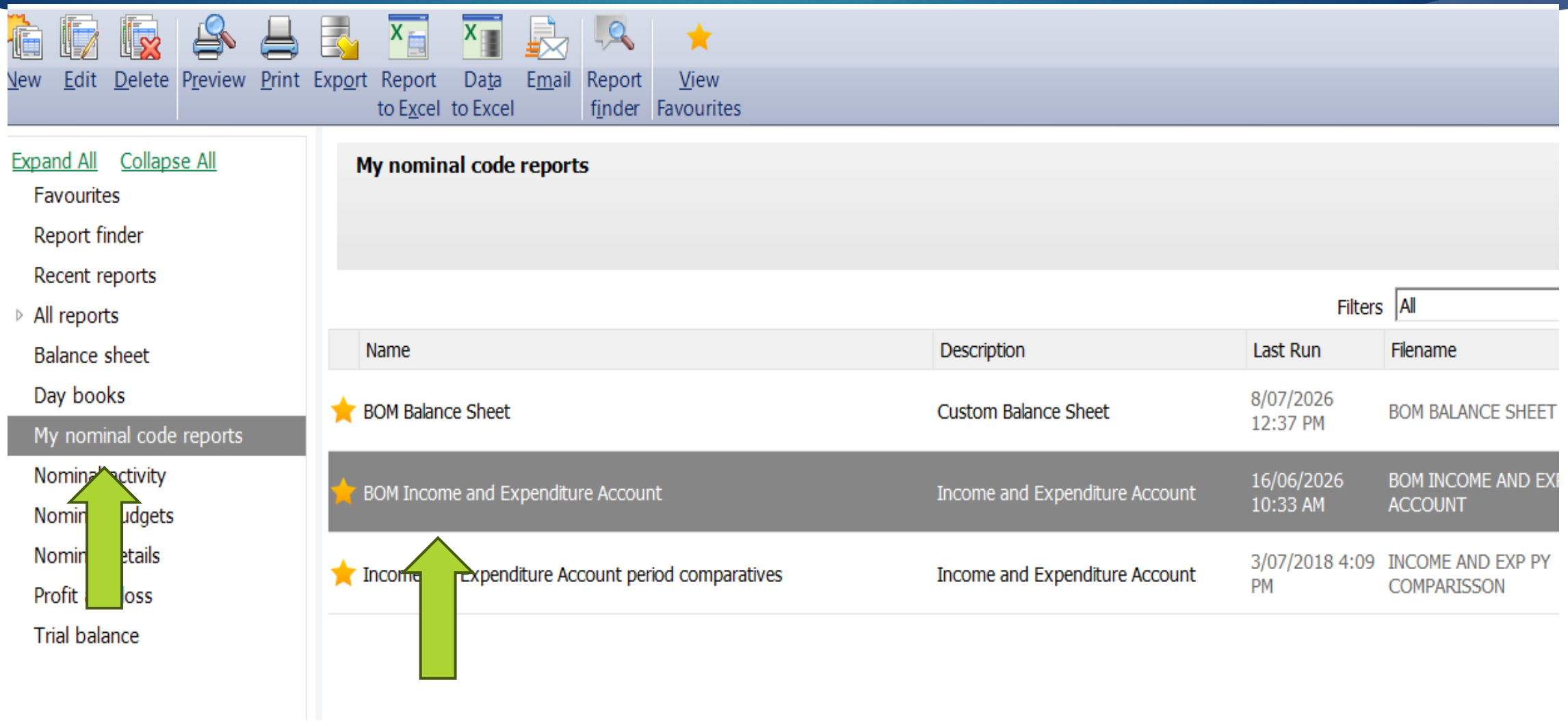
N/C	Name	Debit	Credit
1420	Capital: Fixtures, Fittings and Equipment	5,000.00	
1800	Current Account 1	54,600.00	
3010	Capitation/Non Pay Budget		25,000.00
3050	Ancillary/School Support Services Grant		10,000.00
3151	Free Schoolbook Grant		7,500.00
3230	ICT Grant Non Capital		5,000.00
3275	Minor Works Grant-Non Capital		6,000.00
3310	Transition Year Income		12,500.00
3370	Locker Income		1,000.00
3380	Student Photocopying Income		1,000.00
5010	Caretaker Wages Expense	2,000.00	
5110	Cleaners Wages Expense	3,000.00	
5315	Minor Works Grant (Non Capital) Expense	2,000.00	
5550	Light and Power Expense	800.00	
6300	Printing and Stationery Expense	100.00	
7450	Bank Charges Expense	500.00	
	Totals:	68,000.00	68,000.00

- Verifies that the total debits equal total credits
- Helps Identify incorrect ledger posting/unbalanced journal entries
- Supports year end adjustments such as accruals/prepayments
- Summarizes all ledger account balances showing a review of the schools financial position

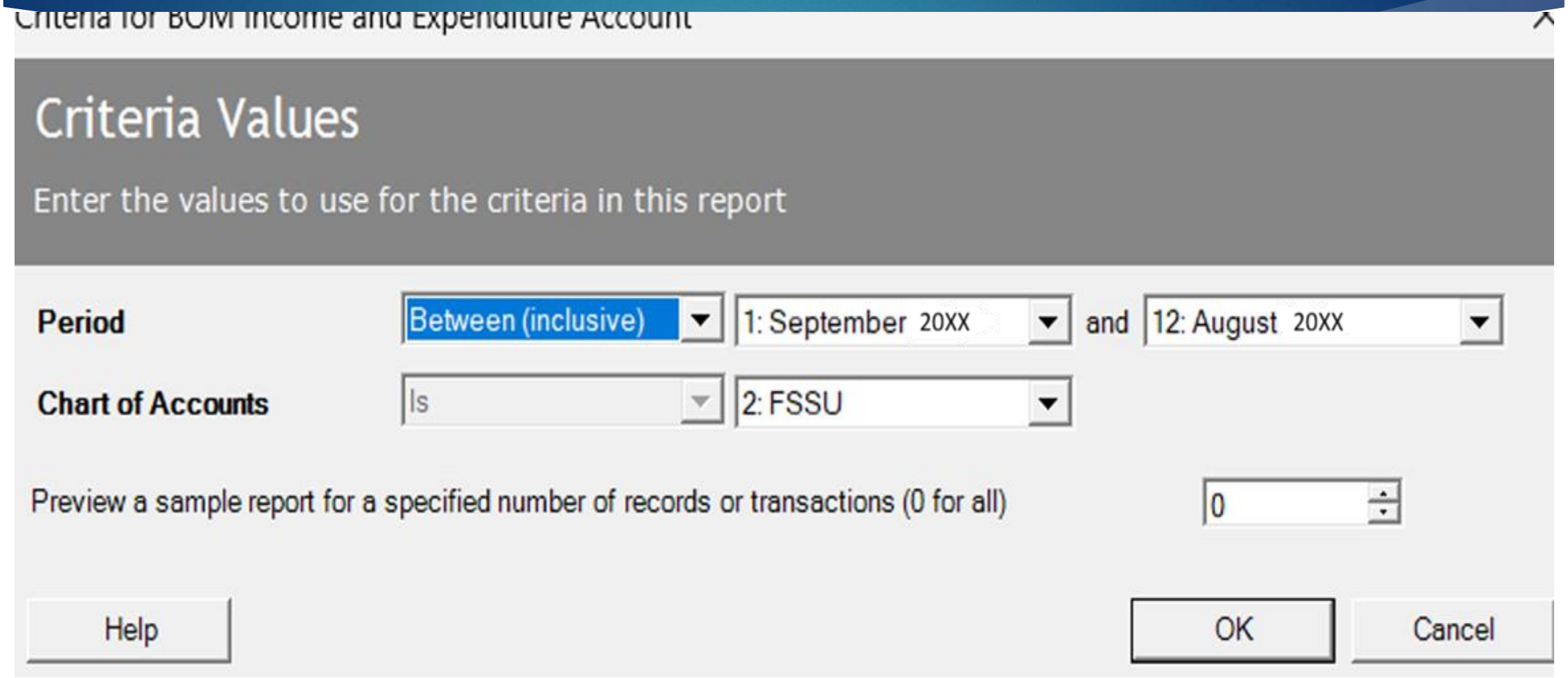
Income and Expenditure Report



Income and Expenditure Report



Income and Expenditure Report



Function of the Income and Expenditure Report

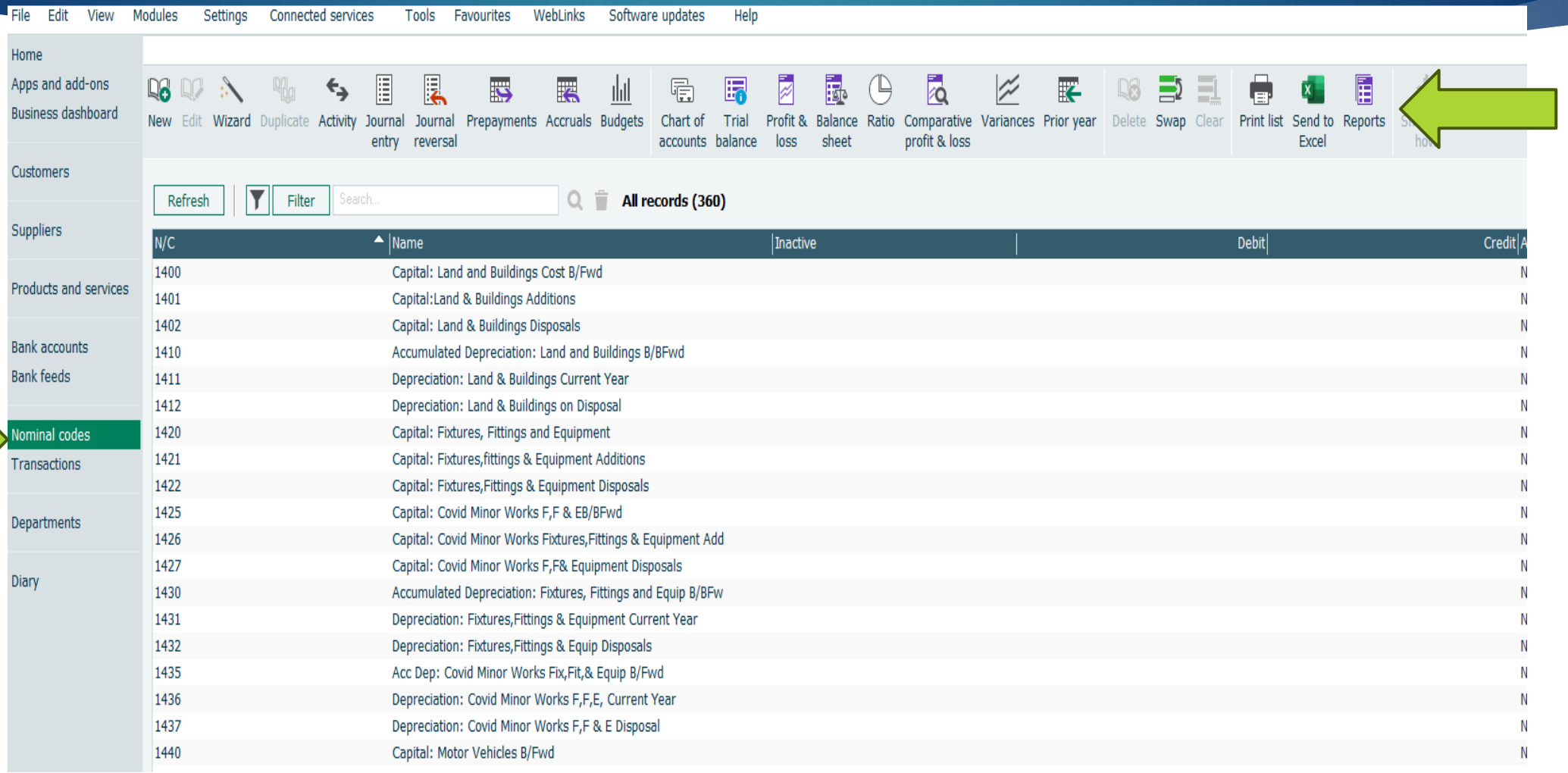
BOM Income and Expenditure Account

From: Month 1, September : 20xx **To:** Month 12, August 20xx
Chart of Accounts: FSSU

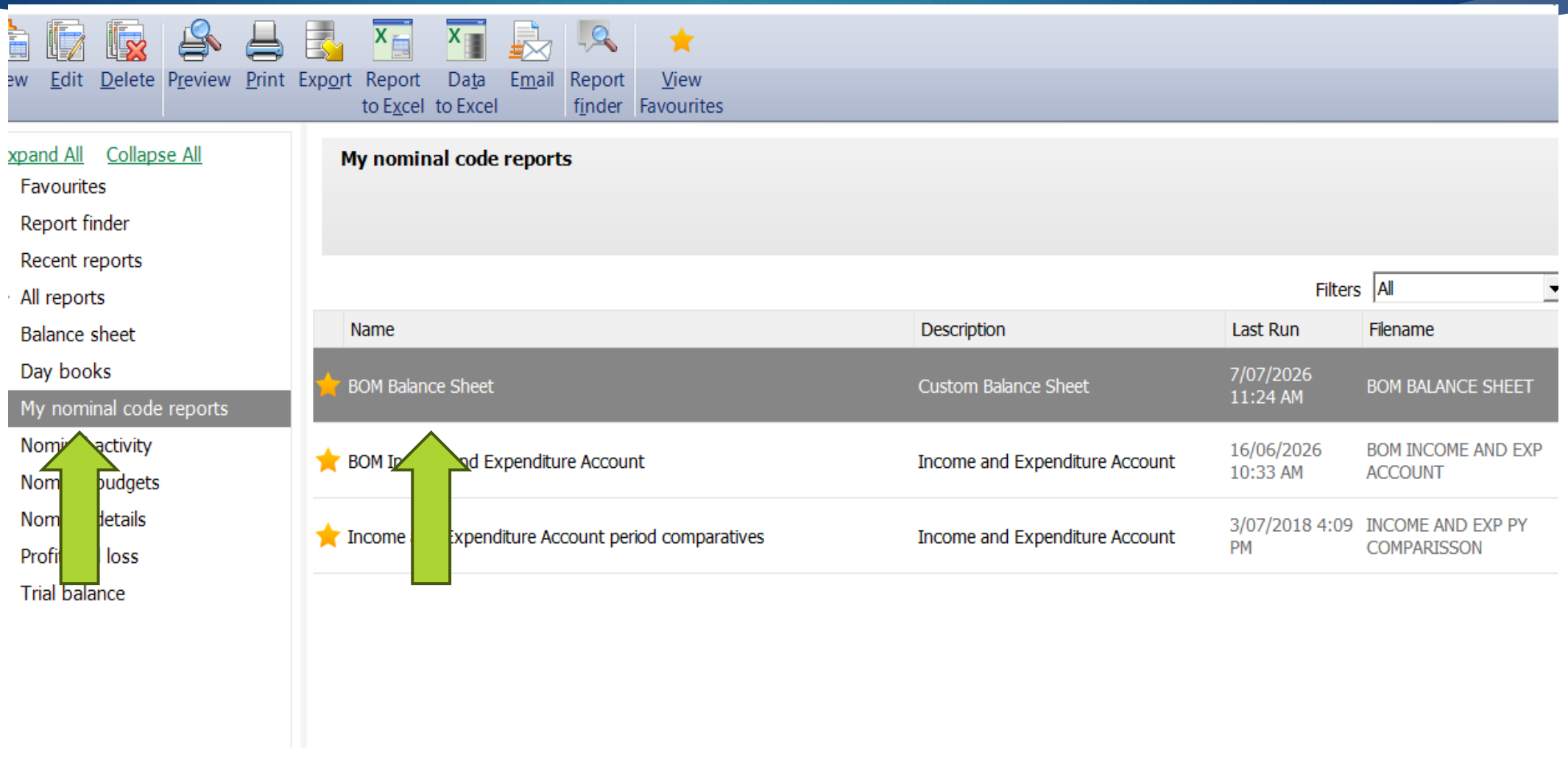
		Period	Budget	Difference	Prior Year
Income					
Department Income					
3010	Capitation/Non Pay Budget	25,000.00	0.00	25,000.00	0.00
3050	Ancillary/School Support Services Grant	10,000.00	0.00	10,000.00	0.00
3151	Free Schoolbook Grant	7,500.00	0.00	7,500.00	0.00
3230	ICT Grant Non Capital	5,000.00	0.00	5,000.00	0.00
3275	Minor Works Grant-Non Capital	6,000.00	0.00	6,000.00	0.00
Total Department Income:		53,500.00	0.00	53,500.00	0.00
School Generated Income					
3310	Transition Year Income	12,500.00	0.00	12,500.00	0.00
3370	Locker Income	1,000.00	0.00	1,000.00	0.00
3380	Student Photocopying Income	1,000.00	0.00	1,000.00	0.00
Total School Generated Income:		14,500.00	0.00	14,500.00	0.00
Other Income					
TOTAL Income:		**68,000.00**	**0.00**	**68,000.00**	**0.00**
Expenditure					
Education Salaries					
Education Other					
Repairs Maintenance & Establishment					
5010	Caretaker Wages Expense	2,000.00	0.00	2,000.00	0.00
5110	Cleaners Wages Expense	3,000.00	0.00	3,000.00	0.00
5315	Minor Works Grant (Non Capital) Expense	2,000.00	0.00	2,000.00	0.00
5550	Light and Power Expense	800.00	0.00	800.00	0.00
Total Repairs Maintenance & Establishment:		7,800.00	0.00	7,800.00	0.00
Administration					
6300	Printing and Stationery Expense	100.00	0.00	100.00	0.00
Total Administration:		100.00	0.00	100.00	0.00
Financial					
7450	Bank Charges Expense	500.00	0.00	500.00	0.00
Total Financial:		500.00	0.00	500.00	0.00
Depreciation					
TOTAL Expenditure:		**8,400.00**	**0.00**	**8,400.00**	**0.00**

- Shows profitability-whether the school has made a profit or loss during the year
- Tracks income and expenditure by summarising all sources of income and categories of expenses helping identify receipts and payments
- Assists in budgeting and planning
- Identifies Cost saving opportunities
- Complements year end financial statements

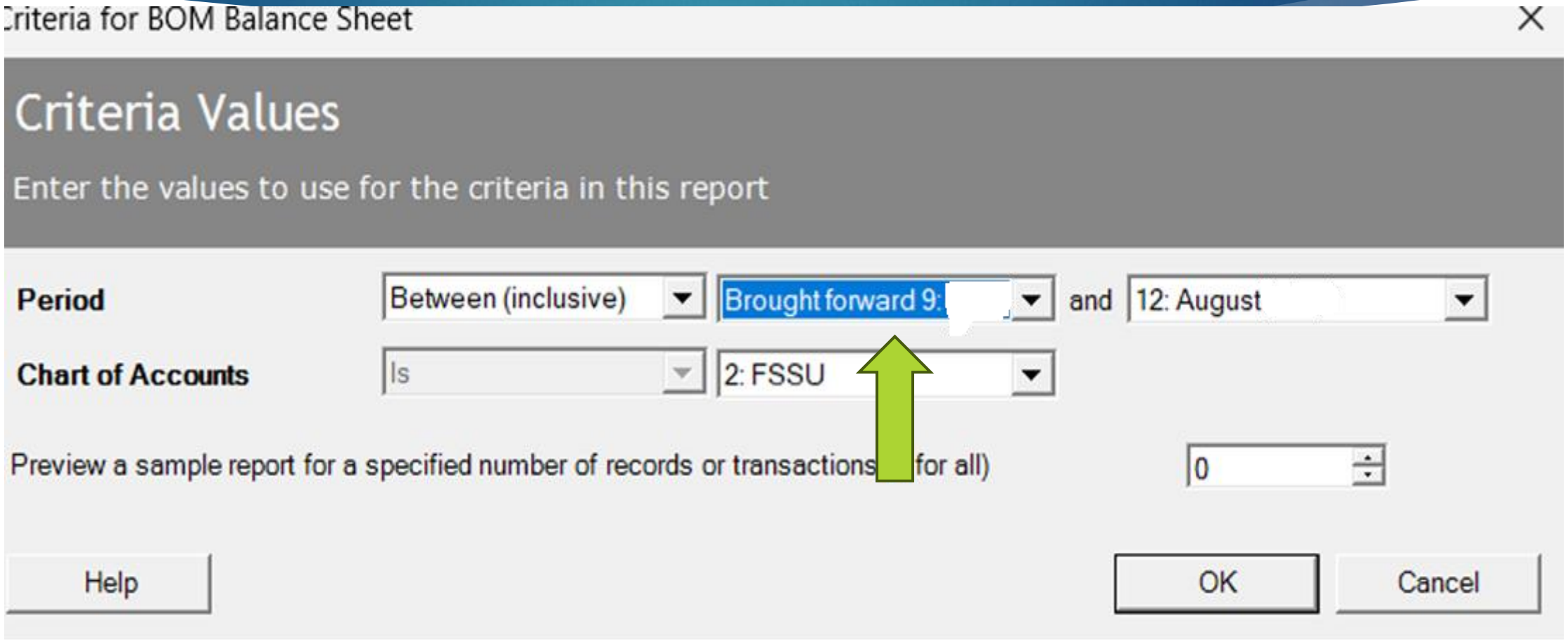
Balance Sheet



Balance Sheet



Balance Sheet



Function of the Balance Sheet Report

Time: 13:44:46

Balance Sheet

From: Brought forward
To: Month 12, August

Chart of Accounts: FSSU

	Period		Year to Date	
Fixed Assets				
Fixed assets	5,000.00		5,000.00	
		5,000.00		5,000.00
Current Assets				
Current Account	54,600.00		54,600.00	
		54,600.00		54,600.00
Current Liabilities				
		0.00		0.00
Current Assets less Current Liabilities:		54,600.00		54,600.00
Total Assets less Current Liabilities:		59,600.00		59,600.00
Lon g Term				
		0.00		0.00
Total Assets less Total Liabilities:		59,600.00		59,600.00
Capital & Reserves				
P & L Account	59,600.00		59,600.00	
		59,600.00		59,600.00

- Shows the financial position of the school by summarizing assets, liabilities
- Supports the preparation of the year end financial statements and forms a key part of the annual accounts
- Verifies the accuracy of account balances after all year end adjustments such as prepayments have been processed
- Enables comparison with previous years to identify trends in assets, liabilities and financial stability

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

FSSU Financial Support Services Unit ©

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Please contact the FSSU if you need support.

www.fssu.ie

Thank You

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